**Tactics/Logistic Alternatives for Holding See, Test & Treat Safely During COVID-19 Pandemic (Based on 2020 See, Test & Treat Host Site Feedback)**

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| **General** | 1. Consider holding multiple smaller events in order to reduce the number of patients present at program at one time. 2. Adhere to your respective institution’s COVID protocols. |
| **Volunteers** | 1. Limit number of volunteers – avoid having extra volunteers that do not have a specific role 2. Station volunteers strategically to guide patients from station to station during the program so that they are not wandering. 3. Place volunteer check-in area outside (as feasible). |
| **Patient Registration and Management** | 1. Enhance communications: Patients/community may need assurance that the program will be conducted in a safe manner. 2. Pre-Register all patients must pre-register- discourage/don’t allow walk-ins. 3. Pre-Screen all patients for COVID with temperature checks at the door. 4. Mandatory patient mask wearing; provide masks as needed. 5. Station patient registration/check-in outside if possible. 6. Increase time between medical appointments to allow for sanitization between patients and to limit number of patients onsite. 7. Pre-make folders with patient’s name and appointment times clearly listed on the front cover; include all forms to be completed in folder. 8. Outreach by institution insurance navigator/financial counselor to call patients prior to program to assess eligibility and need for documentation to bring to the program. |
| **Waiting Area** | 1. Clearly mark areas where lines are expected to indicate 6 feet of distance. 2. Arrange and mark seats to indicate 6 feet of distance. 3. Limit number of women allowed in waiting room. 4. Consider having a two-tier waiting area set-up |
| **Education/Other Services** | 1. Arrange for Health educator to conduct brief one-on-one education in the examination room before or after patient screening 2. Place looping health education videos in waiting areas. 3. Identify a separate room for “ask a pathologist”/ microscope viewing station- limit patients engaging in this – have pathology residents involved in this station. 4. Include flu shot if available and appropriate, with education 5. Limit supplementary services to minimize the number of people onsite and waiting in line |
| **Food** | 1. Provide individually wrapped, a grab and go healthy food options– no uncovered food. 2. Offer grocery store gift card or boxes of take home pre-packed produce/healthy foods Consider securing through local community partners. |
| **Provision of Results** | 1. Call patients with their results on the day of the program 2. Providers to safely meet with patients to discuss results through a plexiglass barrier |
| **Connection to Care** | 1. Patients meet with patient navigator over the phone prior to attending program to reduce time meeting face-to-face 2. Designate a separate room for patients to safely meet with patient navigator during the program to discuss options available. Station chairs 6 feet apart or use of a plexiglass barrier to protect patients and staff. |