

COVID-19 Employee Self Swabbing SOP

We have decided to do employee self-swabbing at one centralized location due to supply shortages and it's easier to make sure one office has the correct amount.

To ensure that we do not expose the patients and the staff, we are requiring that the self-swab be done in the employee's vehicle. We are also requiring this be done in the afternoon when the office is not as busy.

The employee can text Devin at 832-567-9074 or call the office at 713-467-1741 ext. 1208, to let them know you have arrived. If Devin, Erica, Ginnie and Victor are available, they will bring the swab downstairs and wait for the employee to perform the self-swab. If they are not available, please stay in your vehicle until they are. To ensure the swab is done properly, the employee will need to be observed, from a distance, while swabbing themselves.

Once the sample is collected, it should be labeled, and put in a specimen bag with the lab slip. Refrigeration is not required. It can be picked up at the end of the day with the rest of the lab samples.

This is only for employees whose manager has deemed it necessary to be tested in order to return to work, or for employees who have been exposed to COVID-19 while at work. Due to the limited number of swabs that we need to reserve for in-house use, employees wanting a swab done for their own personal reasons need to go to one of our testing sites.

How to perform a self-swab

1. Open the individual collection package and remove the swab and the viral transport tube.
2. Open the collection swab by peeling open the top of the wrapper. Remove the swab, make sure you do not touch the tip of the swab or lay it down.
3. Hold the swab in the middle of the shaft across the score line
4. Gently insert the swab into the nostril, keeping the swab near the septum floor of the nose while gently pushing the swab into the post nasopharynx. The swab should be inserted about half the distance from the opening of the nostril to the ear.
5. Rotate the swab several times. If the swab tip is saturated with fluid from the first nostril it is not necessary to swab both nostrils. If the swab is not saturated with fluids from the first nostril, repeat step 4.
6. While holding the swab with the same hand, and while making sure you do not touch the tip of the swab or lay it down, remove the cap from the tube.
7. Insert the swab into the tube with the transport medium.
8. Break the swab shaft at the score line, and discard the top portion.
9. Replace the cap and close tightly.