COVID-19 LAB AND SPECIMEN COLLECTION TRAINING
Meeting Agenda

- Welcome and house keeping
- Proper methods of specimen collection (NP, anterior nares, self-collection)
- Infection Control
- Labelling, storage & handling of the specimens
- Review process of PUI test kit usage through COVID-19 PLUS Model
- Phone numbers and resources
- Q/A
This workshop is being recorded.

Please mute your phones and your computer.

Questions are welcome anytime during this webinar:

How to ask your question using your computer?
- You can use the chat box to type in your question.
- You can use the *raise your hand* feature the host will unmute you.

How to ask a question if you are calling in from a phone:
- Press *6 to unmute your phone and ask your question.
- Press *6 to mute your phone.

We are working with our media team to post these types of workshops to our provider page:
scchd.org/covidproviders.
Donning and Doffing of PPE

Malika-Connie Ancheta, RN / Marilyn Mara, RN
County of Santa Clara, Public Health Department
Proper Methods of Specimen Collection

- PPE
- Nasopharyngeal
- Anterior Nares
- Self Collection
- Infection Control
Proper Methods of Specimen collection - Infection Control

PPE (Personal Protective Equipment)

1. Wash hands thoroughly or Sanitize
2. Put on new Gloves
3. Put on the N95 or Respirator Mask
4. Put on and wear Booties
5. Sanitize the Gloves or get new ones
6. Place Hair Net on head covering hair
7. Place Face shield
8. Sanitize the Gloves or get new ones
9. Put on Gown
Video: Donning PPE
Video: Doffing PPE
Specimen Collection

Malika-Connie Ancheta, RN / Maria Elias, RN
County of Santa Clara, Public Health Department
Proper Methods of Specimen Collection

Anterior Nares Swab Collection
Video: Specimen Collection – Anterior Nares Swab
Proper Methods of Specimen Collection - Nasopharyngeal

Nasopharyngeal Swab Collection
Video: Self Collection
Proper Methods of Specimen Collection - Nasopharyngeal

- After donning PPE -
  - Gather specimen kits (NP swabs, sterile media tube, sanitizer, gloves and biohazard bag)
  - Introduction to patient
  - Explain procedure
  - Ask patient to verify identity (first name, last name and DOB)
  - Have patient in sitting position, head tilted back slightly to 70 degrees
  - Insert swab into the nose until resistance is felt (distance = ear to nostril)
  - Gently twist swab along the insides of the nostril for 5 seconds
  - Gently retract or remove the swab and place it in the medium tube
  - Cut the top portion of the swab, close tube and place in the biohazard bag.
Labeling and Lab Requisition form

Brandon Bonin
Assistant Director, Public Health Lab
County of Santa Clara, Public Health Department
Proper Labeling of Specimen

FIELDS TO INCLUDE

- Patient Name
- Date of Birth
- Sex
- Type
- Collection Date
- Specimen Collector Initials
Completing Lab Requisition Form

Section 1: Patient Demographics

- Last Name
- First Name
- Gender
- DOB
- Date Specimen was collected
- Type of Specimen collected
Section 2: Facility Information

- Provide all details for facility
  - Facility fax
  - Facility phone number
- Include the name of the Director of Nursing in the event there are follow up questions
### Section 3: Date of Collection and Type of Specimen Collected

- **Specify Date Collected**
  - [ ] 09/30/2020

- **Check the box labeled Other**

- **Add the following language: *Anterior Nares***
Completing Lab Requisition Form

Section 4: Test Being Ordered

- Check box for Special Test Requests
- Add the following wording to this section: COVID-19 PCR
Completing Lab Requisition Form

Sample Storage and delivery to the Public Health Lab
-refrigerate samples until delivery to the PHL, transport on cold packs or ice.
COVID-19 Plus

Jo Odias, RN / Rachel Acidera, RN
County of Santa Clara, Public Health Department
COVID-19 PLUS Model

- Effective 10.1.20.
- **Goal:** To improve SNF/CCRC partners - PHD collaboration and increase efficiency of surveillance, investigation and response.
- 5 COVID-19 PLUS test kits to SNF/CCRC
  - Test kits should be stored appropriately at your facility
  - Used to test PUI residents and PUI staff.
  - Able to test for Flu A, Flu B and COVID-19
  - Sequence strains of COVID-19
  - Call 408-970-2900 for questions.
COVID-19 Test Kits for Skilled Nursing Facilities

