

# **Mobile Test Collection Team Operational Plan**

**COVID-19**  
**April 2020**

**Texas Division of Emergency Management (TDEM)**

**Texas Military Department (TMD)**

**Texas Emergency Medical Task Force (TX EMTF)**

**Texas Department of State Health Services (DSHS)**

**The Texas A&M University System (TAMUS)**

- **Texas A&M Engineering and Extension Service (TEEX)**
- **Texas A&M AgriLife Extension Service (AgriLife)**

**Texas Department of Public Safety (TxDPS)**

**Texas Parks and Wildlife Division (TPWD)**

**Texas Department of Transportation (TxDOT)**

**University of Texas Southwest (UTSW) Dallas**

**University of Texas Medical Branch (UTMB) Galveston**

**Civil Air Patrol (CAP)**

# Overview

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The purpose of this initiative is to quickly increase the availability of COVID-19 testing to all areas of the State of Texas. The Mobile Test Collection Teams (MTT) will be focusing on both rural areas that have not had access to testing and identified "hot spots" where additional testing capability is needed to augment what is currently in place. The Texas Military Department (TMD) in coordination with the Texas Division of Emergency Management (TDEM), the Department of State Health Services (DSHS), the Texas A&M Engineering Extension Service (TEEX), the Regional Advisory Councils (RACs) Hospital Preparedness Program (HPP) Providers, and the Texas Emergency Medical Task Force (TX EMTF) will set up mobile drive-through specimen collection sites in these rural counties and identified "hot spots."

## Concept

TMD, will supply a General Support Unit (GSU) with transportation and delivery capabilities and General Medical Team (GMT). TEEX, EMTF Lead RACs/HPP Providers Incident Support Teams (ISTs) and Texas A&M AgriLife Disaster Assessment and Recovery Agents (DAR) will support the GSUs and a GMT to form an MTT.

### Key Notes:

- There is no cost for the tests received by using these collection sites.
- All appointments will be scheduled in advance and patients will be given appointments for their specimen collection time.
- Site locations and dates may be shared in advance once fully confirmed.
- Register at one of the following:
  - Call Center Number: 512-883-2400
  - <https://txcovidtest.org>
- The call center will be able to schedule appointments 48 hours in advance for each site.
- Laboratories will receive the collected samples daily and be processed at either the University of Texas Southwest (Dallas) or the University of Texas Medical Branch (Galveston). Additional laboratories may be added at a later date.

## Limiting Factors

Availability of Personal Protective Equipment (PPE) and specimen collection supplies:

- PPE and supplies will be provided by the State to prevent creating or exacerbating local supply deficiencies.
- When the MTT is finished in the assigned county, resource shortfalls/needs must be identified prior to assignment to the next county and communicated to the MTT Supervisor.

- The MTT will assess PPE and resources needs daily and will communicate re-supply needs to TDEM.
- The MTT Leader will coordinate with the MTT supervisor the delivery or pickup of supplies (who, what, when, where). All supplies delivered/picked up will be properly documented as to disposition.

**Start Date:**

- The initial eight teams completed training and have been tasked for one MTT per one EMTF region.
- Start of operations will be 4/23/2020 or 4/24/2020.
- Additional teams will be allocated to the regions based on needs assessment as identified by the regions, in coordination with TMD to support an appropriate rehab cycle for teams.
- To increase the pace of collection team training, the active teams may be used to provide training to the remaining teams to increase the pace of team training and reduce required travel.
- Anticipate having all teams trained and active no later than 05/04/20.

**Assumptions**

- Each MTT can support two drive-through lanes, each lane capable of collecting one specimen every ten minutes.
  - The collection teams are modular to allow for expansion and contraction as needed.
  - Collection hours of operation will be set in advance and communicated to the call center at a minimum of 48 hours in advance and appointments will be scheduled within that timeframe. Hours of operation are flexible based on the community needs, with a maximum 12-hour operational period.
- Teams are modular and can be separated into squads that can operate independently. Each squad can operate a single drive thru lane. Squads can be deployed in tandem to one site or separately to two sites.

