



**Monroe
Community
College**

STATE UNIVERSITY
OF NEW YORK

COVID-19 Pooled Surveillance Testing Plan

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September 10, 2020

Overview & Purpose

Monroe Community College plans to conduct pooled surveillance testing for the purpose of identifying asymptomatic positive Covid-19 individuals and possibly preventing an outbreak on campus.

Campus Demographics

Monroe Community College Currently has 925 students attending classes on campus and 205 employees working on campus. Based on state guidance, Monroe Community College will return to remote learning for a minimum of 14 days if it experiences 56 COVID positive cases ($1,130 \times .05 = 56.5$) within a 14-day period. In doing so, MCC will immediately:

- 1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days in compliance with "*Supplemental Guidance for COVID-19 Containment at higher education institutions during the public health emergency*" issued August 28, 2020.

Testing

Monroe Community College plans to test a total of 120 persons per week (faculty, students, and/or staff). This accounts for 10.6% of persons on campus. Testing will consist of surveillance pooled testing. Monroe Community College plans to utilize SUNY Upstate for pooled testing but may explore alternative sources if we find that a large number of students do not have mobile devices as required in their testing protocol or we find that we lack the resources to manage internally.

Although under review, there are no current plans for wastewater testing.

Individual PCR tests are conducted on symptomatic individuals. Symptomatic Residence Life students are quarantined in Tribune Hall pending their test results. There is a NYS DOH drive thru testing site on MCC's Campus which is utilized for individuals requiring PCR test.

Plan Logistics

Testing will be coordinated between the College's Director of Health Services and the college's Emergency Manager. There will be one test site conducted at a time and staff will be provided video and in-person training. The college is working on identifying the number of staff members that will be trained to administer the tests.

The College's Emergency Manager has secured the necessary PPE for our testing site and is coordinating logistical preparations.

- Coordinator: MCC Emergency Manager – Charles DiSalvo (cdisalvo@monroecc.edu)
- Backup Coordinator: MCC Health Services Director – Jaquelin Carson, RN BSN (jcarson@monroecc.edu)

Isolation and Quarantine Protocol

MCC has Tribune Hall on the Brighton Campus reserved for quarantine and isolation. The Hall has 127 available suites and is used for students requiring quarantine or isolation. The Office of Residence Life provides PPE, food and supplies to students in isolation or quarantine. Monroe Community College has an MOU with the Monroe County Department of Public Health which clearly outlines roles and responsibilities. One nurse from Health Services is assigned to each Hall and communicates with students on a regular basis. The college will not provide quarantine or isolation arrangements for off-campus students.

Plan Data Management

The College will work with the Office of Institutional Research, Student Services, and IT on testing data management to include; keeping track of population sampled, reporting results from testing, and tracking remaining capacity for isolation and quarantine. The campus currently does not have an IT platform for reporting results of testing.

Collect and Pool Samples

Residence Halls – Residence Hall staff will coordinate date time and location of collection. Students who cannot make collection due to classes will be provided make-up date and time.

On Campus Students - Student Services will notify students of date, time and location of test. Student Services will also send students instructions for registering online for exam and instructions to follow prior to arriving at test site. The Forum has been reserved for on-campus testing.

Employees – Monroe Community College will establish a system to test faculty and staff on a voluntary basis.

Contact Tracing

All of the College's Health Services staff have successfully completed the Johns Hopkins COVID-19 Contact Tracing Course. The college currently has six contract tracers and contract tracing of students and employees is coordinated with the Monroe County Department of Public Health.

Operational Logistics

Materials Needed

MCC will provide:

1. Personnel at each site. Each collection station will require a minimum of 4 personnel: 1 or more greeters, 2 Attendants to distribute saliva collection kits and receive completed collections; 1 for pooling samples (the Pooler).
Two tables for each collection station (one for materials to distribute to individuals being tested and one for pooling purposes)
2. Container of disinfecting lab wipes (1 per station)
3. PPE, including box of disposable paper gowns with cuffed sleeves, box of plastic gloves, N95 or fluid masks, and facial shield or goggles (3 each per station)
4. Several tables and chairs for individuals being tested to use near each collection station (spaced 10 feet apart)
5. Transportation container for pool bags of individual swabs
6. Large trash receptacles (1 per station) with bags and ties
7. Social distancing reminder marks and signs
8. Hand sanitizer stands
9. Public Safety will arrange for the transportation of testing supplies from SUNY Upstate and will deliver samples collected, consisting of pooled saliva specimens and bags containing used saliva collection vials to same, within 24 hours.

MCC will secure the following from SUNY Upstate Medical University prior to testing:

1. Large instruction cards (5)
2. Barcoded swab kits (1 per student)
3. Labeled centrifuge pool collection tube (1 per pool)
4. Labeled collection bag (1 per pool) sufficient to hold 12 collection tubes
5. Tube rack to hold 12 samples and pool collection tube (the Collection Rack) (2 per station)
6. Tube rack to hold 96 full/closed pool collection tubes (the Pooled Rack) (1 per station)
7. Transportation container and lid for pool bags (each containing 12 empty collection tubes)
8. Transportation container and lid for pool collection tubes

Procedure

[Note: For the purpose of elaboration, the below procedures refer all individuals being tested as students.]

