

COVID Essential

Best Practices for Onsite Staff

Notice / Disclaimer

This document contains general guidelines based on current recommendations from public health agencies. Please be advised that health advisories are updated frequently and may have changed since this document was written. Please monitor health advisories daily while operating a testing site. Color has worked to make these guidelines accurate, but Color does not have any obligation to update the guidelines and they may contain errors or inaccuracies. Any action you take is at your own risk. Color disclaims liability for any losses or damages arising from use of this document.

These are general guidelines and your individual circumstances may require different practices, so we cannot and do not make any warranties or representations about them or anything else in this guide. Collaborate with your clinical staff, environmental health and safety team, and local health authorities to modify and add to these procedures before implementing them.

These guidelines are not medical advice. Nothing in these guidelines should be interpreted as giving medical advice or as a recommendation regarding any act or omission regarding the health of anyone working or attending a test site.

Background

This document provides information for conducting Color's COVID-19 testing at your testing sites. These guidelines are limited to COVID-19 testing sites that use anterior nares (AN) swab sample collection.

General Safety Reminders

- Review and follow guidelines for using personal protective equipment (PPE), as outlined by your organization and health authorities, such as the [CDC guidelines](#).
- Review and follow guidelines on proper social distancing, as outlined by your organization and health authorities, such as the [CDC guidelines](#).
- Assume all samples are infectious.
- Assume all waste generated by this process is infectious and dispose of it in a red biohazard bin/bag.
- Follow infection control practices as recommended by your organization and health authorities.

Check-in

1. Log into the Color Digital Intake App (dashboard will open automatically or go to color.com/covid-admin).
2. Select the participant's name from under the "Eligible" tab of the app.
 - a. If the participant's name cannot be found, ask the participant to please register through the link provided to them in the announcement email.
3. Verify the participant's name and date of birth.
 - a. If anything needs to be corrected, inform the participant that this will be done prior to sample collection.
4. Select "Patient Arrived" to complete the check-in process.
5. Participant's status will change to "Checked In."

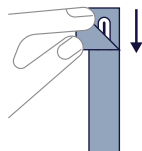
Sample Collection

1. Log into the Color Digital Intake App (dashboard will open automatically or go to color.com/covid-admin).
2. Select the participant's name from under the "Checked In" tab of the app.
3. Verify the participant's date of birth, phone number, and email address
 - a. If anything needs to be corrected, select "Update Patient Info."
4. Explain procedure, ask if participant consents and record response in the app.
 - a. Participants must consent to the procedure in order to proceed.
5. Open sample collection kit. In the app, enter barcode and select "Anterior nares" specimen type.
6. Remove the barcode card and FAQ from the collection kit bag and give them to the participant.
7. **Collect sample.**

1

Open the package with the swab.

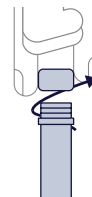
Peel open where indicated.
Leave the swab in the package for now.



2

Unscrew the lid of the collection tube.

Keep the lid nearby.

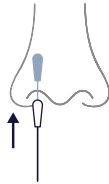


3

Rotate swab tip in first nostril, 3 times.

Insert it into one nostril just until the soft tip is no longer visible, about 1 inch. Rotate it in a circle around the inside edge of your nostril at least 3 times.

Note: Do not force the swab any further.

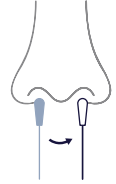


4

Rotate swab tip in other nostril, 3 times.

Repeat the previous step in the second nostril, using the same end of the swab.

Note: You will use the same swab for both nostrils.



5

Put swab into the collection tube.

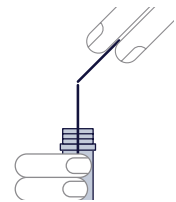
The soft tip of the swab that went into your nose should go into the tube first.



6

Snap the handle off.

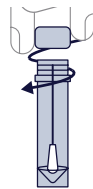
Holding firmly onto the tube, snap the handle off where it naturally bends.



7

Screw on the top of the collection tube.

You're almost done! Make sure the top is screwed on tightly.

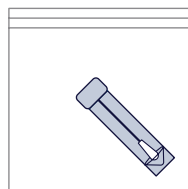


8

Inform the participant that they will receive their results in 1 - 3 days and ensure they take their barcode card and FAQ.

9

Place the sample (packaged in the small clear plastic bag) in the designated storage location.



10

Prepare for the next sample collection according to the infection control practices recommended by your clinical organization.

Sample Storage and Shipping

1. Samples must be kept at 4°C - 25°C at all times.
 - a. If the collection site is warmer than room temperature, store samples in an insulated container with refrigerant gel packs or a refrigerator (using a secondary container).
 - b. Do not use dry ice or set samples directly on ice packs, as this may freeze samples.
2. Send samples to Color the day of collection or as soon as possible via FedEx Priority Overnight mail. Please note, results will be available 1 - 3 days after the samples arrive at Color.
3. Please follow transport instructions outlined in the [COVID-19 Sample Shipping Protocol](#).

Onsite Troubleshooting

Common issues

- Entered wrong barcode / new sample needed (original sample fell, broke, cannot be used for any reason):
 - Document old barcode number.
 - Discard the wrong sample and barcode card into biohazard trash.
 - Select participant name and repeat sample collection process making sure to:
 - Use a new sample, sample tube, and barcode.
 - Contact covidessential@color.com to **cancel the old barcode**.
- Connectivity issues:
 - Check internet or Wi-Fi connection (use fast.com).
 - If using an iPad/Tablet:
 - Attempt to use tool on a computer if one is available.
 - If no computer is available, force quit the app.
 - Double tap the home button then swipe the app window up.
 - Tap the home button again, then the app icon in the bottom dock. You may need to log back into the app.
- Trouble logging into account:
 - If you are logging into your account and not seeing the dashboard, go to <http://color.com/covid-admin> and login
- Other: contact covidessential@color.com if you have any questions.