Self-Swab COVID-19 Testing Announcement   
Email Template

*Subject:* LaunchingCOVID-19 Testing at [Company]

*Body copy:*

Dear [eligible participants],

I’m excited to announce that we are partnering with Color to offer our employees quick and easy access to COVID-19 testing. Color is a population health testing company that has partnered with USC and other major universities, municipalities, and enterprises to run large-scale COVID-19 testing programs.

When you arrive for testing, simply pick up a kit, create your Color account, and follow the collection instructions in the self-swab Color kit.

You may want to consider creating a Color account in advance to save time. To do so, visit [color.com/covid/activate](http://color.com/covid/activate). This [overview](https://f.hubspotusercontent30.net/hubfs/3989189/Enterprise%20Content/Employee%20brochures%20/General%20Onsite%20Sample%20Collection.pdf) takes you through creating an account to submitting a sample. Additionally, here are some [detailed instructions](https://www.color.com/self-swab-instructions) about how to provide your sample (you’ll also find an instruction card inside your kit).

Testing will be offered to [once] a week. Our hours of operation are:

* [Mondays from 8am-5pm]
* [Tuesdays from 8am-5pm]
* [Wednesdays from 8am-5pm]
* [Thursdays from 8am-5pm]
* [Fridays from 8am-5pm]

Be sure to test according to the schedule to avoid being marked non-compliant. Returning to work will require negative test results.

Thank you for your efforts to keep our community safe and healthy. Please let [implementation team] know if you have any questions.

Best,

[Insert name]

**When will I get my results?**

Results typically take 1-3 days, though the actual time may vary. If you feel you are experiencing severe or worsening symptoms, seek medical care immediately. The U.S. Centers for Disease Control and Prevention (CDC) recommends that people experiencing the following symptoms get emergency medical attention: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to stay awake or wake after sleeping, bluish lips or face.

**How will I receive my results?**

You will receive your results online. Color will send you a text and email notification as soon as they are available, and you’ll log into your Color account to view them. When you click on your report, you’ll be able to download it to easily share with your doctor.

**Who will my results be shared with?**

You and the physician who ordered your test will receive a copy of your results. Color will also share your results with your state and/or local health department, as required by law. Finally, your results will be shared with [Company] in an effort to keep our office a safe place.

**Why does Color say I’m not eligible when I try to create an account?**

Please ensure that you are entering your email address correctly. If you’re still experiencing an error, please contact [support@color.com](mailto:support@color.com).