Advance Procedure

1. Students will be informed of process ahead of time and must participate to be eligible for in- person class attendance or for residing in Residence Halls.
2. The Warshof Conference Center, R. Thomas Flynn Campus Center (Monroe A/B) at the Brighton Campus will be MCC's designated testing site. Students will be directed to come in one door, complete test and exit thru opposite door. College personnel will be assigned to both doors to ensure social distancing and no cross-contamination during exam process.
3. Students will report to the Warshof Conference at the specific time based on date and time designated by Student Services or Residential Life. A video of the process will be looped, so that students can see instructions for test while waiting in line.
4. MCC will coordinate collection day ahead of time based on SUNY processing lab reservation.
5. Prior to testing, students will be instructed to create a COVID-19 Surveillance Account and register on-line the day before testing (URL to be provided).
6. Prior to the day of testing, students are instructed to bring an official college photo ID card and their personal mobile device to the collection station.
7. Prior to testing, students will be instructed not to eat or drink anything, including chewing gum, mints or lozenges, within 30 minutes of reporting, and should not have brushed their teeth or used mouthwash within the past three hours.
8. On the day of testing, students will form into lines at their assigned collection stations, maintaining 6 feet distance (lines will be taped on floor and reminder signs posted).

Collection Day Procedure

1. Masked attendants don gloves.
2. Upon arriving at the assigned collection station, students use hand sanitizer.
3. Each student approaches collection station in turn and with ID showing.
4. Attendant will the student if they are currently experiencing any COVID-19 symptoms; if yes, the Attendant instructs the student to stop and call 1-888-364-3065 to schedule a COVID test on MCC's Campus drive through, telling the scheduler they are an MCC student or contact their Primary Care Doctor for evaluation.
5. Non-symptomatic students are asked to verify that they have not eaten or drank or brushed as instructed. If they cannot verify this, they are asked to exit and return in an hour.

6. Student is handed a saliva swab collection device, containing viral inactivation solution and saliva stabilizer.
7. Student opens their COVID-19 Surveillance Account using their own mobile device, and scans the saliva collection kit barcode number, linking it to their account.
8. Following the instructions provided in the saliva collection kit, student collects saliva from mouth for 10-15 seconds.
9. Student tightly closes the tube, shakes the tube vigorously 10x to mix with stabilizing reagent, and hands it to the attendant.
10. Attendant verifies student COVID-19 Surveillance Account has the correct student ID number and sample collection tube number. (Student hands Student ID and collection tube to Attendant; Attendant asks the student to read the Student ID number and collection tube number from their COVID-19 Surveillance Account while attendant verifies numbers on Student ID and collection tube; if correct, Attendant dismisses the student; if incorrect, student is asked to correct errors.)
11. Attendant adds collection tube to Collection Rack; once 12 samples are in this rack, the rack is transferred to the pooling table.
12. Pooler dons PPE (gown, gloves, mask and face-shield).
13. For each of the 12 samples in the collection rack, Pooler twists opens the lid, squeezees the liquid from the swab by twisting it against the inside of the sample collection tube and then transfers the entire liquid contents from the collection tube to a secondary barcoded pool tube.
14. Pooler twists closed each original sample tube and adds it to the labeled common pool collection bag.
15. Common pool tube stays in the collection rack until it has received samples from 12 students.
16. With the addition of the 12th sample, the pool tube is sealed and the exterior of the pool tube is wiped with a disinfectant wipe.
17. Pooler verifies that the common pool tube and pool collection bag (which now contain 12 empty individual collection tubes) have the same label and places the common pool tube in the Pooled Rack; the pool collection bag (containing the 12 empty individual collection tubes) is set aside for transport to SUNY Upstate.
18. After each pool collection is complete, the Pooler changes gloves or uses a disinfecting wipe to vigorously clean their gloves before handling the next set of pool tubes.
19. Clean up collection site, remove PPE, wipe down face shield with a fresh disinfecting wipe, collect waste with double glove procedure.
20. After all pools are completed, pool tubes and pool collection bags (containing 12 empty saliva collection vials) are transported to SUNY Upstate processing lab.

This must be done by 3 pm for results to be generated the next day, otherwise the data will be available within 2 days. Pool sample tubes must be kept out of direct sunlight and held at room temperature.

Note: Each campus is responsible for transportation of pool tubes and pool collection bags (each containing 12 empty saliva collection vials) to SUNY Upstate for processing.

Deliveries will be made to:

SUNY Upstate can receive samples from 8 am until 7 pm at the Institute for Human Performance, 505 Irving Ave., Syracuse, NY 13210. Delivery should be made through the rear building entrance (accessible through the garage entrance facing Madison St). Free parking is provided in the garage for up to 30 minutes. The campuses should contact Rhianna Ericson via email at EricsonR@upstate.edu or by phone/text at (540) 903-5514 to confirm time and date of deliveries.