



Operating Instructions	Rev. 02 20/09/2021
Headquarters and Peripheral Offices Operating Personnel	
Management of swab points c/o the Verona Exhibition Centre	

1.0 Purpose/Objective of the Procedure

This procedure governs the conduct of personnel in service at swab centres, identifies roles and provides indications in the event of a positive result found for persons resident in Italy and any international persons not resident in Italy.

2.0 Scope

The procedure applies to all swab centres in direct agreement with ULSS9 Scaligera as well as those provided on behalf of private subjects and c/o the Verona Exhibition Centre.

3.0 Definition of roles

Depending on the type of centre, there may be various kinds of personnel operating in them; the minimum qualification is as follows:

- Nurse(s).
- Administrative secretary

Personnel may be implemented with other figures in relation to the needs of the centre itself:

- Second administrative secretary
- Assistant for nurse(s)

The specific tasks of each figure are listed below:

Nurse:

The nurse is in charge of health aspects of the Swab Centre and performs the swab diagnostic procedure (Rapid Antigenic or molecular) and the response of the swab is decided by the nurse by interpreting the result. The nurse signs the swab certification form indicating a Negative or Positive outcome as applicable.



Secretary:

Acquires the data of the person to be screened and enters it in the IT system and books the appointment on confirming the presence of the person, Monitors and makes sure that the data and type of swab are entered correctly in the system. If service is provided at a private location, an invoice is issued for the service and the agreed payment amount is received.

Second Administrative Secretary

Compiles the response given by the nurse assigning the result of the exam as indicated by the response on the regional computer system. For a service provided on a private location, the outcome form is compiled and consigned to the nurse.

Assistant to the Nurse

Prepares everything needed for the swab, assisting the activities of nursing personnel, reporting directly to them, manages the disposal of infected waste following the in-house protocol.

The nurse and the assistant operate in a "dirty" area. They must both be protected as per the instructions given below

4.0 PPE and Social Distancing

All personnel working in the swab centre are exposed to the risk of contagion. The secretary and the second secretary must always wear FFP2 type masks. They must ensure the social distancing of people waiting by allowing one person at a time enter the tensile structure and/or premises used.

The Nurse and the Assistant are in an operational section defined as "dirty". They must always wear all the PPE required by specific legislation:

- FFP2 Mask with Surgical Mask over Face
- Shield/Visor
- Water
- Repellent
- Gown - Cap
- 2 pairs of Disposable Gloves

All PPE at the end of the shift must be disposed of as potentially infected waste



CASE MANAGEMENT

PERSON NEGATIVE TO COVID 19 SWAB

In the event of a negative result of the person subjected to COVID 19 screening, the second secretary only the second secretary only and exclusively as indicated by the nurse will inform said person of the outcome of the swab and consign the relative form

PERSON POSITIVE TO COVID 19 SWAB

Resident in Italy

In the event of a positive result for a person resident in Italy, the nurse immediately notifies the second secretary who will communicate the outcome to the regional system and invite the person in question to go to his/her home or residence and follow all the pandemic containment regulations, starting the fiduciary quarantine and contacting his/her GP as soon as possible in order to activate all appropriate procedures.

Resident Abroad

In the event that the person with a positive outcome is resident or domiciled outside Italy, or who visited the swab centre to be able to cross the border for work purposes, the nurse will immediately alert the second secretary who, following the same procedure as indicated above, will notify the positive outcome to the regional system for a Local Health Authority (ULSS) approved swab centre. If the centre is acting in a private context, the second secretary will collect all the person's data, also recording any contact telephone number, and invite the person to remain in the sanitary compartment of the ambulance set up for the centre and contact the COVID hotel at the address shown below.

