Information about Self-Collecting Your Asymptomatic COVID-19 Test

Thank you for doing your part to keep our community safe by participating in Princeton’s Comprehensive Asymptomatic Testing Protocol. This sheet provides information on next steps now that you have undergone one or more COVID test(s) administered by the University. This sheet contains information about the process of self-collection of saliva samples.

Additional COVID resources including eligibility, clinic information, quarantine and isolation, and more can be found at https://covid.princeton.edu/. Additionally, covidtests@princeton.edu sends weekly update emails to those taking part in the testing protocol.

TEST RESULTS

Results received by UHS are posted on the testing kit registration app at https://scantestkit.princeton.edu. To find your results, please log in to the web app and click on the "Results" tab at the bottom of the screen. (If you log in through a computer web browser, the results tab will be located on the left sidebar.)

If you test positive for COVID-19 (SARS-COV-2), you will receive a phone call and email from the UHS Global and Community Health team as soon as we receive notice of your positive results. Contact tracing of your close contacts will begin immediately as well.

Make sure your phone number is correctly listed with the University through HR Self Service (for employees) or TigerHub (for students) so that Contact Tracers can reach you if needed.

If you test negative for COVID-19 (SARS-COV-2), you will receive a results letter in the web app that you have tested negative. These results may take more time to reach you than a positive result might.

Additional information about results can be found at https://covid.princeton.edu/testing/receiving-results.

WHO TO CONTACT WITH QUESTIONS

For questions about accessibility, requesting accommodations or other concerns related to the asymptomatic testing protocol, please email covidtests@princeton.edu.

Up-to-date University guidance and information about COVID-19 can be found at: https://covid.princeton.edu/
COVID-19 SALIVA TEST KIT SELF-COLLECTION STEPS

The saliva collection process we are now asking you to do on your own is identical to the process you’ve already completed at the clinic. Now that you have learned the process, you are able to self-collect your saliva sample and drop it off at a campus drop box.

Because there are multiple pieces to the test kit, you will want to collect your sample in a private place where you can set pieces of the kit down on a stable surface. Do not plan on collecting your sample next to the drop box. Please do not drink, smoke, or chew gum for 30 minutes prior to offering your sample.

Detailed information about taking the test, including a video of the self-collection process, can be viewed at https://covid.princeton.edu/testing/taking-test. Web app instructions are also available in the How to Scan Your Test Kit section (page 4). If you need assistance, please visit the Caldwell Field House Athletic Training Room during clinic hours: https://covid.princeton.edu/testing/clinic-information.

<table>
<thead>
<tr>
<th>1. Link Your Test Kit to Your Name</th>
<th>2. Open Lab Bag</th>
<th>3. Begin Collection</th>
<th>4. Complete Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the Princeton Mobile, Tiger Safe App and open “Testing Kit” icon or go to scantestkit.princeton.edu</td>
<td>No gloves needed, but wash your hands first</td>
<td>Begin depositing saliva in collection tube, as you have done at the clinic</td>
<td>Remove funnel at top of tube and throw away</td>
</tr>
<tr>
<td>Log in using your NetID and password</td>
<td>Remove name/identifier label and alcohol wipe, place to the side</td>
<td>Fill collection tube with saliva (not foam) until volume reaches the black line (do not overfill)</td>
<td>Apply cover (the piece that contains blue liquid) and twist onto top of collection tube until the liquid is released into the collection tube. Ensure cover is on straight.</td>
</tr>
<tr>
<td>Use your phone camera to scan test kit bar code</td>
<td>Peel back seal on collection kit</td>
<td>Remove collection tube and tube cover (with liquid reagent)</td>
<td></td>
</tr>
<tr>
<td>Wait to get a screen saying your test has been registered successfully</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Wipe Down Collection Tube</th>
<th>6. Apply Name/Identifier Label</th>
<th>7. Insert Collection Tube into Clear Lab Bag</th>
<th>8. Drop off at a Campus Drop Box by 10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use alcohol wipe to wipe down collection tube</td>
<td>Place on collection tube horizontally (along the length of the tube, not around the width), alongside the bar code</td>
<td>Make sure the lab bag is sealed fully closed</td>
<td>Santize your hands</td>
</tr>
<tr>
<td>Allow to dry completely</td>
<td>Be sure to avoid covering any part of the bar code</td>
<td></td>
<td>Map of drop boxes available below</td>
</tr>
</tbody>
</table>

Up-to-date University guidance and information about COVID-19 can be found at: https://covid.princeton.edu/
• Though you are given multiple kits, **scan and register them one at a time, right before you supply your saliva sample and drop it off.** The date you register your kit is expected to align with the date you give your sample.

• **Do not submit two specimens on the same day.** If you have skipped a test for whatever reason, submit one the next business day if possible.

• **Do not put a collected sample in the collection boxes after 10:00 a.m. on Friday.** If you miss the Friday morning deadline, you will need to bring your sample to the Caldwell Field House clinic that day before 1pm to drop it off. Samples will not be picked up over the weekends, and samples left from Friday to Monday will not be viable for analysis.

• Store your test kit at room temperature.

• Do not store your test kit in direct sunlight.

**Warnings:**

• The cap of the testing kit can be a choking hazard, so keep out of reach of children and other individuals who are at high risk for choking.

• If at any time the contents of the tube are spilled on your skin, or eyes, wash the affected area with water.

• Do not ingest the blue liquid reagent.
### HOW TO SCAN YOUR TEST KIT

The self-service COVID test kit registration page is located at: [https://scantestkit.princeton.edu](https://scantestkit.princeton.edu). Links to the page can also be found in the Princeton Mobile and TigerSafe mobile apps.

