



Surveillance Testing Plan

September 8, 2020

OVERVIEW AND GOAL

Cayuga Community College is committed to maintaining a healthy and safe campus for students, employees, and the local community. Through the implementation of our re-opening plan, the College has incorporated important social distancing measures, enhanced cleaning protocols, college-wide use of personal protective equipment (PPE) and daily symptom screening for all individuals entering campus. In addition, the College moved over 85% of fall courses to a virtual format to reduce density on campus leaving the total student and employee on-campus population at approximately 688 individuals, divided between both campuses. As an added measure, and in keeping with SUNY guidance, Cayuga will begin incorporating surveillance testing into its health and safety protocols. Given the absence of residential facilities on campus, Cayuga's chosen method of surveillance testing will be pooled testing. However, the College recognizes that Wastewater Surveillance is an additional option, which may be implemented at a later date.

POOLED TESTING SAMPLE AND FREQUENCY

It is widely known that asymptomatic and presymptomatic individuals can spread the SARS-CoV-2 virus. Conducting regular surveillance testing allows the College to proactively identify presymptomatic and asymptomatic cases in an effort to mitigate the virus spread. Beginning in late September, Cayuga Community College will implement surveillance testing through a pooled testing protocol. Pooled testing will enable the College to monitor baseline infection rates, identify presymptomatic and asymptomatic cases, and potentially pinpoint super-spreaders.

As stated in SUNY's white paper *Empirical Recommendations for Surveillance Testing of COVID-19 on College Campuses (2020)*;

The pooled testing technique allows a lab to mix several samples together in a "batch" or pooled sample and then test the pooled sample with a diagnostic test. If the pooled sample is negative, it can be deduced that all individuals were negative. If the pooled sample comes back positive, then each sample needs to be tested individually to find out which was positive. Because samples are pooled together, ultimately fewer tests are run overall, meaning fewer testing supplies are used. In most cases, pooled testing has the benefit of reducing the time needed from collecting specimens to testing results, which is critical for campus operation.

Pooled testing is tentatively scheduled to begin during the last week of September and will be facilitated on both the Auburn and Fulton campuses. Following the detailed recommendations outlined in SUNY guidelines, Cayuga Community College will conduct pooled testing on 50% of the on-campus population cohorts each week, resulting in all on-campus members of the College participating every 2 weeks.

The College has identified 4 primary campus cohort groups:

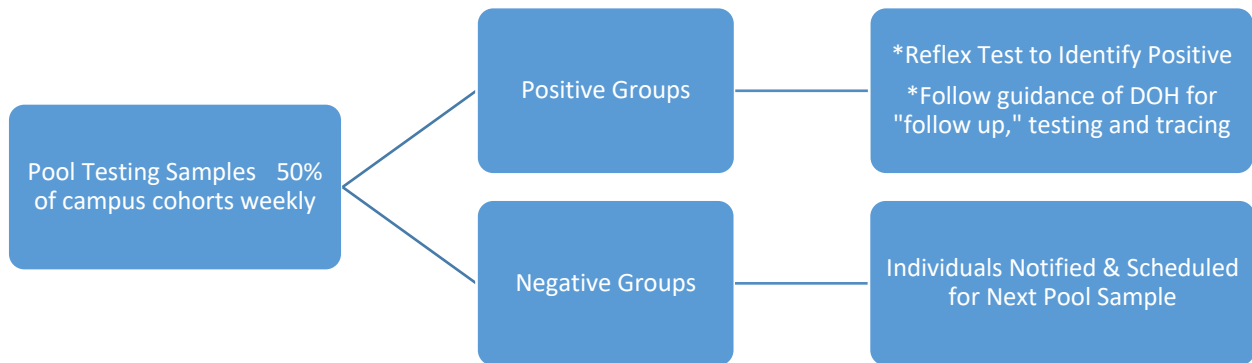
- Students enrolled in at least one in-person course on the Fulton Campus
- Students enrolled in at least one in-person course on the Auburn Campus
- Employees reporting to a College campus for work
- Students residing in Lattimore Hall. (Note: Lattimore Hall is not a residential hall owned, operated by, or located on Cayuga’s campus. However, the College will work with the Lattimore Hall staff to facilitate surveillance testing.)

The table below details the target number of participants each week who will participate in pooled testing.

	Auburn Students	Fulton Students	Employees	Lattimore Students
Total On-Campus Population	326	163	202	47
Target # Tested Weekly	163	82	101	24

The process for testing and managing both positive and negative results is detailed below. Given the non-residential nature of Cayuga’s campuses, on-campus isolation or quarantine locations are not necessary. However, Lattimore Hall management has identified specific suites for quarantine or isolation. The College will work with Lattimore Hall management and the County Health Department to support students in quarantine or isolation.

The flowchart below outlines the details regarding our testing plan for all cohorts:



PLAN LOGISTICS

This plan will be managed by the Dean for College Advancement and the Director of Facilities & Public Safety. Additional staff will be trained on the Upstate protocols in order to ensure testing administration is handled per the outlined procedures.