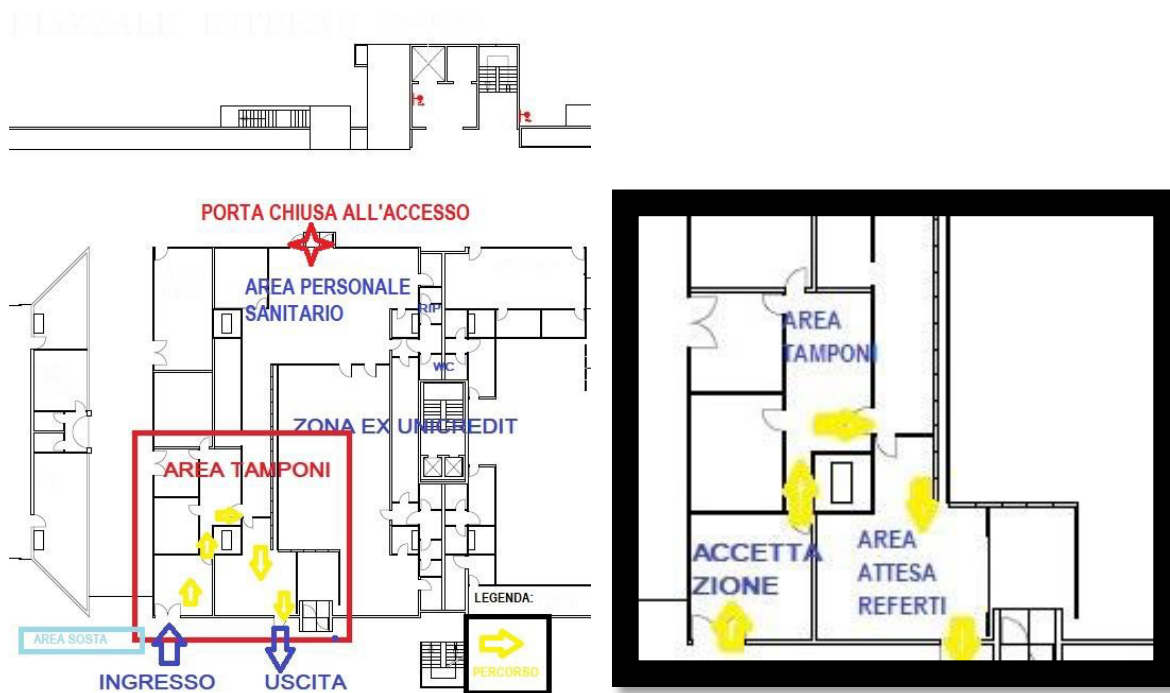
All documents and the positive outcome of the swab must be sent as soon as possible to the SISP Public Health and Hygiene Service by email to the contact person anna.sannino@aulss9.veneto.it

COVID HOTEL:
SANTA TERESA HOUSE
VIA CALVI (VR)
Contact person Mr. Simone Santagata
Tel. 3457585365

