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. Please hold on to this sheet as it contains information about receiving your results, when you are next due for testing, as well as information on the process of self-collection of saliva samples. If you lose this sheet, information is also be available on the UHS website at: https://uhs.princeton.edu/health-resources/coronavirus-covid-19

TEST RESULTS

We are working diligently to improve our processes so that you will receive results as rapidly as possible. Please be assured you will receive notification of your results regardless of what the results are.

If you test positive for COVID-19 (SARS-COV-2), you will receive a phone call and email immediately from the UHS Global and Community Health team with your positive results.

If you test negative for COVID-19 (SARS-COV-2), you will receive an email from the UHS Global and Community Health team that you have tested negative. These results may take more time to reach you than a positive result might.

If you have not received results via email from previous testing you took part in, please check your spam and junk folders to make sure your results email has not been sent there inadvertently, and also please continue to report for your upcoming testing dates as scheduled. You can also send an email to covidtests@princeton.edu if your results have not reached you yet.

WHO TO CONTACT WITH QUESTIONS

For questions about accessibility or to request accommodations please email uhsfrontdesk@princeton.edu.

For other questions related to the asymptomatic testing protocol, please email covidtests@princeton.edu.

COVID-19 SALIVA TEST KIT SELF-COLLECTION STEPS

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

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. Please do not drink, smoke, or chew gum for 30 minutes prior to offering your sample.

A video detailing the self-collection process can be viewed at https://mediacentral.princeton.edu/media/Test+Kit+Instructions/1_wg0n2mtx. Detailed app instructions are also available in the How to Scan Your Test Kit section (page 6). We remain available to help with self-collection if this is a hardship for you, and have alternatives for those who do not have a phone or are otherwise unable to use the app. Effective Monday, October 5, students needing assistance should visit the Caldwell Field House Athletic Training Room, during operating hours (page 5), and employees needing assistance should contact their department testing point of contact.

Up-to-date University guidance and information about COVID-19 can be found at: http://fall2020.princeton.edu
**Collection tips:**

- Let saliva pool at the base of your tongue
- To stimulate saliva secretion, roll your tongue around your mouth
- The reagent (the blue liquid) must be released into the saliva or the test will be invalid
- Type of saliva:
  - Bubbly deposits are okay and will dissolve into saliva
  - Foamy deposits could result in insufficient saliva
- Collect your sample and seal it the bag before taking it to the drop box. Do not plan to provide your sample while standing in the vicinity of the drop box.
- Collect your sample (spit into your tube) as close as possible to the time that you drop off your sample. If you need to, you may collect your sample (spit into the tube) within the 24 hours prior to dropping your sample in the drop box, but make sure your sample is being stored at room temperature in the meantime.
- Extreme heat or cold can impact the viability of the sample you provide.

**1. Link Your Test Kit to Your Name**
- Open either the Princeton Mobile or Tiger Safe App
- Open “Testing Kit” icon
- Complete authentication using your NetID and password
- Use your phone camera to scan test kit bar code

**2. Open Lab Bag**
- No gloves needed, but wash your hands first
- Remove name/identifier label and alcohol wipe, place to the side
- Peel back seal on collection kit
- Remove collection tube and tube cover (with liquid reagent)

**3. Begin Collection**
- Begin depositing saliva in collection tube, as you have done at the stadium
- Fill collection tube with saliva (not foam) until volume reaches the black line (do not overfill)

**4. Complete Collection**
- Remove funnel at top of tube and throw away
- 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.

**5. Wipe Down Collection Tube**
- Use alcohol wipe to wipe down collection tube
- Allow to dry completely

**6. Apply Name/Identifier Label**
- Place on collection tube horizontally (along the length of the tube, not around the width), alongside the bar code
- Be sure to avoid covering any part of the bar code

**7. Insert Collection Tube into Clear Lab Bag**
- Make sure the lab bag is sealed fully closed

**8. Drop off at Campus Drop Box**
- Sanitize your hands
- Map of drop boxes available below

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**This chart visually details good vs poor samples:**

- Good sample
- Food traces
- Too much
- Too little

**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.

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*Up-to-date University guidance and information about COVID-19 can be found at: [http://fall2020.princeton.edu](http://fall2020.princeton.edu)*

*Updated 9/30/2020*
WHERE TO PICK UP TEST KITS FOR SELF-COLLECTION

For undergraduate students and graduate students, you have several options for picking up your next batch of kits for self-collection (no appointments are needed for any of these options):

<table>
<thead>
<tr>
<th>Thursday, October 1</th>
<th>Friday, October 2</th>
<th>Monday, October 5</th>
<th>Tuesday, October 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Stadium Clinic on eastern concourse, 6:30am to 1pm</td>
<td>At Stadium Clinic on eastern concourse, 9am to 1pm</td>
<td>At Caldwell Field House Clinic, 9am to 1pm</td>
<td>At Caldwell Field House Clinic, 9am to 1pm</td>
</tr>
<tr>
<td>At FluFest in Jadwin Gym, 8am to 5pm</td>
<td>At FluFest in Jadwin Gym, 8am to 5pm</td>
<td>At FluFest in Jadwin Gym, 8am to 5pm</td>
<td>At FluFest in Jadwin Gym, 8am to 5pm</td>
</tr>
</tbody>
</table>

