

## Clinical Checklist for Specimen Collection of COVID-19 Test

The following checklist was developed to assist appropriate nursing home clinical staff in collecting specimens for a COVID-19 test. All nursing home testing will be utilizing anterior nares testing, a non-invasive form of COVID-19 testing available. 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.

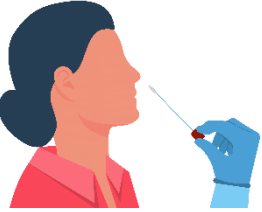
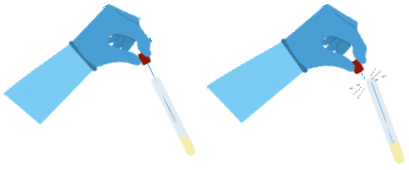
A companion instructional video on this process is [available online](#) as an additional resource to prepare and educate staff on specimen collection/swabbing.

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](mailto:CCURT@odh.ohio.gov).

STEP	PROCESS CHECK LIST
Prepare your patients(s)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Briefly describe the test, the materials, process and timing for results                             <ul style="list-style-type: none"> <li>○ Inform the patient that the anterior nares test is not painful and can be accomplished in under 30 seconds.</li> </ul> </li> <li><input type="checkbox"/> Have the patient blow their nose, if possible                             <ul style="list-style-type: none"> <li>○ Remind the patient that he/she can stop the collection at any time</li> </ul> </li> <li><input type="checkbox"/> Answer the patient's questions, hear concerns, and consider any special conditions or considerations</li> </ul>
Preparing the collection station	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm list of patients to be tested</li> <li><input type="checkbox"/> Verify lab requisition form has been completed electronically</li> <li><input type="checkbox"/> Preprint labels for each patient to be applied to the specimen vial, or gather supplies to write each patient's name, patient ID, and date of birth on the specimen vial</li> <li><input type="checkbox"/> Gather PPE                             <ul style="list-style-type: none"> <li>○ Face mask, ideally a N95 mask if available</li> <li>○ Eye protection</li> <li>○ Gown</li> <li>○ Gloves</li> </ul> </li> <li><input type="checkbox"/> Recruit a second person to assist with specimen collection                             <ul style="list-style-type: none"> <li>○ Person A, donning PPE, will swab the patient                                     <ul style="list-style-type: none"> <li>▪ This person must be appropriately trained clinical staff, preferably an LPN or RN.</li> </ul> </li> <li>○ Person B, donning PPE, holds specimen bag and assist with administrative tasks                                     <ul style="list-style-type: none"> <li>▪ Having a second person will minimize contamination by limiting potentially contaminated contact with the outside of the specimen bag and paperwork</li> </ul> </li> <li>○ If a second person is not available, tape the specimen bag with the opening easily accessible to the side of the table to prevent unnecessary contact</li> </ul> </li> <li><input type="checkbox"/> Check testing kit/specimen packet</li> </ul>



Specimen Vial Flocked Nasal Swab

	<ul style="list-style-type: none"> <li>○ Read manufacturer specific instructions</li> <li>○ Flocked nasal swab - <i>used to collect specimen</i></li> <li>○ Specimen vial with liquid transport medium</li> </ul>
Preparing yourself	<ul style="list-style-type: none"> <li>□ Wash hands</li> <li>□ Put on appropriate personal protective equipment <ul style="list-style-type: none"> <li>○ Person A <ul style="list-style-type: none"> <li>○ Face mask, ideally a N95 mask if available</li> <li>○ Gloves</li> <li>○ Eye protection</li> <li>○ Gown</li> </ul> </li> <li>○ Person B <ul style="list-style-type: none"> <li>○ Face mask, ideally a N95 mask if available</li> <li>○ Gloves</li> <li>○ Eye protection – <i>if working within 6ft of patient being swabbed</i></li> <li>○ Gown - <i>if working within 6ft of patient being swabbed</i></li> </ul> </li> </ul> </li> </ul>
Conducting the Specimen Collection	<ul style="list-style-type: none"> <li>□ Remove swab from testing kit packet</li> <li>□ With the patient sitting comfortably, slightly tilt their head back</li> <li>□ Insert the swab, keeping it nearly parallel to the floor, into the patient's nostril - inserting no more than 1 inch into the nostril.</li> <li>□ When the swab is in place, rotate in a circular motion for 5 seconds at a 45° angle</li> <li>□ Using the same swab, remove from the first nostril to the second nostril and repeat the process</li> </ul> 
After Collection	<ul style="list-style-type: none"> <li>□ Remove cap from vial and insert swab into the vial</li> <li>□ Break the stick of the swab off, and discard in appropriate biohazard waste receptacle to prevent potential contamination <ul style="list-style-type: none"> <li>○ The flocked portion of the swab should remain in the liquid medium</li> </ul> </li> <li>□ Ensure that the cap is tightly screwed back on the vial</li> <li>□ Apply identifying information from preprinted labels or, if necessary, hand-written stickers to the vial</li> <li>□ Place vial into the specimen bag with the lab requisition form, sealing the top of the bag adequately</li> <li>□ Explain how results will be shared with the patient and answer any outstanding questions</li> <li>□ Safely discard used PPE <ul style="list-style-type: none"> <li>○ Staff should always change gloves between patients</li> </ul> </li> <li>□ Clean and disinfect space where collection/swabbing occurred</li> <li>□ Prepare for to swab the next patients</li> </ul> 
Specimen storage and pick-up	<ul style="list-style-type: none"> <li>□ Pack and prepare specimens for pick-up by the courier at the facilities identified time period.</li> <li>□ For more information on specimen pick-up and transport, please reference the Specimen Storage and Transport Check List available on <a href="#">Ohio's Testing in Nursing Homes Website</a>.</li> </ul>

For additional information, visit [coronavirus.ohio.gov](https://coronavirus.ohio.gov).

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

For more information, visit: [coronavirus.ohio.gov](https://coronavirus.ohio.gov)

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



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

## PREVENTION

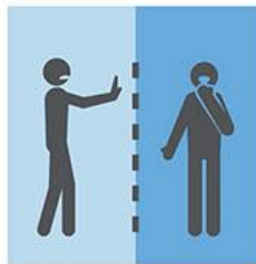
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STAY HOME EXCEPT FOR WORK AND OTHER NEEDS



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](https://coronavirus.ohio.gov)