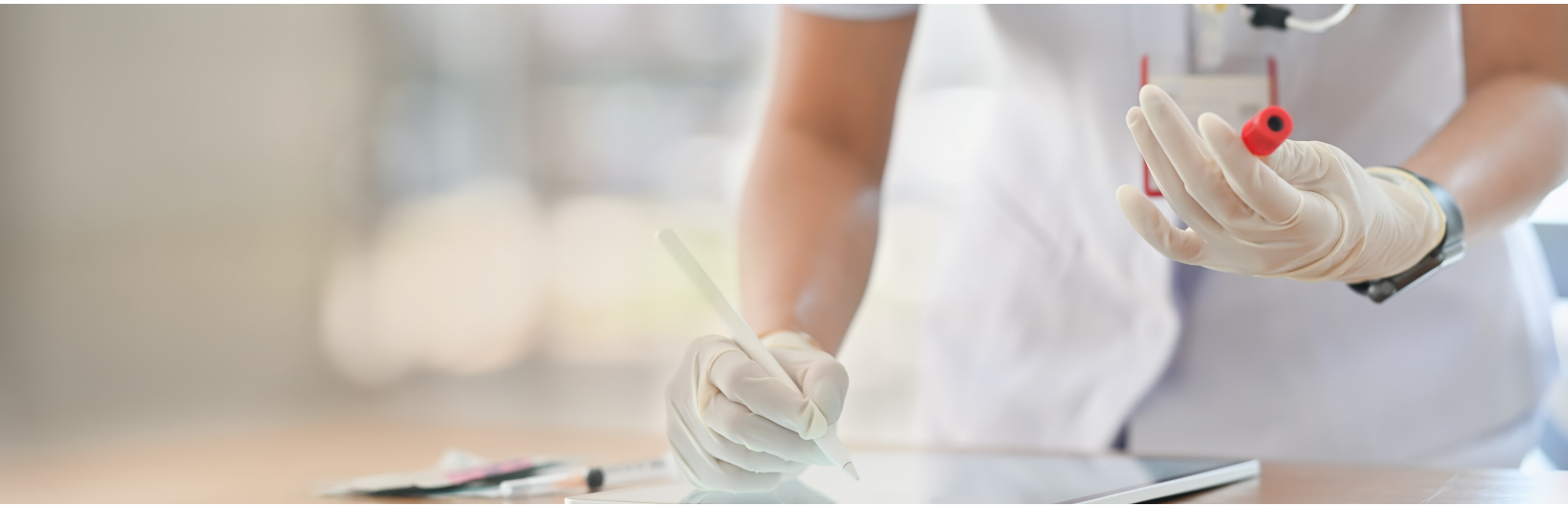


# COVID-19 Testing Kit Laboratory Service Guide

Instructions for patients & mobile phlebotomists



Dear Patient(s)/Employers,

Upon receipt of your test kit(s)

- Please place cold pack(s) in the freezer. Your phlebotomist will need them to return and preserve your sample(s) for testing.
- Do not discard the StageZero box housing your supplies. This will be used by your phlebotomist to return your sample.
- Please keep your kit in a safe place away from children.
- If your phlebotomist has not called you to confirm your appointment, please contact our client relations department at:

**1-855-420-7140 x 0 or by emailing [clientrelations@stagezerols.com](mailto:clientrelations@stagezerols.com)**



## **COVID-19 Antibody IgM/IgG Serum Collection Instructions**

Step 1: Prep patient as you would with any normal venipuncture, Collect one SST/Tiger top per patient. See picture below for tube reference.



Step 2: After collection of sample, label with patient information, wait 15 minutes for the sample to clot, then centrifuge.

**\*\*It is important that you centrifuge or “spin” the sample before shipping to prevent Hemolysis and possible rejection of the sample\*\***

Step 3: After Centrifuging, place sample in the provided biohazard bag and refrigerate until ready to ship. Samples are stable refrigerated for 48 hours after collection.

**\*\*If you are not shipping the sample within 48 hours please pour off in an aliquot tube and freeze until ready to ship\*\***

Step 4: When shipping please refer to the Kangaroo mailer instructions sent with your kit. If you are shipping a batch in a large cooler please layer ice packs around the samples to keep them cold during transit.

