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. Information is also be available on the UHS website at: https://uhs.princeton.edu/health-resources/coronavirus-covid-19

## TEST RESULTS

Please be assured you will receive notification of your results regardless of what the results are. **Most results are shared within 48-72 hours.** You can see whether you have a registered test pending, under the Results tab. This will indicate the date you registered your last test kit, even if a result is not yet available.

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 as soon we receive 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 so that Contact Tracers can reach you if needed. Also, please answer any phone calls originating from a (609) area code, as this may be a Contact Tracer trying to get in touch with you.

If you **test negative** for COVID-19 (SARS-CoV-2), you will receive either an email from the UHS Global and Community Health team or 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.

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 routed there, check the “Results” Tab on the web app, and also continue to report for your upcoming testing dates as scheduled.

## PLANNED WEB APP OUTAGE, NOVEMBER 20, 3-6PM

There will be a planned outage of the web app used to scan testing kits this Friday, November 20, from 3-6pm. The app will be unavailable during this period, so please do not plan on scanning kits or viewing/printing results during this short period.

## 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: [http://fall2020.princeton.edu](http://fall2020.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. 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.

A video detailing the self-collection process can be viewed at https://mediacentral.princeton.edu/media/1_wg0n2mtx. Detailed web app instructions are also available in the How to Scan Your Test Kit section (page 5). 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 web app. Effective Monday, October 12, if you need assistance, please visit the Caldwell Field House Athletic Training Room, during operating hours (page 4). Employees who have had kits distributed to them by a supervisor or in a central location should continue to contact their supervisor or testing point of contact for assistance.

1. Link Your Test Kit to Your Name
   • Open the Princeton Mobile, Tiger Safe App and open “Testing Kit” icon or go to scantestkit.princeton.edu
   • Log in using your NetID and password
   • Use your phone camera to scan test kit bar code
   • Wait to get a screen saying your test has been registered successfully

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 clinic
   • 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 a Campus Drop Box by 10 am
   • Sanitize your hands
   • Map of drop boxes available below

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

Updated 11/19/2020
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 (see chart to the right which visually details good vs poor samples):
  - Bubbly deposits are okay and will dissolve into saliva
  - Foamy deposits could result in insufficient saliva
- Collect your sample in a private place, not next to the drop box or in a public or shared space. Options for where you can collect include outside, in a private room with a door, at your home, in your car. **Supplying your saliva sample next to a drop box creates an unsafe environment for others.**
- You must register your test kit through the web app before putting it in the drop box. If you put a sample in the drop box without registering it, you will not receive results from that sample, and therefore, you will not be counted as having provided a sample on that date.
- Do not register all your kits at one time. 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.
- 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 12-24 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.
- Your collected sample vial must be put back into the biohazard bag and sealed before being dropped in the drop box. If the vial is submitted without being sealed in the bag, it cannot be handled by couriers and will not be taken for analysis.
- If you have skipped a test for whatever reason, submit one the next day if possible. Do not submit two specimens on the same day.
- 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.

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 Properly Store Your Test Kit

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

*Up-to-date University guidance and information about COVID-19 can be found at:* [http://fall2020.princeton.edu](http://fall2020.princeton.edu)
WHERE TO PICK UP TEST KITS FOR SELF-COLLECTION

Undergraduate students, graduate students and employees who began self-collection on October 19, please pick up your test kits for self-collection at Caldwell Field House during their hours of operation (no appointments needed).

<table>
<thead>
<tr>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays*</th>
<th>Thursdays*</th>
<th>Fridays*</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am to 1pm</td>
<td>9am to 1pm</td>
<td>12pm to 5pm</td>
<td>9am to 1pm</td>
<td>9am to 1pm</td>
</tr>
</tbody>
</table>

Employees who have had kits distributed to them by a supervisor or in a central location, please check your email for a message from covidtests@princeton.edu with department-specific information about how you will continue to receive your kits from your department or unit.

* For the week of November 23, the Caldwell Field House clinic will only be open Monday and Tuesday, November 23 and 24, between 9:00 AM and 1:00 PM. It will be closed Wednesday through Friday.

