Employee Instructions for Self Testing

Step One: Prior to Testing

<mark>No eating, drinking, smoking or brushing prior to the test:</mark>

- In the 30 MINUTES prior to testing, **you must not eat or drink anything, including chewing gum, mints or lozenges.**
- In the 30 MINUTES prior to testing, **you must abstain from smoking, vaping, or using smokeless tobacco products.**
- In the 3 HOURS prior to testing, **you must not brush your teeth or use mouthwash.**

Step Two: Register your Test

1. Login at https://app.clarifi-covid-19.com/.

   a.   Create a COVID-19 surveillance account if you have not already done so:

       1. Remember your login email and password; you will need this for future testing.
       2. Contact Human Resources at 585.245.5616 (M-F from 8 am - 4:15 pm) if assistance is needed in creating your account.
       3. Non-SUNY agencies also utilize this service, so insurance information is included as required fields in each profile. You should complete the insurance information with "N/A" and character count "0" entries for required fields and numbers. Any submission of the appropriate number of digits will allow the user to proceed.

2. Register a new test <mark>**EVERY WEEK (see instructions for deadlines to drop off your test).**</mark>

   a.   Access the SUNY Upstate testing portal at https://app.clarifi-covid-19.com/. Log into the application, review your information, check appropriate boxes, answer all questions following prompts/links.

   b.   Manually enter the barcode number located on your test tube twice. You will need to input the barcode on the Upstate application page twice. Do **not** copy and paste. **You must re-enter the number manually.**
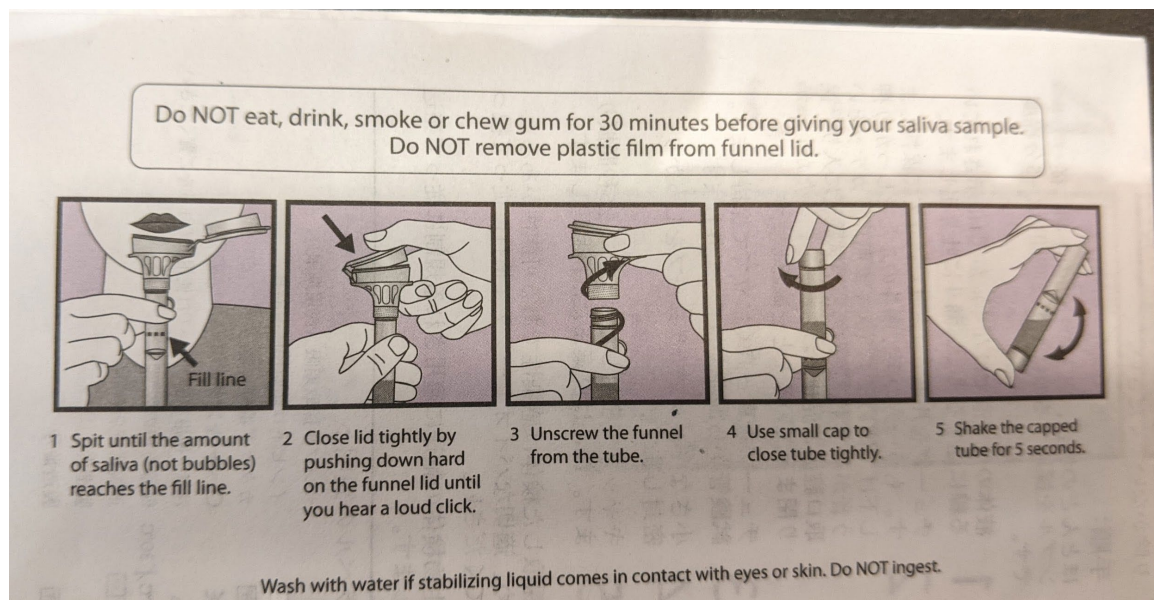
c.   Double-check that your barcode is correct and click "**Submit Test**". Doing so will bring you back to the main screen. You'll be able to see your submitted test and the date towards the bottom of the page. You will also receive an email that verifies your test was submitted successfully.
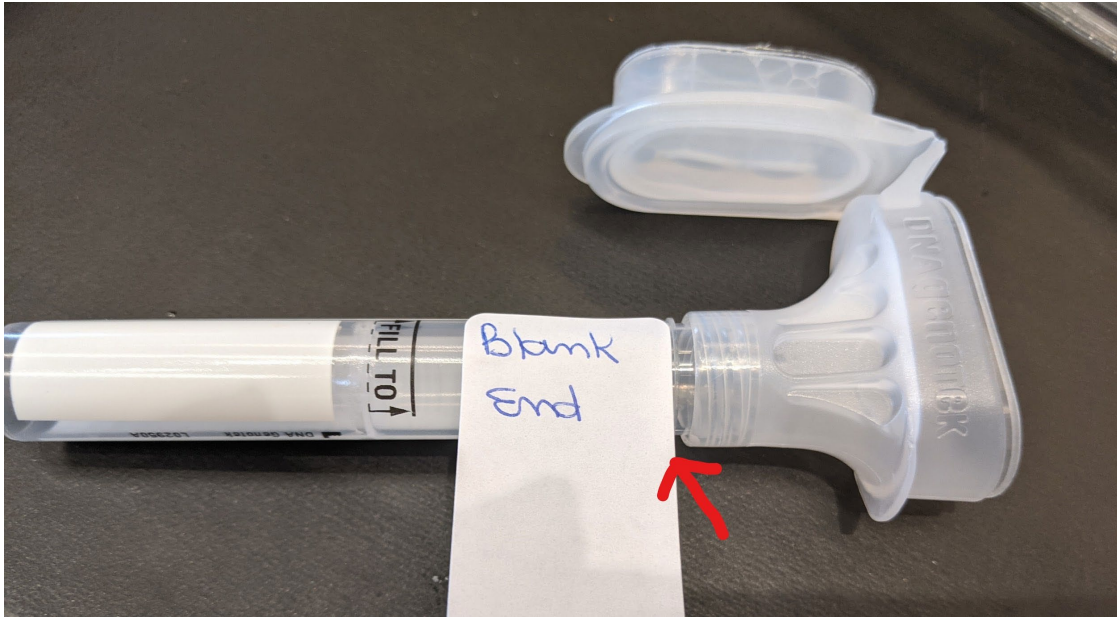
d.   Drop test kit off at the University Police drop (Schrader Hall, room 1) box **by no later than Thursday at 2 pm each week**. Prior to dropping off your test, complete your testing process using the instructions below.