MATERIALS NEEDED

Campus Provides:

1. Personnel at each site. Each collection station will need 4 personnel: 1 Greeter to screen students as they arrive, 2 Attendants to distribute saliva collection kits and receive completed collections; 1 for pooling samples (the Pooler). Each collection station is estimated to have processing capacity of 100+ individuals per hour. If the second attendant can facilitate two students concurrently, collection stations could achieve up to 200 individuals per hour.
2. Two tables for each collection station (one for materials to distribute to individuals being tested and one for pooling purposes)
3. Container of disinfecting lab wipes (1 per station)
4. 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)
5. Several tables and chairs for individuals being tested to use near each collection station (spaced 10 feet apart)
6. Transportation container for pool bags of individual swabs
7. Large trash receptacles (1 per station) with bags and ties
8. Social distancing reminder marks and signs
9. Hand sanitizer stands

Upstate Medical University Provides:

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 simplicity, the below procedures refer to all individuals being tested as students.]

Advance procedures

1. Students are informed of process ahead of time and must participate to be eligible for in-person class attendance.
2. School designates collection area ahead of time and provides personnel to direct pedestrian traffic to and from site and manage student behavior.

3. Students report to swab site location at specific time based on last names or ID numbers or other convention as determined by school.
4. Collection day is determined ahead of time for each campus based on SUNY processing lab reservation.
5. Prior to the day of testing, students are instructed to create a COVID-19 Surveillance Account and register on-line the day before testing. (<http://register.suny-covid.com/>) Under some circumstances, the campus may opt to use an alternative collection method such as Redcap instead.
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 are 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. In addition, test subjects must abstain from smoking, vaping, or using smokeless tobacco products for 30 minutes prior to the test.
8. On the day of testing, students form into lines at their assigned collection stations, maintaining 6 feet distance (lines will be taped on floor and reminder signs posted).

Collection Day Procedures

1. Masked staff don gloves prior to student arriving. Pooler additionally dons gown, and faceshield. All staff should be wearing closed toe shoes.
2. Each student approaches Greeter station in turn and with student ID in one hand, and mobile device in other hand.
3. Greeter asks the student if they are currently experiencing any COVID-19 symptoms; if yes, the Greeter instructs the student to stop and student is provided information sheet for symptomatic students with instructions for next steps.
4. Non-symptomatic students are asked to verify that they have not eaten or drank or brushed or used other prohibited substances as instructed. If they cannot verify this, they are asked to exit and return in an hour.
5. Greeter checks if the student has a student ID and mobile device. If not, they are told to come back with both.
6. If the COVID-19 Surveillance app is being used for collection, Greeter checks to make sure the student has started registration. If the student cannot verify this, they are told to step aside and register before entering.
7. When prompted, student puts ID away and approaches Attendant #1.
8. Upon arriving at the assigned collection station, students use hand sanitizer.
9. Student launches their COVID-19 Surveillance Account using their own mobile device or other registration software depending on the method that the site is using.
10. Student is prompted not to open saliva swab collection device, then handed the device.
11. Student scans or enters the saliva collection kit barcode, linking it to themselves. Scanning should be completed while collection kit is still packaged.

12. Attendant 1 verifies the student has entered the correct barcode. To do this, student should read barcode from their mobile device, while Attendant 1 follows on the collection tube. If there are inconsistencies, student is asked to correct them before proceeding. NOTE: Strict adherence to this procedure #12 is critically important.
13. Attendant 1 prompts student to move to Attendant 2 with their collection swab.
14. Following the guidance of Attendant 2, and instructions provided on the saliva collection kit, student collects saliva from mouth for 10-15 seconds. In order to achieve higher throughput, Attendant 2 can oversee two students at once during this process, if they are able to monitor effectively while maintaining proper social distancing.
15. Student tightly closes the tube, and shakes the tube vigorously 10x to mix with stabilizing reagent.
16. If collection is successful, student hands tube to Attendant 2. Once prompted by Attendant 2, student will finalize their registration. Otherwise, collection tube is discarded in the trash and student returns to Attendant 1's line.
17. Attendant 2 adds collection tube to Collection Rack; once 12 samples are in this rack, Pooler retrieves rack and transfers it to the pooling table.
18. For each of the 12 samples in the collection rack, Pooler twists opens the lid, squeegees 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.
19. Pooler twists closed each original sample tube tightly and adds it to the labeled common pool collection bag.
20. Common pool tube stays in the collection rack until receiving samples from 12 students.
21. With the addition of the 12th sample, the pool tube is sealed tightly and the exterior of the pool tube is wiped with a disinfectant wipe.
22. 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.
23. 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.
24. Clean up collection site, remove PPE, wipe down face shield with a fresh disinfecting wipe, collect waste with double glove procedure.
25. 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.

Below are instructional videos outlining the specific staff roles:

Swabbing Technique (students): <https://vimeo.com/447268833/5229da41b6>

Role of the Greeter and Attendants: <https://vimeo.com/447270240>

Role of the Pooler: <https://vimeo.com/447269539>

The graphic below provided by Upstate displays the layout Cayuga Community College will use to collect samples