# Coordination

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## Regional Rollout

The rollout sequence for the first eight Mobile Test Collection Teams (MTTs) is as follows:

- EMTF 1 (Panhandle)
- EMTF 11 (Corpus Christi)
- EMTF 9 (El Paso)
- EMTF 4 (Tyler)
- EMTF 7 (Austin)
- EMTF 6 (Houston)
- EMTF 2 (DFW)
- EMTF 8 (San Antonio)

## Site Selection

The Regional Medical Director, EMTF Lead RAC, and TDEM Assistant Chief /District Coordinator will work collaborate to select and prioritize counties that need collection sites. TDEM District Coordinators (DCs) will coordinate with the identified local jurisdictions to find a suitable location for a collection site within the identified counties. Suitable locations should have the following:

- Covered and Paved
  - Access to temperature-controlled storage
- Electricity easily accessible for use by the MTT
- Restrooms for use by MTT personnel
- Good public ingress and egress

Examples of suitable drive-thru locations include:

- Car dealerships
- Convention Centers/Community Centers with a covered drive up area
- Fire or EMS Stations with two to three bays
- County Fair Grounds with drive-thru show barns

Local jurisdictions are asked to provide the following:

- On call Law Enforcement
- On call EMS unit

Once a site is selected and confirmed, the Regional Medical Director, EMTF Lead RAC, and TDEM Assistant Chief /District Coordinator will schedule a date, operational period, and number of drive-thru lanes. A TX EMTF MIST member will be assigned to each MTT to assist with the coordination.

Community messaging will be coordinated between the Regional Medical Director, local jurisdiction, EMTF Lead RAC, and TDEM Assistant Chiefs and DC.

- Local Advertisement
  - Social Media, Radio, Newspaper, City/County websites

## Mobile Test Collection Teams

The TMD has been activated to staff and operate the Mobile Test Collection Teams (MTT). TX EMTF will provide two days of on hands training with each MTT prior to independent activation in the regions. Each testing team will be configured to staff two drive-thru lanes. Hours of operation will be site specific. Each lane can collect approximately one sample every 10 minutes which equates to about 60 samples per lane or 120 samples per MTT per day assuming a 10-hour day. The TMD MTTs will coordinate resupply with TDEM and the armories. They will also handle their own logistics and wrap-around needs within its infrastructure (lodging, feeding, etc.).

## PPE Positional Requirements

Position	PPE Requirements
Security/Gate Keeper	Surgical Mask and Gloves
Greeter	N95 mask, goggles, hair cover, face shield, gown, double gloves
Sample Collectors	N95 mask, goggles, hair cover, face shield, gown, double gloves, sleeve covers <ul style="list-style-type: none"><li>○ change gloves in between each patient</li><li>○ if contaminated, then change affected PPE</li></ul>
Safety/Collection Monitors	surgical mask and gloves
Sample Handlers/Trackers	(samples are double bagged): surgical mask and gloves
Remaining Team Members	surgical masks if unable to social distance

## Medical Waste

COVID-19 medical wastes should be handled as Regulated Medical Waste (49 CFR 173.134 and 30 TAC Chapter 326, Subchapter B), just like the medical waste from seasonal flu patients. Site teams will coordinate locally for proper disposal. Site teams will coordinate locally to dispose of PPE.

## Laboratory Testing

Laboratories processing the samples will be UTSW and UTMB. The RMD in each PHR will serve as the "Ordering Physician" for all samples collected within their region.

UTSW and UTMB will share all results with the Call Center and each RMD daily. Samples will be picked up daily from each site and transported to the designated lab.

- Samples collected in TX EMTF Regions 1,2,4,7 will go to UTSW (Dallas)
- Samples in TX EMTF Regions 6,8,9,11 will go to UTMB (Galveston)

Daily pick up and transportation of the samples will be coordinated with the Texas Parks and Wildlife Division (TPWD), the Texas Department of Public Safety (TXDPS)

and TDEM, and samples will be transported via ground or air daily to ensure rapid test result turnaround for those tested.

