* 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