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.

* For the week of November 23, there will be no specimen pickup on Wednesday or Thursday, November 25-26. Do not place specimens in drop boxes from 10:00 AM Tuesday, 11/24 until the morning of Friday, 11/27. Additionally, the drop boxes at Frist Campus Center, ReCAP, MacMillan Building, 300 Washington and Caldwell Field House will be unavailable on Friday, November 27.

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

### STEP 1
Open the COVID test kit registration page. You can scan this QR code to go directly to the page:

![QR Code]

You will be asked to log in using your Princeton network credentials. Enter your NetID and Password, and click **LOGIN**.

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### STEP 2
The web application will present a **Scan Barcode, I Consent** button.

Press the **Scan Barcode, I Consent** button, which will open your phone’s camera.


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### STEP 3
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.

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### STEP 4
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 **Scan Barcode, I Consent** button to try again.

For additional instructions including troubleshooting information, please visit the Princeton Service Portal Knowledge Base article, Instructions for registering COVID test kits, at [https://princeton.service-now.com/service?sys_id=KB0012922&id=kb_article](https://princeton.service-now.com/service?sys_id=KB0012922&id=kb_article).

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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)*
PROBLEM-SOLVING WITH THE APP/REGISTRATION PORTAL

We appreciate the continued feedback we are receiving about the app/registration portal used to register test kits. We recognize that this is not always working for everyone, and offer the following guidance:

- If you either cannot sign in to 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 on the app with options for trouble-shooting (https://princeton.service-now.com/service/kb_search.do?id=KB0012922) 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)

WHERE TO DROP OFF YOUR COLLECTED SAMPLE

<table>
<thead>
<tr>
<th>Building</th>
<th>Drop Box Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frist Campus Center*</td>
<td>100 Level, by ATMs</td>
</tr>
<tr>
<td>McCosh Health Center</td>
<td>Foyer</td>
</tr>
<tr>
<td>Yoseloff Hall</td>
<td>Inside Entry #2 (For Undergraduates Only)</td>
</tr>
<tr>
<td>Graduate College</td>
<td>Old Grad Common Room</td>
</tr>
<tr>
<td>Lawrence Apartments</td>
<td>Building 1 Lobby</td>
</tr>
<tr>
<td>200 Lakeside Apartments</td>
<td>Administrative Office</td>
</tr>
<tr>
<td>ReCAP (400 Forrestal Road)*</td>
<td>Entry vestibule</td>
</tr>
<tr>
<td>Friend Center</td>
<td>Lobby by Olden St. Entrance</td>
</tr>
<tr>
<td>693 Alexander</td>
<td>1st Floor Elevator Lobby</td>
</tr>
<tr>
<td>Firestone Library</td>
<td>B-floor by Core Bathrooms and Elevator (for PUL staff only)</td>
</tr>
<tr>
<td>200 Elm Drive</td>
<td>Lobby (For Faculty and Staff Only)</td>
</tr>
<tr>
<td>East Pyne/Chancellor Green</td>
<td>Lobby</td>
</tr>
<tr>
<td>Fisher Hall</td>
<td>Prospect Street Entrance</td>
</tr>
<tr>
<td>Wilcox Hall</td>
<td>Near Julian Street Library</td>
</tr>
<tr>
<td>Lewis Thomas Lab</td>
<td>North Entrance</td>
</tr>
<tr>
<td>MacMillan Building*</td>
<td>South Entrance Near Gas Pump</td>
</tr>
<tr>
<td>Frick Chemistry Building</td>
<td>Atrium</td>
</tr>
<tr>
<td>228 Alexander</td>
<td>Rear Entrance</td>
</tr>
<tr>
<td>300 Washington*</td>
<td>Construction Trailer</td>
</tr>
<tr>
<td>Caldwell Field House*</td>
<td>Testing Clinic, Athletic Training Room</td>
</tr>
</tbody>
</table>

* These drop boxes will be closed on Friday, November 27.

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