

COVID-19



FEDERAL MINISTRY OF HEALTH



NIGERIA CENTRE FOR DISEASE CONTROL

# A STEP BY STEP GUIDE ON SETTING UP A SAMPLE COLLECTION CENTRE

**FIRST EDITION**



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## A STEP BY STEP GUIDE ON SETTING UP A SAMPLE COLLECTION CENTRE

### Background

The Nigeria Centre for Disease Control (NCDC) has led the public health response to COVID-19 in Nigeria since the index case was confirmed on February 27, 2020. A key outcome of the NCDC midterm action review (MAR) held in May 2020 is to scale up demand and access to testing in Nigeria.

To successfully increase sample collection across the country, one critical priority is for state governments to establish more sample collection centres.

**This document has been developed as a guidance for all states, for use in establishing sample collection centres primarily in secondary and tertiary health facilities.**

### Setting up a sample collection centre will involve the following

- **Stakeholders identification and prioritisation-** The Honourable Commissioner of Health or designate should identify which stakeholders need to be involved in the process. This includes but is not limited to the Honourable Commissioner of Health, State Epidemiologist, representatives from the relevant health facility, representatives from the community, representatives from partners supporting the response in the state etc.
- **Meeting of stakeholders to decide on the following:**
  - Identification of high burden communities and Local Government Areas (LGAs) based on informed decisions from available data in the state.
  - Selection of health facilities and Ministries, Departments and Agencies (MDAs) that can be used as a sample collection centre.
    - Consideration for sample collection sites to be in all tertiary and secondary health facilities in the state. This can be achieved in phases.
    - More than one sample collection centre may be established in high burden communities and LGAs based on what the stakeholders agree on.
- **Engagement of Chief Medical Directors (CMDs), Medical Directors (MDs) and heads of MDAs of facilities to be used as sample collection centre.**
- **Assessment of selected health facilities**
  - Decide suitable location(s) within premises of identified sample collection centre
  - Ensure minimum infection prevention and control (IPC) standards are feasible and attained including that physical distance can be maintained, running water is available etc.



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- **Identification of personnel to work at the sample collection centre including surge staff**
  - Selection of personnel within the selected health facilities to be used as sample collection centre is mandatory for the purpose of continuity and sustainability. Recruitment of volunteers/adhoc staff is encouraged.
- **Training of facility personnel and adhoc staff on**
  - Sample collection, packaging, and transportation.
  - Donning and doffing of PPE.
  - Infection Prevention and Control (IPC).
  - Waste management.
  - Filling of case investigation forms (CIF) among others.
- **Deployment of trained personnel to the sample collection centre.**

## Minimum Requirement for Establishment of a Sample Collection Centre

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### Personnel

- **Three sample collectors** preferably all Laboratory Scientists. Not more than 1 Doctor or Nurse.
- **Four Case Investigators** who will be responsible for filling out the CIF.
- **Two Health Assistants** as cleaners.
- **Two Environmental Health Officers** or responsible personnel for fumigation.

Minimum of 7 (2 sample collectors, 3 case investigators, 1 health assistant and 1 environmental health officer)

### Structure

- Building/ hall/ space with uniflow of movement, i.e. with an entry door and an exit door or tent(s) within the facility. There should be:
- A waiting area with chairs to seat at least 10-15 clients while waiting to be seen.
- A clerking area with chairs and tables for staff and clients.
- A donning area and a doffing area.
- A sample collection area which should have a uniflow movement.
- Room /store for storing items and PPEs.



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### Items to be made available by the health facility

- Tables
- Chairs
- A hand washing point with running water (veronica bucket can be used)
- Emergency kits
- Masking tapes

### Items below to be provided by the State Department of Public Health.

- - Hand gloves
  - N95 masks
  - Coverall
  - Plain gown
  - Face shield
  - Eye goggles
  - Hand sanitizers
  - Tongue Depressor
  - Serviette
  - Plain face mask
  - Shoe wrap /cover
  - Head cover
  - Surface Alcohol Spray
  - Ziploc bags (small)
  - Viral Transport Medium (VTM)
  - Vacuum tubes
  - Swab sticks
  - Disinfectant
  - Case Investigation Form (CIF) booklets



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- Biohazard bags
- Normal trash bags
- Dust bins
- Logistics for delivery of materials to centres and sample transportation from centres to the testing laboratory (vehicle or dispatch riders)

To ensure coordination, the Honourable Commissioner of Health or designate should ensure that every sample collection centre is linked to the State's testing laboratory, through the State COVID-19 Emergency Operations Centre.

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