Additional laboratories may be added at a later date and incorporated as appropriate.

## **Specimen Transport**

All samples taken during the TMD MTT initiative will be properly labeled and prepared for transport to the designated testing laboratory.

TPWD game wardens will report to the test collection site at least one hour prior to the last scheduled sample collection time. The MTT leader will coordinate with the designated game warden. At which point TPWD game wardens will acknowledge receipt and transport the properly packaged samples to the appropriate RAC/HPP support armories.

At the armories, TEEX IST MTT personnel will gather the samples from the various county collection sites, appropriately assemble for transport and transfer to the agreed upon airport facility for transport to the designated laboratory for the appropriate RAC/HPP region. Texas A&M AgriLife DAR personnel shall coordinate with TXDPS, Aircraft division.

AgriLife with the support of TEEX and TMD shall be responsible for delivering samples to the designated lab, if air transportation is not available. TXDPS Aircraft, Civil Air Patrol (CAP) or TMD Aviation will fly specimens to designated airports (Dallas or Galveston) for transport to the appropriate labs. A transport log for samples shall be recorded when transferred to different individuals and/or entities until final delivery to the correct laboratory.

## **Logistics Re-Supply**

### Test Kits Logistics

TMD is currently in possession of test kits and in coordination with Cold Chain Technology will coordinate delivery of test kits to the test collection sites. Once test kit supply chain shortage is resolved, Cold Chain Technology will ship and deliver test kits to test collection sites.

### PPE Logistics

The MTT will assess PPE and resource needs daily and will communicate re-supply needs to TDEM using the normal STAR process. TDEM Logistics will work to coordinate PPE delivery to the requesting armories. GSUs will fill orders received from the MTT teams in the area of responsibility of the identified support armories. Supplies will be delivered (or made available for pickup) to the MTT teams to use at the next assigned county specimen collection site.

## Responsibilities by Agency

Agency	Responsibilities	Go/No Go
<b>TDEM</b>	Provide resources identified in the Resource Needs portion of this plan.	
	Provide information to leadership of participating state agencies.	
	Work with on-site TX EMTF and logistics personnel for site burn rate needs.	
<b>TMD</b>	Supply 25 General Support Units (GSUs), with transportation and delivery capabilities.	
	Supply 25 medical teams to perform sample collection for two collection lanes with modular capability to allow up to 50 independent sampling lanes if required.	
	Require 24-48 hours lead time notice of test collection sites to allow for logistic requirements and proper site preparation.	
	Liaise with local law enforcement and Emergency Medical personnel for assistance/support as required.	
	Staff the Call Center in Austin (512-883-2400), which will be used to cover the entire state.	
<b>TX EMTF</b>	Provide training to each TMD MTT for all MTT test collection site operations	
	Provide MIST to each of the MTTs to liaise/coordinate with the team, TDEM AC/DC.	
	Provide and maintain the COVID-19 Mobile Collection Site Dashboard to provide site location and schedule data to the Call Center and TDEM.	
<b>DSHS</b>	Provide swab sample collection kits to TMD for MTT sites. Sample collection kits are comprised of sample collection swabs, reagent vials, and sample collection bags.	
	Coordinate result notification and tracking with the Public Health Regions through normal processes.	

<b>DSHS</b>	Activate cold chain management contract with Cold Chain Technology	
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<b>Agency</b>	<b>Responsibilities</b>	<b>Go/No Go</b>
<b>TEEX</b>	Coordinate logistics to ensure available sample collection supplies and PPE are delivered to the Mobile Sample Collection Teams through the National Guard Armories.	
	Coordinate logistics to deliver samples from collection locations to the appropriate testing location.	
<b>AgriLife</b>	The Family Community Health Agent will coordinate vulnerable community needs with the Advanced Operational Node (ADVON) agent.	
	The DAR will act as the Transportation Group Leader to coordinate the of transfer samples from the collection sites to the transportation nodes or the testing facilities.	
	County Agents will assist the TMD ADVON Team in coordination with the TDEM AC/DC.	
	In coordination with TDEM and TMD, perform logistics support operations.	
<b>TPWD</b>	Using appropriate chain of evidence procedures, transport samples from collection locations to testing locations or designated aviation transport point.	
<b>TxDOT</b>	May provide cones and barriers for specimen collection sites as requested by local jurisdictions	
<b>TxDPS</b>	Provide air transportation of samples and ground transportation from the destination airport (Dallas/Galveston) to the designated lab.	
<b>UTSW and UTMB</b>	Samples collected in TX EMTF Regions 1,2,4,7 will go to UTSW (Dallas). Samples collected in TX EMTF Regions 6,8,9,11 will go to UTMB (Galveston). (This may change if laboratories are added.) Exceptions will be coordinated through the State Operations Center (SOC).	
	Process samples from all MCTs.	



