Information about Self-Collecting Your COVID-19 Test: Weeks of September 21 and 28

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 testing you took part in from August 24 through September 4 (Weeks 1 and 2), please check your spam and junk folders to make sure your 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 from August 24 through September 4 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 here. Detailed app instructions are also available in the How to Scan Your Test Kit section. 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. Students needing assistance should visit the stadium testing site during operating hours (hours on page 4), and employees needing assistance should contact their department liaison.

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.

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

WHEN TO DROP OFF YOUR COLLECTED SAMPLE

During the weeks of September 21 and 28, 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 before 4pm on Friday to drop it off. Samples will not be picked up over the weekends.

<table>
<thead>
<tr>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
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</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>EHS Staff (Option 1)</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>
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<tr>
<td>Health Care workers &amp; Dept of Public Safety Staff (Test 1 of week)</td>
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<td>EHS Staff (Option 2)</td>
<td></td>
<td>Health Care workers &amp; Dept of Public Safety Staff (Test 2 of week)</td>
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WHERE TO DROP OFF YOUR COLLECTED SAMPLE

Drop boxes are currently located indoors at each of the following locations on campus (you will need to bring your PUID in order to get inside these buildings):

- Frist 100 Level
- McCosh Health Center Foyer
- Yoseloff Hall Inside Entry 2
- 200 Elm Lobby (For employees only; students do not have prox access to this building)

New drop box locations will be communicated once they are available.
WHERE TO PICK UP TEST KITS FOR SELF-COLLECTION

For undergraduate students, on Wednesday, Thursday, or Friday of this week, please come by the stadium to pick up your next 4 kits (2 kits per week for the next two weeks, September 21 – October 2).

Please note stadium clinic hours for the next two weeks have changed:

<table>
<thead>
<tr>
<th>Mon (9/14)</th>
<th>Tue (9/15)</th>
<th>Weds (9/16)</th>
<th>Thurs (9/17)</th>
<th>Fri (9/18)</th>
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<tr>
<td>9am to 1pm</td>
<td>9am to 4pm</td>
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<td>6:30am to 1:30pm</td>
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Go to the check in area of the stadium concourse and identify yourself as an undergraduate who is there to pick up your next supply of kits. If there is a line, bypass it and ask one of the staff members for assistance in picking up your supply.

For employees, a department liaison will come to your department to distribute the test kits.

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)
# 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 Read Barcode button.</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 your test kit was successfully registered. After successfully registering your test kit, 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 app was unable to read the barcode. You will also be presented with the Read Barcode button to try scanning again.</td>
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You will be asked to authenticate using your Princeton network credentials.

Enter your NetID and Password, and click LOGIN.

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