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the COVID test kit registration page. You will be asked to log in using your Princeton network credentials. Enter your NetID and Password, and click LOGIN.</td>
<td>The web application will present a <strong>Scan Barcode, I Consent</strong> button. Press the <strong>Scan Barcode, I Consent</strong> button, which will open your phone’s camera. If you would like to re-read the COVID Testing Notice you are consenting you, please go here: <a href="https://uhs.princeton.edu/sites/uhs/files/COVID-19-Testing-Notice.pdf">https://uhs.princeton.edu/sites/uhs/files/COVID-19-Testing-Notice.pdf</a></td>
<td>Center the barcode in the window and focus the image. It can help to hold the camera around 10 inches above the barcode and use zoom to increase the image size. Take the picture and if the image is clear select the check mark to send the image.</td>
<td>If the test kit is successfully registered you will be presented with an informational message showing its registration. After receiving a success message, you can close the browser window. If the image could not be read or the upload was interrupted, you will be presented with an error message advising that the web app was unable to read the barcode. You will also be presented with the <strong>Scan Barcode, I Consent</strong> button to try again.</td>
</tr>
</tbody>
</table>

**Central Authentication Service**

**Register Test Kit**

- Only proceed when you are ready to use the kit.
- 1. Check the **Scan Barcode** button to focus on your device's camera.
- 2. Take a clear photo of the barcode.
- 3. Wait for the registration confirmation.
- By scanning the test kit barcode, I agree to the terms of the **Notice of Consent for COVID-19 Testing**.

**COVID-19 Testing**

**Register Test Kit**

- Only proceed when you are ready to use the kit.
- 1. Click the **Scan Barcode** button to focus on your device’s camera.
- 2. Take a clear photo of the barcode.
- 3. Wait for the registration confirmation.
- By scanning the test kit barcode, I agree to the terms of the **Notice of Consent for COVID-19 Testing**.

**Participate in University research.**

**Need Help?**

For technical issues, refer to this [knowledge base article](https://princeton.edu). If you are faculty/staff and have questions, reach out to your supervisor. Students, write to covid19@princeton.edu.

Up-to-date University guidance and information about COVID-19 can be found at: [https://covid.princeton.edu/](https://covid.princeton.edu/)

Updated 12/15/2020
PROBLEM-SOLVING WITH THE APP/REGISTRATION PORTAL

If you either cannot sign into the registration portal or you are unable to make the registration portal work for you, you will need to come in-person to Caldwell Field House to register your testing kit.

If you cannot make it to Caldwell Field House during open hours, please read through this Knowledge Base article, https://princeton.service-now.com/service?sys_id=KB0012922&id=kb_article on the web app with options for trouble-shooting or be in touch with the OIT Help Desk in one of the following ways:

- Visit the Princeton Service Portal and Request Help
- Email helpdesk@princeton.edu
- Chat online at OIT Live Chat
- Call (609) 258-4357 (8-HELP)

*If you are a Campus Dining staff member who has been getting help with scanning your kits, please continue your normal process of getting support from Campus Dining supervisors.

WHEN TO DROP OFF YOUR COLLECTED SAMPLE

Saliva samples should be dropped in drop boxes Monday through Friday by 10:00 a.m. Do not put a collected sample in the collection boxes after 10:00 a.m. on Friday. If you miss the Friday drop off, you will need to bring your sample to Caldwell Field House before 1pm that day to drop it off. Samples will not be picked up over the weekends.

<table>
<thead>
<tr>
<th>Mondays Drop off sample by 10am</th>
<th>Tuesdays Drop off sample by 10am</th>
<th>Wednesdays Drop off sample by 10am*</th>
<th>Thursdays Drop off sample by 10am*</th>
<th>Fridays Drop off sample by 10am*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Students from Whitman, First, Butler Colleges (Test 1 of week)</td>
<td>Undergraduate Students from Forbes, Rockefeller, and Mathey Colleges (Test 1 of week)</td>
<td>Undergraduate Students from Whitman, First, Butler Colleges (Test 2 of week)</td>
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</tr>
<tr>
<td>Graduate students in congregate housing Test 1 of week, Option 1)</td>
<td>Graduate students in congregate housing Test 1 of week, Option 2)</td>
<td>Graduate Students in congregate housing Test 2 of week, Option 1)</td>
<td>Graduate Students in congregate housing (Test 2 of week, Option 2)</td>
<td>Health Care workers (Test 2 of week)</td>
</tr>
<tr>
<td>Health Care workers (Test 1 of week)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Test-eligible employees on self-collection (check your email from COVIDTests@princeton.edu for more information about when your sample is due, or check with your supervisor)

- Undergraduate Students
- Graduate Students
- Employees
- Health Care Workers and DPS

Up-to-date University guidance and information about COVID-19 can be found at: https://covid.princeton.edu/

Updated 12/15/2020
WHERE TO DROP OFF YOUR COLLECTED SAMPLE

Additional information about dropping off your sample, including the list of drop box locations, can be found at https://covid.princeton.edu/testing/dropping-your-sample.

Note: When dropping your sample in the specimen box, make sure your sample bag drops into the bottom of the drop box, like you would do with a USPS mailbox.

NOT SHOWN:
10. 693 Alexander Street, 1st floor elevator lobby
11. ReCAP 400 Forrestal Road, Forrestal Campus — Vestibule
19. 300 Washington Road, Construction trailer

EFFECTIVE 10/5/2020

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