* Date: 5/29
* Location: City Hall: 562 Main Street, Melrose MA. (Event will take place inside city hall)
* Times: 7:30a-2:00pm \**includes-training-testing-set up and break down.*
* # of medical volunteers:  6 RN/LPN/medical assistants (to be performing nasal swabs and/or AB testing)
* # of provider volunteers: 3 APRN/PA/MD/DO to perform medical intake and screening
* # of non-medical volunteers: 4 to greet and confirm pre-registered patients
* Description of what the volunteers will be asked to do:
  + Non-medical:
    - Greet patients
    - Validate license and appointment. Check off pre-registration list.
    - Locate pre-packaged test kit, add time to lab requisition, remove jform from pre-packaged lab kit
    - Provide patient with pre-packaged hand sanitizer and discharge instructions
  + Medical:
    - Validate patient
    - Instruct them on what to expect and provide with two tissues if performing swab
    - Swab/perform blood draw
    - Place swab in tube and handoff to associate for packaging
    - Package tubed swab/blood vial and place into cooler
    - Change outer layer of glove
  + Provider:
    - Complete COVID-19 specific intake and document on jform
* Information about the just in time training:
  + How to greet and register patients
  + Donning and doffing of PPE
  + How to capture nasal pharyngeal swab/perform blood draw
  + Overview of medical evaluation and documentation
* PPE that will be provided for the volunteers:
  + N95 masks (including fitting)
  + Gloves
  + Gowns
  + Goggles
  + Face shield
  + Hair bonnet/cap

**Here are the details for the City of Wakefield, Employee event:**

* Date: 06/03
* Location: City Hall: 1 Lafyette Street Wakefield (Event will take place inside city hall)
* Times: 7:30a-2:00pm \**includes-training-testing-set up and break down.*
* # of medical volunteers:  6 RN/LPN/medical assistants (to be performing nasal swabs and/or AB testing)
* # of provider volunteers: 3 APRN/PA/MD/DO to perform medical intake and screening
* # of non-medical volunteers: 4 to greet and confirm pre-registered patients
* Description of what the volunteers will be asked to do:
  + Non-medical:
    - Greet patients
    - Validate license and appointment. Check off pre-registration list.
    - Locate pre-packaged test kit, add time to lab requisition, remove jform from pre-packaged lab kit
    - Provide patient with pre-packaged hand sanitizer and discharge instructions
  + Medical:
    - Validate patient
    - Instruct them on what to expect and provide with two tissues if performing swab
    - Swab/perform blood draw
    - Place swab in tube and handoff to associate for packaging
    - Package tubed swab/blood vial and place into cooler
    - Change outer layer of glove
  + Provider:
    - Complete COVID-19 specific intake and document on jform
* Information about the just in time training:
  + How to greet and register patients
  + Donning and doffing of PPE
  + How to capture nasal pharyngeal swab/perform blood draw
  + Overview of medical evaluation and documentation
* PPE that will be provided for the volunteers:
  + N95 masks (including fitting)
  + Gloves
  + Gowns
  + Goggles
  + Face shield
  + Hair bonnet/cap