Coronavirus Disease 2019

Ohio | Department of Health

Checklist for COVID-19 Test Specimen Storage & Transport

The following checklist was developed to assist nursing home staff after collecting COVID-19 test specimens in properly storing and transporting test kits to the lab. For collected specimens/swabs to be accurately processed at the nursing facility's assigned testing lab, the following check list must be followed to preserve the integrity of the specimen.

Testing staff and residents in Ohio's nursing facilities is one of many strategies being deployed in congregate care settings to help prevent the spread of COVID-19 and save lives.

For more information on the Congregate Care Unified Response Team (CCURT) efforts to test all staff and residents in Ohio's nursing homes, please visit the Ohio's Testing in Nursing Homes Webpage. Additional questions about COVID-19 testing in nursing homes can be sent to CCURT@odh.ohio.gov.

STEP	PROCESS CHECK LIST

Specimen storage	☐ Verify each test kit contains:
	    o Specimen
	    o Label on the specimen, filled out completely and accurately
	    o Lab requisition form affixed to the sample
	☐ Package and bundle completed test kits into a large clear bag, utilizing a zip tie to shut and close the bag.
	☐ Clearly label packed test kit bundle with:
	    o Nursing facility name
	    o Number of tests included
	☐ Store all collected specimens and test kits in a refrigerator until the identified pick up time.

Specimen pick-up and transport	☐ Inform the nursing facility staff responsible for answering the phone that the Ohio National Guard (ONG) will be picking up the specimens that day.
	☐ Prepare packed specimens for transport by 8:00am on the identified pick-up date.
	☐ Wait for the ONG to contact the facility by phone when they have arrived for pickup.
	☐ Listen to the ONG member as they identify where they are on the facility property, the ONG specific vehicle for drop off, and any additional instructions
	☐ Don proper PPE for interaction with ONG members
	☐ Take the packed and prepared specimens to the vehicle identified by the ONG to prevent ONG members from entering the facility unnecessarily
	☐ Provide the ONG with the following information
	    o The number of test kits being transported
	    o Name of the employee providing the kits
	☐ Place the specimens into the provided cooler in the vehicle

For additional information, visit coronavirus.ohio.gov.

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634).

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety

related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

CORONAVIRUS DISEASE 2019

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Protect yourself and others from
COVID-19 by taking these precautions.
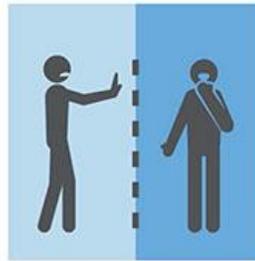
PREVENTION

For additional information call **1-833-4-ASK-ODH** or visit **coronavirus.ohio.gov**.

STAY HOME EXCEPT FOR WORK AND OTHER NEEDS

WEAR A FACE COVERING WHEN GOING OUT

PRACTICE SOCIAL DISTANCING OF AT LEAST 6 FEET FROM OTHERS

SHOP AT NON-PEAK HOURS

WASH HANDS OFTEN WITH WATER AND SOAP (20 SECONDS OR LONGER)

AVOID TOUCHING YOUR EYES, NOSE, OR MOUTH WITH UNWASHED HANDS OR AFTER TOUCHING SURFACES

COVER YOUR MOUTH WITH A TISSUE OR SLEEVE WHEN COUGHING OR SNEEZING

CLEAN AND DISINFECT "HIGH-TOUCH" SURFACES OFTEN

DON'T WORK WHEN SICK

CALL BEFORE VISITING YOUR DOCTOR

For more information, visit: coronavirus.ohio.gov