

School Testing Administrator

Preparation Steps to Perform BinaxNOW Test Session

[for schools: print and post these steps in your testing area]

1. Prepare the space for testing:

- Clean surface with no clutter
- Ensure close access to alcohol-based hand sanitizer, or area is near a sink with soap and water
- Ensure that biohazard bag is available
- Garbage can should be within arm's reach
- Place clean paper towels down onto work area
- Person to be tested should sit in a chair that is placed more than 6 feet away from your work space

2. Perform hand hygiene by washing hands with soap and water or using an alcohol-based hand sanitizer.

3. Remove your non-medical face covering and put on a medical-grade mask.

- Fit flexible band to nose bridge
- Fit snug to face and below chin
- For masks with ties: Secure ties or elastic bands at middle of head and neck

4. Put on face shield or goggles.

- Place over face and eyes
- Adjust the fit for your personal comfort

5. Put on disposable gloves.

6. Perform the BinaxNow test, following manufacturer's recommendations.

If Testing Multiple People in This Session:

Wear fresh gloves for **each** test. **Do not** run multiple tests at the same time.

1. Use one pair of gloves for each person's test.
2. After each test is complete, remove gloves and discard into trash can.

3. **Perform hand hygiene by washing hands with soap and water or using an alcohol-based hand sanitizer.**
4. **Once hands are dry, put on a new pair of disposable gloves and proceed with the next test.**

After All Testing is Complete for This Session

1. **Remove gloves. Throw gloves away in regular garbage can.**
2. **Perform hand hygiene by washing hands with soap and water or using an alcohol-based hand sanitizer.**
3. **Remove face shield or goggles.**
 - Carefully grab the strap on the back of your head, pulling upwards and away from the head without touching the front of the shield or goggles.
4. **Put on a new pair of disposable gloves.**
5. **Clean and disinfect face shield or goggles, following manufacturer's cleaning instructions or follow the below steps:**
 - **Clean:** Carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
 - **Disinfect:** Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution. Leave wet for the amount of time specified on the disinfectant label.
 - **Final Wipe Down:** Wipe the outside of face shield or goggles with clean water or alcohol to remove any residue.
 - **Fully Dry:** Air dry or remove any moisture using clean absorbent towels.
6. **Remove gloves. Throw gloves away in regular garbage can.**
7. **Perform hand hygiene by washing hands with soap and water or using an alcohol-based hand sanitizer.**
8. **Put away your clean eye protection in a bag or container labeled with your name.**
9. **Remove medical mask. Throw mask away in regular garbage can.**
10. **Perform hand hygiene by washing hands with soap and water or using an alcohol-based hand sanitizer.**
11. **Put on your personal non-medical face covering.**

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