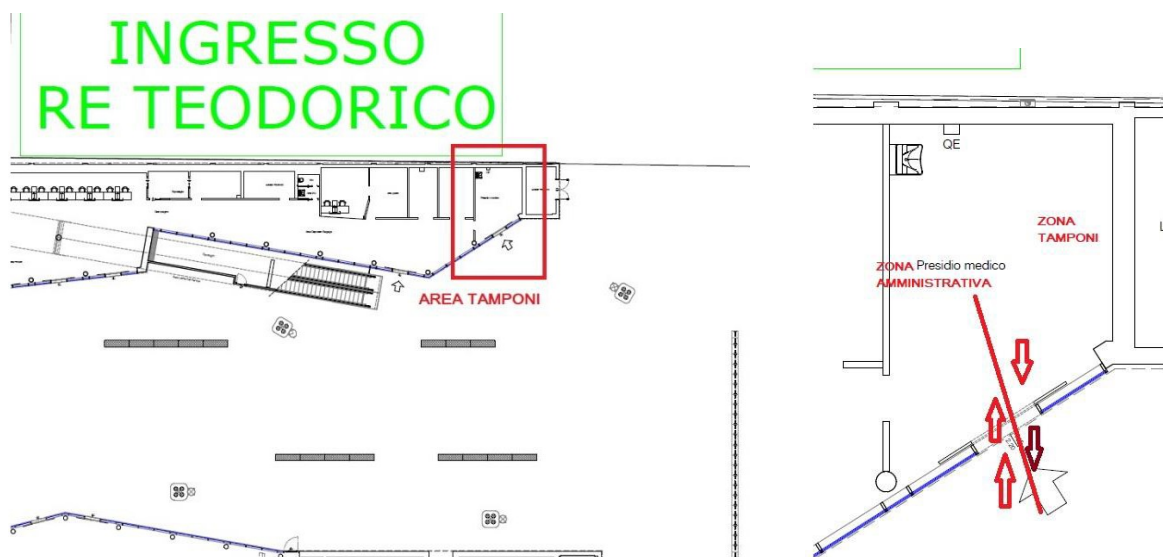


PREMISES SET UP FOR THE SERVICE AT THE VERONA EXHIBITION CENTER

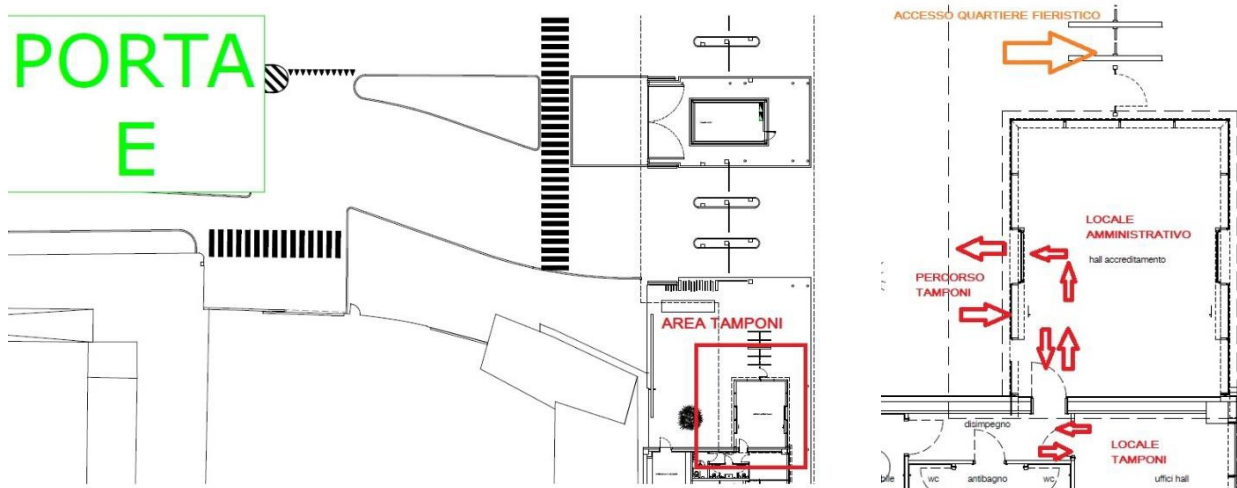
POINT 1 c/o PALAEXPO (fomer UNICREDIT AREA)



POINT 2 c/o RE TEODORICO ENTRANCE



POINT 3 c/o VEHICLE ENTRANCE - GATE E



ACCESS TO SWAB POINTS

Access to the swab point is for personnel who require screening or for travel reasons (returning to their residence in a foreign country) and specifically for the following categories:

- stand fitters
- exhibitors
- visitors

Access can be free or on booking to avoid gatherings of people waiting to enter the diagnostic area. The waiting area is marked to avoid crowds, the swab point is advertised and the access and exit route is highlighted by information signs.



BOOKING MANAGEMENT

Bookings are made by telephone or email. For the office managing international personnel who must return to their home is requested to send the following table compiled with the bookings and notify it to the following addresses:

TAMPONICOVID@CROCEBLUVERONA.IT

BOOKING TELEPHONE n° 345-1730081

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Medical Director