Caldwell Field House Clinic Hours, Beginning 10/5

<table>
<thead>
<tr>
<th>Mon (10/5)</th>
<th>Tue (10/6)</th>
<th>Weds (10/7)</th>
<th>Thurs (10/8)</th>
<th>Fri (10/9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am to 1pm</td>
<td>6:30am to 1pm</td>
<td>9am to 1pm</td>
<td>6:30am to 1pm</td>
<td>9am to 1pm</td>
</tr>
<tr>
<td>Mon (10/12)</td>
<td>Tue (10/13)</td>
<td>Weds (10/14)</td>
<td>Thurs (10/15)</td>
<td>Fri (10/16)</td>
</tr>
<tr>
<td>9am to 1pm</td>
<td>6:30am to 1pm</td>
<td>9am to 1pm</td>
<td>6:30am to 1pm</td>
<td>9am to 1pm</td>
</tr>
</tbody>
</table>

For employees, a department testing liaison will come to your department and work with a department point of contact to distribute the test kits. Please check your email for a message from covidtests@princeton.edu with department-specific information about how you will receive your kits from your department or unit.

How to Properly Store Your Test Kit

Store your test kit at room temperature. Do not store your test kit in direct sunlight.

WHEN TO DROP OFF YOUR COLLECTED SAMPLE

Collection kits 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 the stadium, or, effective 10/5, to Caldwell Field House, before 1pm on Fridays 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>
<td>Undergraduate Students from Forbes, Rockefeller, and Mathey Colleges (Test 2 of week)</td>
<td></td>
</tr>
<tr>
<td>Graduate students (Test 1 of week, Option 1)</td>
<td>Graduate students (Test 1 of week, Option 2)</td>
<td>Graduate Students (Test 2 of week, Option 1)</td>
<td>Graduate Students (Test 2 of week, Option 2)</td>
<td></td>
</tr>
<tr>
<td>Health Care workers &amp; Dept of Public Safety Patrol Staff (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)

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

Up-to-date University guidance and information about COVID-19 can be found at: [http://fall2020.princeton.edu](http://fall2020.princeton.edu)

Updated 9/30/2020
**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. Or scan the below QR code to go directly to the page.

<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 can scan this QR code to go directly to the page:</td>
<td>If you have been authorized for COVID testing, the application will present a <strong>Read Barcode</strong> button.</td>
<td>Center the barcode in the window and focus the image.</td>
<td>If the test kit is successfully registered you will be presented with an informational message showing your test kit was successfully registered. After successfully registering your test kit, you can close the browser window.</td>
</tr>
<tr>
<td>You will be asked to authenticate using your Princeton network credentials. Enter your NetID and Password, and click LOGIN.</td>
<td>If you are not eligible for COVID testing, you will see a message advising you to contact <a href="mailto:COVIDTests@princeton.edu">COVIDTests@princeton.edu</a> with your name, NetID, and department for assistance. Press the <strong>Read Barcode</strong> button, which will open your phone’s camera.</td>
<td>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 image could not be read or the upload was interrupted, you will be presented with an error message advising that the app was unable to read the barcode. You will also be presented with the <strong>Read Barcode</strong> button to try scanning again.</td>
</tr>
</tbody>
</table>

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**Up-to-date University guidance and information about COVID-19 can be found at: [http://fall2020.princeton.edu](http://fall2020.princeton.edu)**

Updated 9/30/2020
WHERE TO DROP OFF YOUR COLLECTED SAMPLE

DROP BOX LOCATIONS

1. McCosh Health Center, Foyer
2. Frist Campus Center, 100 Level near ATMs
3. Yoseloff Hall, Entry 2 (FOR UNDERGRADUATE STUDENTS ONLY)
4. 200 Elm Drive, Lobby (FOR STAFF AND FACULTY USE ONLY)
5. Firestone Library, B-Floor by core bathrooms (FOR PUL STAFF USE ONLY)
6. Friend Center, Lobby by Olden Street Entrance
7. Grad College, Old Grad common room
8. 200 Lakeside Apartments, Administrative office
9. Lawrence Apartments, Building 1 — Lobby
10. East Pyne / Chancellor Green, Lobby
11. Fisher Hall, Prospect Street entrance
12. Wilcox Hall, Near Julian Street library
13. Lewis Thomas Lab, North entrance
14. MacMillan Building, South entrance near garage
15. Frick Chemistry Building, Atrium
16. 228 Alexander, rear entrance
17. Caldwell Field House, Athletic training room

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

Updated 9/30/2020

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