e. You may also drop your test tube off at Sturges Hall, room 111 during normal testing hours.
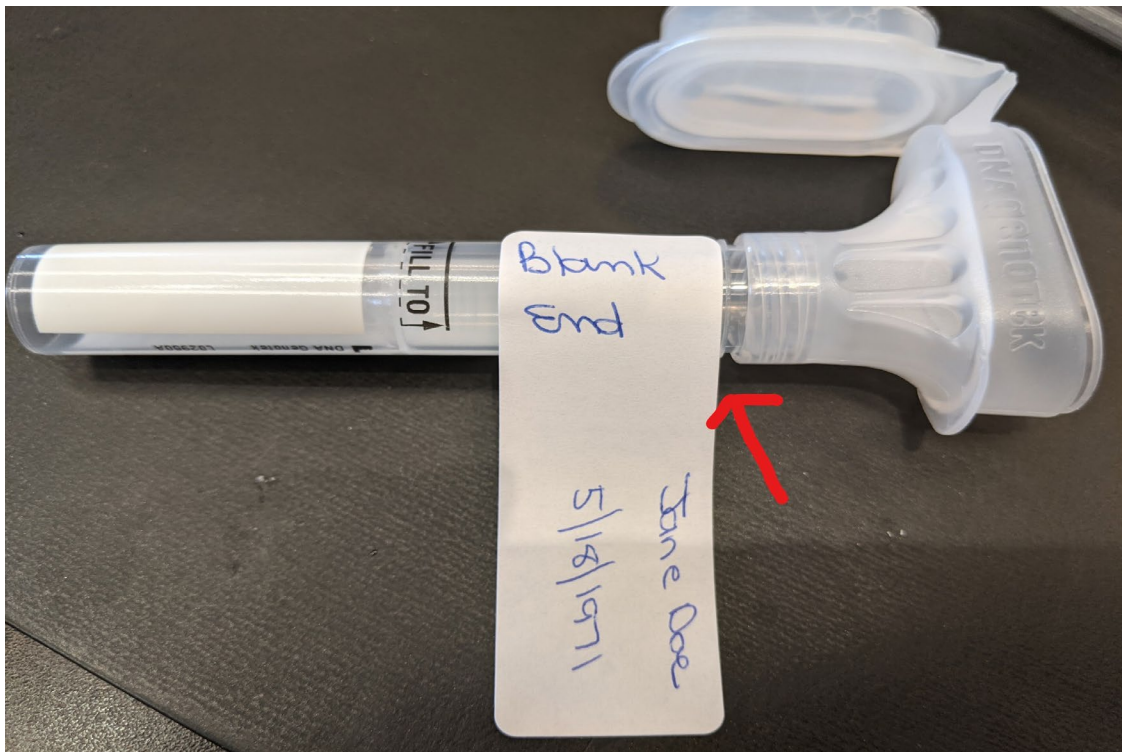
Instructions for Giving the Sample:

1. Remove the test from the plastic package. The plastic packaging should be discarded in the appropriate recycling bin, when possible
2. Spit into the top section of the tube until the amount of saliva (no bubbles) reaches the fill line.
3. Close the lid tightly by pushing down hard on the funnel lids until you hear a click.
4. Unscrew the funnel from the tube.
5. Use the small cap to close the tube tightly.
6. Shake the capped tube for 5 seconds.
7. **Wrap your label around the test tube perpendicular to the barcode by affixing the blank end of the label to the tube first so your name and DOB is readable when fully attached. The label should be placed at the top part of the tube just under the location where the cap is screwed on. Make sure to not cover the cap, barcode or registration number. See photos on page 3.**

Do NOT eat, drink, smoke or chew gum for 30 minutes before giving your saliva sample.
Do NOT remove plastic film from funnel lid.

1 Spit until the amount of saliva (not bubbles) reaches the fill line.   Fill line

2 Close lid tightly by pushing down hard on the funnel lid until you hear a loud click.

3 Unscrew the funnel from the tube.

4 Use small cap to close tube tightly.

5 Shake the capped tube for 5 seconds.

Wash with water if stabilizing liquid comes in contact with eyes or skin. Do NOT ingest.

Start by wrapping the blank part of the label around the test tube.

Wrap the end with your name around the tube which will go over the blank part of the label (be sure to NOT cover the cap, barcode or registration number).