**\*\* We will include the proper amount of ice packs to ship back with the samples when we send your kit. Please place ice packs in the freezer as soon as possible after receiving them to make sure they are fully frozen for transit\*\***

Step 5: Label box and ship!

**Please contact Miranda Baker @ 855-420-7140 Ext: 1998, with any questions or concerns.**

## Nasopharyngeal Swab collection for COVID 19 RT PCR testing

Step 1: Prep the patient by explaining the procedure to them.

Step 2: Have the patient tilt their head back and insert the swab parallel to the palate (roof of the mouth) until you feel a resistance. Ex:

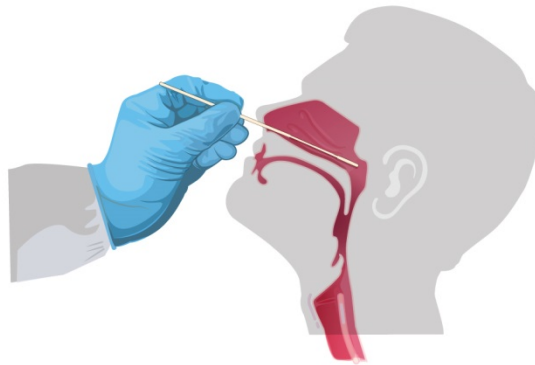


Photo Credit: CDC

Step 3: Gently rotate the swab.

Step 4: Leave swab in place for several seconds so it can absorb secretions.

Step 5: Slowly remove swab while rotating it.

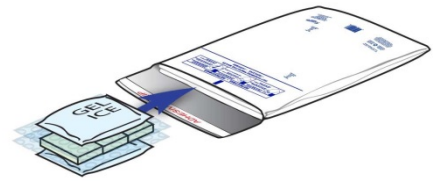
Step 6: Insert swab into tube with preservative and snap the handle at the breaking point.

Step 7: Store swab between 2°-8°C or 35°-44°F until ready to ship. No longer than 72 hours.

**\*If a blockage or deviated septum causes problems collecting the sample, use the same swab and collect sample from the other nostril\***

**\*PLEASE MAKE SURE THE CAP IS TIGHTLY SECURED ON TOP OF THE TUBE TO PREVENT LEAKING IN TRANSPORT\***

**Please Contact Miranda Baker @ 855-420-7140 Ext: 1998, with any questions or concerns.**



## **Kangaroo Mailer Instructions**

**Step 1:** Insert 2 FROZEN ice packs between the foam inserts.

**Step 2:** Place samples in biohazard bags and put them in between the ice packs in the pouch.

**Step 3:** Once all of your samples are in the pouch, remove covering from adhesive strip on the top of the mailer and seal.

**Step 4:** Puncture the bullseye's on both sides of the mailer with a pen or something similar.

**Step 5:** Wait for mailer to inflate, it should double in size.

**Step 6:** Place inside cardboard box sent with the mailer, add shipping label, and ship!

**\*DO NOT PLACE ICEPACKS OUTSIDE OF THE FOAM INSERTS, THE SAMPLE WILL ARRIVE OUT OF ACCEPTABLE TEMPERATURE RANGE AND WILL BE REJECTED\***

**Please contact Miranda Baker @ 855-420-7140 Ext: 1998, with any questions or concerns.**

## Instructions for The Return of Samples in Styrofoam Cooler

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1. **Step 1**: FREEZE ice packs upon receiving them.
2. **Step 2**: Layer icepacks and samples evenly in the cooler.
3. **Step 3**: Place lid on cooler.
4. **Step 4**: Place cooler in the box that you Initially received, tape, re-label and ship!

**\*\*Most of the time a return label is already on the box to send back, usually on the bottom. If not there will be a label in the box, place new label on top of original label. Contact SZLZ if no label was received. \*\***

**These instructions are to ensure your sample safety.**

**Please Contact Miranda Baker @ 855-420-7140 ext: 1998, with any questions or concerns.**

**Thanks!**