



2019-NOVEL CORONAVIRUS (COVID-19) SPECIMEN COLLECTION KIT INSTRUCTIONS

Use: To collect nasopharyngeal and throat (oropharyngeal) specimens for 2019-Novel Coronavirus (SARS-CoV-2), the virus that causes COVID-19.

Kit contents: 2 Tubes of Universal Transport Media (UTM)
1 Nasopharyngeal swab (smaller swab, flexible shaft)
1 Throat swab (larger swab, rigid plastic shaft with polyester tip)
1 Ziploc specimen bag containing absorbent pad
1 RI State Health Laboratories Test Requisition form
1 Ice pack (keep in a freezer until ready to package & transport specimens)



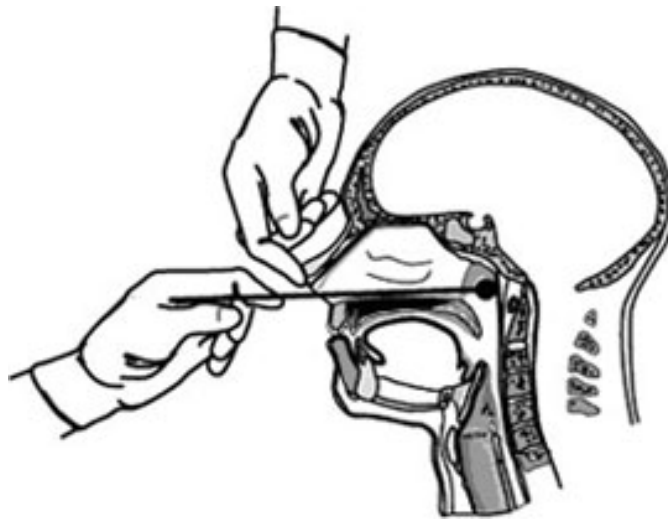
Collection Instructions:

See the current CDC guidelines for upper and lower respiratory specimen collection and appropriate biosafety precautions for healthcare workers found at:

<https://www.cdc.gov/coronavirus/2019-nCoV/guidelines-clinical-specimens.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients.html>

1. Label two tubes of UTM legibly with the patient's name **and** date of birth, or medical record number (specimen vial **must** have two unique patient identifiers on it or it will not be tested).
2. **Nasopharyngeal specimen:**
 - Use the flexible shaft NP swab provided to collect the specimen.
 - Have the patient blow their nose and then check for obstructions.
 - Tilt the patient's head back 70 degrees & insert the swab into nostril parallel to the palate (not upwards) until resistance is encountered or the distance is equivalent to that from nostrils to outer opening of patient's ear indicating contact with nasopharynx. Leave swab in place for several seconds to absorb secretions. Slowly remove the swab while rotating it.

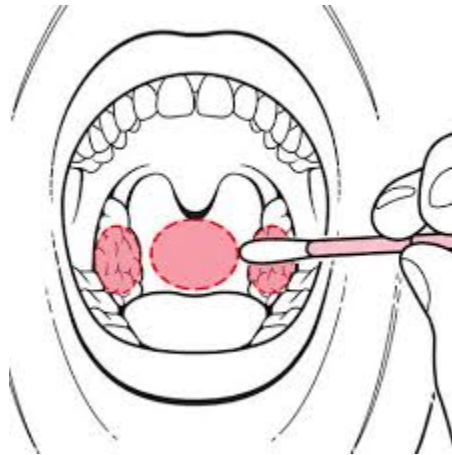


- Insert the swab into the vial of UTM, making certain that the swab tip is covered by the liquid in the tube. The swab is to remain in the tube for transport
 - Plastic shaft NP swab: The swab shaft extends past the top of the tube. Snap it off at the break line on the shaft, allowing the end with the swab tip to remain in the liquid. The tip of the swab must be immersed in the liquid.

3. Throat specimen (Oropharyngeal swab [OP]):

Note: cotton or calcium alginate tipped or wooden shaft swabs are unacceptable

- Use the rigid shaft swab provided to collect a specimen by swabbing the patient's posterior pharynx and tonsillar area (avoid the tongue).
- Insert the swab into a **SEPARATE** vial of UTM from the NP swab (note: this is different from influenza specimen collection). The swab shaft extends past the top of the tube. Clip it so that the top of the swab shaft is just below the top of the tube allowing the end with the swab tip to remain in the liquid. The swab tip must be immersed in the liquid.



4. Securely tighten the cap on the UTM vials and recheck to make certain they are labeled with two patient identifiers. Write "NP" or "OP" on the respective vial. Insert vials into specimen transport bag and close bag tightly.
5. Complete a RI State Health Laboratories test requisition form. Ensure that all information is legible, complete and accurate. Place the completed form into the outside pocket of the specimen bag. Do **not** enclose it inside the bag with the specimens.

Holding:

Store specimens refrigerated (2 – 8 °C) until ready to send to the state laboratory. Specimens may be held refrigerated for up to 72 hours. Specimens must be received at the RI State Health Laboratories within three days of being collected.

Transport:

- Healthcare providers must **IMMEDIATELY** notify the RIDOH Center for Acute Infectious Disease Epidemiology at (401) 222-2577 in the event of a Patient Under Investigation (PUI) for COVID-19 prior to specimen collection.
- Phone the RI State Health Laboratories Molecular Diagnostics Lab 222-5538 to arrange for courier transport of specimens. **Make certain that specimen(s) are transported with a frozen ice pack** in the transport container provided by the state lab.
- **Packaging:**
 - Place the Ziploc bags containing the specimen vials **along with the frozen ice pack** into the styrofoam box that is contained inside the cardboard shipping box.
 - Specimens must be packaged and shipped in accordance with appropriate federal Department of Transportation (DOT) regulations.
 - Ensure that the outer packing box that is supplied with the specimen kits is sealed securely with packaging tape
 - Ensure shipper label information for your facility is completed in full and affixed to the outer package

Contact for questions regarding specimen collection, packaging and shipping:

RI State Health Laboratories Molecular Diagnostics Lab: 222-5538