<b>UTSW and UTMB</b>	Share all MTT results with the PHR RMD and the Call Center daily.	
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<b>Agency</b>	<b>Responsibilities</b>	<b>Go/No Go</b>
<b>CAP</b>	Coordinate specimen transportation via air.	

## Resource Needs

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Site Requirements	A covered site, such as a fire station or drive through, is preferred. Electricity (preferred) Level floor (no dirt please) WIFI (preferred)
IT Package	2 hot spots / one each carrier 2 laptops w/power supply 2 printers 2 label printers 2 extension cords and surg protectors HDMI cable & printer cable etc.
Resupply Pack	2 rolls labels 2 reams plain white paper 2 set of replacement ink for label and hp printers
Physical Set Up	5 tables 12 chairs 2 pop ups (check in & information stations) 2 large drive through tents if no existing cover at site Large cooler (blue) for team hydration supplies File box / alphabetized dividers for prepped test kits File box / plain dividers for info packets at info station 2 large trash cans with liners 3 hazardous materials boxes with liners Shred box for Personal Protected Information (PPI) material Doffing tent 2 table size coolers (red) for collected samples 3 large coolers (red) for collected sample transport to testing facility * 8 cold packs re-useable Small freezer Testing kits / materials ** PPE ** 2 scissors (possibly cut swab stick to fit in vial) 5 hand sanitizers 2 spray bottles with sanitizing solutions 2 packs trifold towels Pens Paper pads Clip boards Charger Gaffers tape / duct tape Cones

Physical Set Up  
(cont.)

Signs: check in  
info station  
testing  
exit

Additional  
Services (needs  
to be coordinated  
at  
each location)

Laundry services for medical scrubs required daily.  
Takeout lunches for teams at testing site. Meals  
Ready to Eat (MREs) can be used as a last-resort  
back-up.  
Law Enforcement (LE) support as required.  
Emergency Medical Services (EMS) support as required.  
Hand washing stations and porta potties if no suitable  
site can be established with lavatories – this is a last  
resort and not preferred.

- \* Reclamation of coolers for specimen samples will be coordinated by Country.**
- \*\* Resupply of specimen collection kits and PPE will be coordinated through DSHS and TDEM respectively.**

## Additional Resources

<http://txemtf.org/covid/>

<https://results.txemtf.org/>

<https://txcovidtest.org>

Call Center Number: (512) 883-2400

# Acronyms

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AgriLife	Texas A&M AgriLife Extension Service
CAP	Civil Air Patrol
DAR	AgriLife Disaster Assessment and Recovery Agents
DC	TDEM District Coordinator
DSHS	Texas Department of State Health Services
GMT	General Medical Team
GSU	General Support Unit
HPP	Hospital Preparedness Program
IST	Incident Support Team
MTT	Mobile Test Collection Team
PPE	Personal Protective Equipment
RAC	Regional Advisory Council
TAMUS	The Texas A&M University System
TDEM	Texas Division of Emergency Management
TEEX	Texas A&M Engineering and Extension Service
TMD	Texas Military Department
TPWD	Texas Parks and Wildlife Division
TX EMTF	Texas Emergency Medical Task Force
TxDOT	Texas Department of Transportation
TxDPS	Texas Department of Public Safety
UTMB	University of Texas Medical Branch (Galveston)
UTSW	University of Texas Southwest (Dallas)