INSTRUCTIONS FOR USE

9/22/2020

To: Skilled Nursing Facility Directors

Purpose: Essential COVID-19 PLUS Testing Strategy Information

- Actively screen all residents and HCW for COVID-19 and/or influenza symptoms each day and test any persons who are symptomatic (PUIs) using COVID-19 PLUS test kits provided by Public Health Laboratory (PHL)
- Always keep five (5) COVID-19 PLUS Test Kits in a refrigerator
- When laboratory testing is indicated for PUIs residents (or staff, if present at the facility) use COVID-19 PLUS kits to test ASAP following these steps:
  1. Call the PHD at (408) 970-2900. This is to alert about PUIs and testing you will do or have done. Call as soon as possible, but it is not required before your decision to test using COVID-19 PLUS
  2. Collect specimens on all persons eligible for testing (Attachment)
  3. Label specimen(s) clearly and completely
  4. Keep specimen(s) in refrigerator/cooler before/for transfer to PHL
- Drop off the specimen(s) from PUls to PHL between 8:00 am and 3:00 pm at 2220 Moorpark 2nd Floor San Jose CA 95128
- When dropping off kits, Please Remind PHL to Replenish you with equal number of kits, so that you always have 5 kits in the refrigerator
COVID-19 PLUS Model

- **ALFs/ILFs/B&C Homes/ Group Homes:**
  - May continue to call Provider Response Group (PRG) at 408-885-4214 (select option 3) to request assistance with arranging PUI testing of residents.
  - Business Hours are Mon-Fri 8am-5pm
  - Call 408-970-2900 (on weekends).

- **Reporting for all LTCFs:**
  - To report a positive staff or positive resident/patient call Provider Response Group (PRG) at 408-885-4214 (select option 3) to report a positive staff or positive resident/patient
  - To report a death of a confirmed case (on weekends call 408-970-2900).
Mass Testing Excel Sheet

- For **Staff** - please fill out Last Name, First Name; DOB (xx/xx/xxxx), Gender, Personal Number (xxx-xxx-xxxx), Job Title, Preferred Language, Home Address, City, and Zip Code for all staff members to be tested (example below):

<table>
<thead>
<tr>
<th>L6</th>
<th>LT CF Staff Name (Last, First)</th>
<th>DOB (MMDDYYYY)</th>
<th>DDB</th>
<th>Gender (male/female)</th>
<th>Personal Number (xxxx-xxxx-xxxx)</th>
<th>Collection Date (MMDDYYYY)</th>
<th>Job Title</th>
<th>Preferred Language</th>
<th>Home Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tbody>
<tr>
<td></td>
<td>De La Cruz, Martin</td>
<td>10/07/1980</td>
<td>Male</td>
<td></td>
<td>408-123-4567</td>
<td></td>
<td>Full</td>
<td>English</td>
<td>123 Paradise Blvd</td>
<td>San Jose</td>
<td>CA</td>
<td>90212</td>
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</tbody>
</table>
For **Resident** - please fill out the Last Name, First Name; DOB (xx/xx/xxxx), Gender, Room Number for all residents to be tested.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTCF Resident Name (Last, First)</td>
<td>DOB (MM/DD/YYYY)</td>
<td>Gender (male/female)</td>
<td>Room Number</td>
<td>Collection Date (MM/DD/YY)</td>
</tr>
<tr>
<td>Johnson, Martina</td>
<td>12/12/1922</td>
<td>Female</td>
<td>17B</td>
<td></td>
</tr>
</tbody>
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Infection Prevention Tool Kit

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Infection Prevention of COVID-19 in Long-Term Care Facilities
Revised: 09/30/2020
# Mass Testing Tool Kit

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Mass Testing of COVID-19 in Skilled Nursing Facilities
Useful Phone Numbers and Resources

- Call Provider Response Group (PRG) at 408-885-4214 (select option 3)
  - To report a positive staff or positive resident/patient
  - To report a death of a confirmed case (on weekends call 408-970-2900).
- Call COVID-19 PLUS Line at 408-970-2900
  - For any questions related to PUI Test Kits
  - For questions related to COVID-19 in LTCFs
- **Updates** on COVID-19 from PHD:
  [https://www.sccgov.org/sites/phd/DiseaseInformation/novel-coronavirus/Pages/home.aspx](https://www.sccgov.org/sites/phd/DiseaseInformation/novel-coronavirus/Pages/home.aspx)
- **Updates** on COVID-19 from CDC:
- PH Lab Requisition Form:
  [https://www.sccgov.org/sites/phd-p/programs/Lab/Documents/Lab%20Forms/gen-submittal-form.pdf](https://www.sccgov.org/sites/phd-p/programs/Lab/Documents/Lab%20Forms/gen-submittal-form.pdf)
Thank you for your collaboration.
Questions and Answers