

## **IMPORTANT: PLEASE REVIEW**

### **COVID-19 TESTING Saliva Collection Process Overview**

As you know, plans have been underway to implement surveillance testing for COVID-19 on higher education campuses across the state, which includes community colleges. This testing is coordinated by the West Virginia Department of Health and Human Resources in compliance with a directive from WV Gov. Jim Justice. Below you will find information regarding the testing process at Eastern WV Community & Technical College. Initially, testing was to begin last week but things didn't progress as quickly as planned. Eastern can expect to receive the tests today and we will be able to proceed any time after.

Each week, on Monday, 10% of Eastern's on-campus faculty, staff and students will be randomly selected and each individual will be notified of the day, time, and location for the testing. Due to scheduling, we will need to test on multiple days. **REMINDER: Though this testing isn't mandatory, Eastern West Virginia Community and Technical College is requested to participate in the surveillance testing. If someone refuses to take the test, Eastern is required to report the individual to the West Virginia Department of Health and Human Resources.**

### **PLEASE NOTE:**

- It's imperative that you refrain from eating, drinking, smoking, vaping, chewing gum or sucking on candy for at least 30 minutes prior to the saliva collection. You may drink copious amounts of water prior to the start of that period to ensure you have an adequate amount of saliva. For example, your testing time is at 1:00 pm so you may drink water up to 12:30 pm but **NOTHING** after.
- Even though test times will be spaced out, continue to social distance.
- Although it's standard protocol for the College, it's important to note that a mask/face covering must be donned prior to entering the testing site and worn the entire time. **NO MASK, NO TEST.** You will be tested at a later date.
- Gloves will be provided before the test begins. Once each individual has completed their test, there will be a trash can available for disposal.
- Disinfecting wipes will be available for the cleaning of all surfaces utilized for the weekly collection process.

### **TESTING PROCESS:**

**If you are at the Main Campus, you will go to the Nursing Department for your testing. For those individuals who are at the Tech Center, the test administrators will complete the testing there before or during classes.**

The test itself is a saliva-based PCR test kit that detect the virus's genetic material and the collection process is quite simple. Upon arrival at the test site, you will be asked to register by creating an account at [COVID.VLT.CO](https://COVID.VLT.CO) on your smartphone or iPad. It is recommended to use Chrome or Safari browsers. There will also be a QR code available. Access to your account will include an email and password. Please use your email associated with the College, not a personal email. The patient registration process will consist of a demographic page, potential detail

exposure and symptom pages (be truthful), and a confirmation page. Once these have been completed, you will be prompted to open your kit, pull out the test tube, and enter the entire Sample Tube ID Number twice or scan the barcode using your phone camera. Since the College will need each individual's test result, he or she will then complete the HIPAA authorization by electronically signing their name.

You will then open the top of the tube (it looks like a funnel) and provide saliva up to the black fill line. It should be liquid below the black fill line and all foam should be above the black line but you **DO NOT** want to overfill. ***NOTE: After each of the following steps, you will need to check the confirmation box on your phone or iPad to continue.*** Once the test administrator has confirmed accurate amount of saliva, you will seal the tube tightly with the provided cap. The cap includes a liquid preservative which will release into the tube, turning the sample blue. You will then shake the tube for five seconds which will ensure that the preservative is effectively mixed with the saliva. You will then place the tube in the clear biohazard bag provided with your kit. Completely seal the bag and return the bag to the test administrator.

**IMPORTANT:** It is highly recommended that you get enough water to drink leading up to the thirty minutes before your test to ensure an ample amount of saliva. There have been circumstances where an individual wasn't able to supply enough saliva due to certain medical conditions. To avoid wasting a test kit, for anyone who experiences extreme "dry mouth", please let me know after you've been contacted to test.

After all weekly tests have been obtained, the test administrator will make sure that they are mailed same day delivery (for batches that include tests from the Tech Center, tests will be mailed first thing the following morning) via UPS or Fed Ex. Once the tests are received at the lab, they're promptly tested and results are immediate. Results will be sent to each individual electronically from [hello@updates.vaulthealth.com](mailto:hello@updates.vaulthealth.com) to the email address provided during registration. A positive result will say "Detected" and a negative result will say "Not-Detected". Each school will be provided their own portal page for access to see results for anyone taking a test.

Staff and Faculty - If you're at one of Eastern's locations and receive a "Detected" result, you will need to contact your supervisor and leave the campus location immediately. You will be required to self-isolate for up to two (2) weeks. You will need to complete a Flexible Work Arrangement Agreement Form and submit to your supervisor. This form can be found on the Share folder under Business Office – Payroll&HR – HR – HR Forms.

Students - If you're at one of Eastern's locations and receive a "Detected" result, you will need to leave the campus location immediately. You will be required to self-isolate for up to two (2) weeks. Please work with your instructor to complete your coursework virtually.

It is advisable that you contact your primary care physician. Eastern will work with the local health department and begin the contact tracing process.

If you have any questions or concerns, please do not hesitate to contact Eastern.