Instructions for self-collected samples for COVID-19 testing

Important information before you collect your samples

- In the 1 hour before sample collection do not eat, drink (this includes water), brush your teeth, smoke, vape, or chew gum.
- Do not damage the box. You will return the samples in the same box.
- You will need:
  - A clean flat surface
  - To be able to wash your hands with soap and water, or use hand sanitizer
  - A black or blue ballpoint pen
  - A tissue to blow your nose
- Make sure you have all of the supplies in the pictures below.
- Do not use the kit if:
  - the container, swabs or tube look like they have been opened or broken.
  - the liquid in the tube is not a clear red/pink colour (e.g. if liquid is cloudy and/or orange/brown in colour).
- If there is a problem with the kit, or if any liquid spills out from the throat/nose tube during collection, you will need to get a new kit. Contact your health care provider or site supervisor.

Self-collection kit contents

<table>
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<th>For throat sample and nose sample</th>
<th>Tube (contains red/pink liquid) and swabs. Tube lid might be blue or red</th>
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Complete all steps in the order described below. Follow instructions carefully to ensure your samples can be tested.

**STEP 1: Getting ready**

1. Wash your hands with soap and water, or hand sanitizer.
2. Lay out all kit contents on a clean, flat surface.
3. Put the white plastic paper back in the plastic bag if you have taken it out.

**STEP 2: Complete the lab form and label the samples**

1. Print neatly and clearly.
   Fill out ALL sections. If the lab form is incomplete your samples may not be tested.
   - **Section 1** – Patient Information – use your full legal name.
   - **Section 2** – Healthcare Provider information – you will need these details from the provider who ordered your test.
   - **Section 3** – Sample Collection information – date and time samples collected, and your symptoms when they started.
   - *If you are in a work camp* – Fill out company information in the yellow box at the top of the page. Include the emergency phone number of your camp – this may be needed to contact you.

2. There are 2 labels. On both labels write your full legal name (first and last name), date of birth, and date and time the samples were collected.
STEP 3: Sample collection

1. Gently blow your nose to clear any mucus. Wash your hands with soap and water or hand sanitizer.

To collect the throat sample:

2. Remove the tube labelled “Throat and Nose” from the package.
   Twist the lid off the tube (with red or blue top).
   On a clean, flat surface:
   - Place the lid with the inside facing up
   - Stand the tube upright
   Do not spill any of the liquid that is inside.

3. Open the swab package labelled “Throat”.
   Do not touch the soft tip of the swab with your hands, drop it or put it down.

4. Open your mouth as wide as you can, take a deep breath and hold it.
   Put the soft tip of the swab to the very back of your throat (try not to touch your tongue).
   Rub the tip firmly and quickly from one side of your throat to the other and back. You may gag when you do this.

5. Put the swab in the open tube. The break point is close to the tip of the swab.
   Break the swab at the break point by pressing it against the inside of the tube.

6. Leave the tube open, and standing upright. The nose swab will go in the same tube.
   Be careful not to spill the liquid.
To collect the nose sample:

7. Open the swab package labelled “Nose”. Do not touch the soft tip of the swab with your hands, drop it or put it down.

8. You need to swab both nostrils.
   Insert the soft tip of the swab 2 – 3 cm into your nose, or as far as comfortably possible.
   Firmly rotate the swab against the inside of your nostril 5 times and hold in place for 5-10 seconds.
   Using the same swab, repeat for the other nostril.

9. Take the swab out and put it in the same open tube as your throat sample.
   Break the swab at the break point, by pressing it against the inside of the tube.

10. Put the lid back on the tube tightly.
    Put one of the labels along the length of the tube. Make sure you can read everything on the label you filled out.

11. Put the labelled tube in the plastic bag.
    Set aside.

12. Wash your hands with soap and water or hand sanitizer.
To collect the mouth rinse sample:

13. Twist the cap off the mouth rinse container (white lid).
   On a clean, flat surface:
   Place the lid with the inside facing up.

14. Open the pink plastic saline package (salt water) by twisting the top off with your hands.
    Put all of the salt water into your mouth, but do not swallow it.
    Rinse your mouth for 5 seconds by swishing the salt water around inside.
    Next, gargle for 5 seconds.
    Repeat swishing and gargling 3 times for a total of 30 seconds (swish, gargle, swish, gargle, swish, gargle).

15. Spit the liquid into the container.

16. Put the white lid back on the container and screw on tightly. Tighten to at least where the white arrows line up, or further.
    Put the second label that you filled out before on the mouth rinse container.

17. Put the mouth rinse container in the same plastic bag as the tube with swabs.
    Set aside.

18. Wash your hands with soap and water or hand sanitizer.
STEP 4: Packing and shipping samples

1. Inside the plastic bag there should be:
   a) the throat and nose swabs in a single labeled tube.
   b) the mouth rinse sample in a labeled container.
   c) the absorbent material (white plastic lined paper)

   Seal the plastic bag by removing the white strip and fold at opening.

2. Fold the lab form and place in the outside pouch of the plastic bag.

3. Place the plastic bag in the box.
   Use the same box the collection kit came in.

   Return the box to the Health Care Facility where it was picked up. They will send your samples for testing.