## Transportation Plan for shipment of COVID 19 test samples acquired at MT Collection Sites



Figure 1: Texas Military Forces Collect Samples



Figure 2: TPWD Transports Samples to the Supporting Armory



Figure 4: DPS Aircraft, Civil Air Patrol or TMD Aviation Will fly Specimens to Designated Airport (Dallas or Galveston)



Figure 3: Supporting Armory: Agrilife with the support of TEEX and TMD shall be responsible for delivering samples to the designated lab. Air is the preferred method. If aircraft is unavailable, Agrilife, TEEX and TMD will drive samples to the designated lab



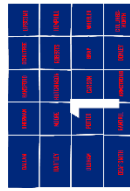
Figure 5: Samples arrive by air and will be picked up and transported to designated lab by DPS and results reported per SOP guidance



# Texas Emergency Medical Task Force

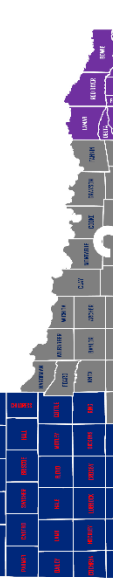
## TX EMTF 1

Lead RAC: Panhandle RAC  
 TSAs: A & B ~ HSR 1  
[www.PanhandleRAC.com](http://www.PanhandleRAC.com)



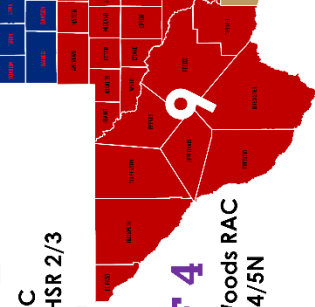
## TX EMTF 2

Lead RAC: NCTRAC  
 TSAs: C, D, & E ~ HSR 2/3  
[www.NCTRAC.org](http://www.NCTRAC.org)



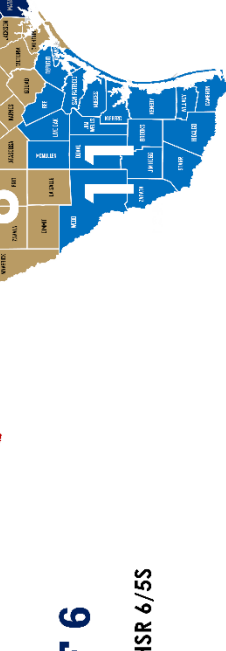
## TX EMTF 4

Lead RAC: Piney Woods RAC  
 TSAs: F & G ~ HSR 4/5N  
[www.RAC-G.org](http://www.RAC-G.org)



## TX EMTF 6

Lead RAC: SETRAC  
 TSAs: H, Q, & R ~ HSR 6/5S  
[www.SETRAC.org](http://www.SETRAC.org)



## TX EMTF

### State Coordinating Office

Lead RAC: STRAC  
[www.TXEMTF.org](http://www.TXEMTF.org) / [www.TDMS.org](http://www.TDMS.org)



TEXAS  
 Health and Human  
 Services

Texas Department of State  
 Health Services



## TX EMTF 7

Lead RAC: Capital Area Trauma RAC  
 TSAs: L, M, N, & O ~ HSR 7  
[www.CATRAC.org/EMTF](http://www.CATRAC.org/EMTF)



## TX EMTF 8

Lead RAC: STRAC  
 TSAs: P & S ~ HSR 8  
[www.STRAC.org](http://www.STRAC.org)



## TX EMTF 9

Lead RAC: Border RAC  
 TSAs: I, J, & K ~ HSR 9/10  
[www.BorderRAC.org](http://www.BorderRAC.org)



## TX EMTF 11

Lead RAC: CBRAC  
 TSAs: T, U, & V ~ HSR 11  
[www.CBRAC.org](http://www.CBRAC.org)



**Texas Division of Emergency Management - as of September 2019**



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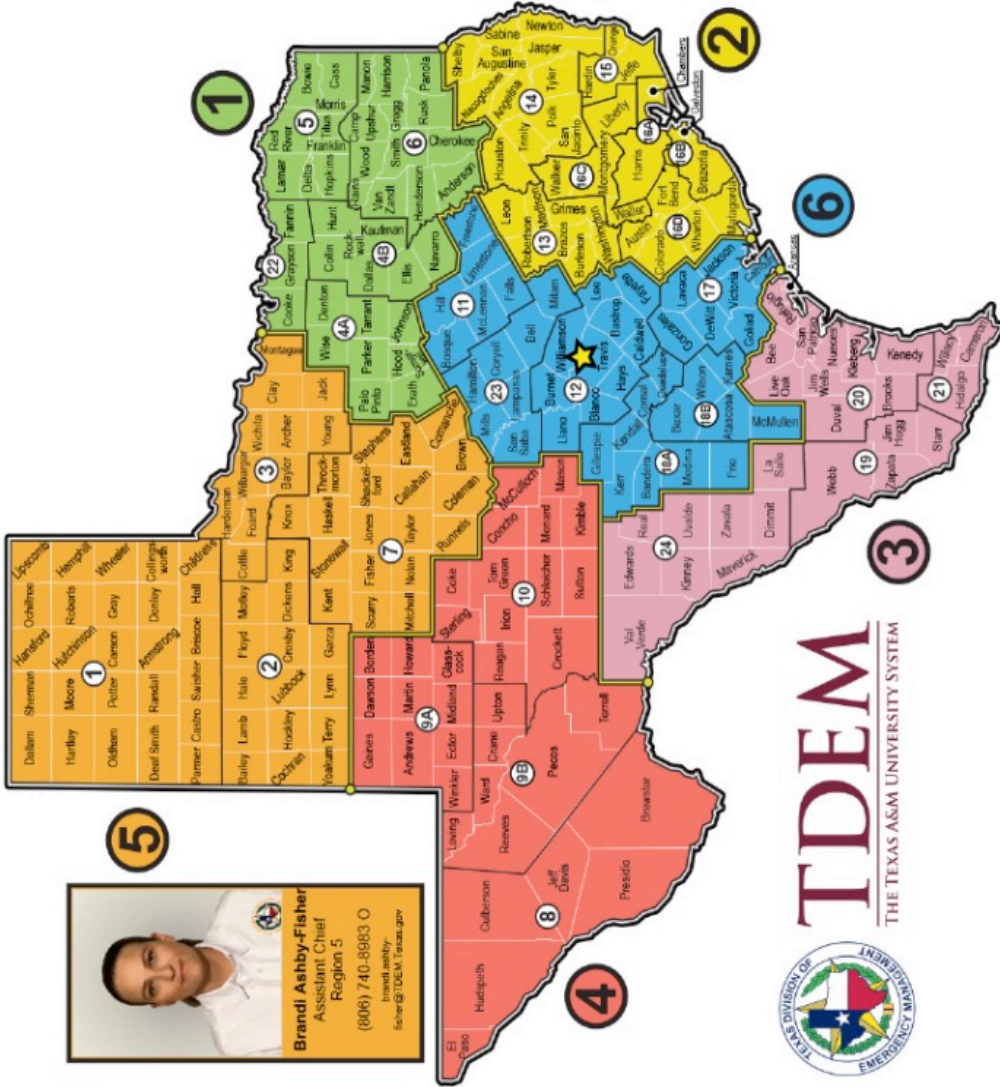
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# MOBILE TEST COLLECTION

is coming to your community

## DATE XX

Time

Location

**You will be screened to see if you have:**

- Fever and/or Chills
- Cough (Dry or Productive)
- Fatigue
- Body Aches/Muscle or Joint Pain
- Shortness of Breath
- Sore Throat
- Headaches
- Nausea/Vomiting/Diarrhea
- Nasal Congestion
- Loss of Taste and/or Smell

**To register:**

VISIT [TXCOVIDTEST.ORG](https://www.txcovidtest.org)

OR CALL 512.883.2400

*Tests are conducted by appointment only.*



**TEXAS**  
Health and Human Services