



## Employee Instructions for Self-Testing

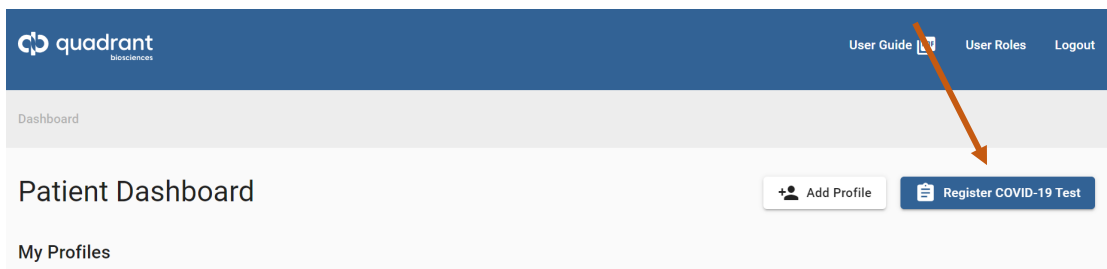
### Step One: Prior to Testing

No eating, drinking, smoking or brushing prior to the test:

- 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:
    - i. Remember your login email and password; you will need this for future testing.
    - ii. Contact Human Resources at 585.245.5616 (M-F from 8 am – 4:15 pm) if assistance is needed in creating your account. A full guide to creating an account and registering your test can be found at <https://info.suny-covid.com/app-guide.pdf>.
    - iii. For employee ID, enter your NYS ID number found on your paycheck advice stub. (New employees can enter our agency code 28190. After you receive your first paycheck, you can update it to use your NYS ID number)
    - iv. 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 if you do not have insurance. Any submission of the appropriate number of digits will allow the user to proceed.
2. Register a new test **EVERY TIME** you submit a test by clicking “Register COVID-19 Test”.



- a. Click through and answer the screening questions.

- b. When you reach the screen titled “Please enter the test kit barcode” manually enter the barcode number located on your test tube twice. You will need to input the barcode on the page twice. Do **not** copy and paste. **You must re-enter the number manually.**

Please enter the test kit barcode



Sample Tube

There is a unique identification number below the barcode on your test kit

Barcode \*

Confirm Barcode \*

- c. Double-check that your barcode is correct, enter the collection date & time and click “**Next**”. Doing so will bring you to a screen to verify your information. Make sure everything is accurate then click “**Submit Test**”.

Please verify all information

After collecting the sample, please return the test kit to the proctor, and follow their instructions.

Symptomatic? No

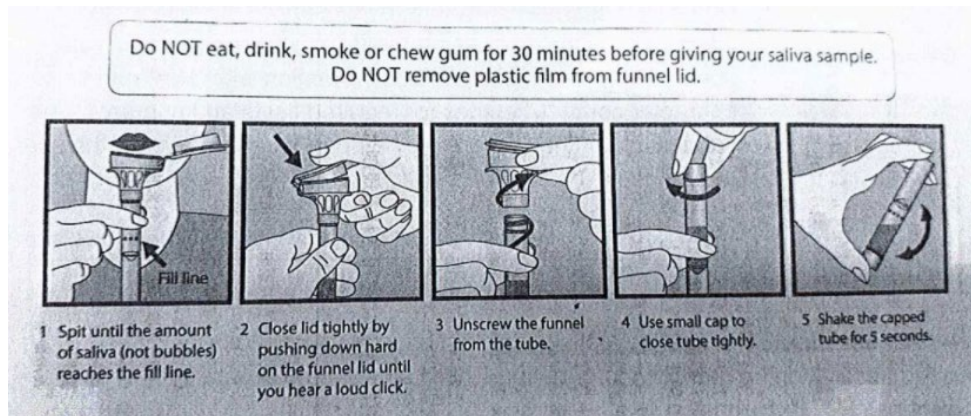
Barcode: ██████████750 ✎

**Submit Test**

- d. **Write your full name and date of birth** on the test tube *or* on a label that you affix to the test tube. Your name must match how it appears on your testing account (i.e. if your account shows Jim, write Jim, not James).
- e. Drop your test kit off **by no later than Wednesday at 2 pm** at one of the locations listed below. If you need a later drop-off time on Wednesday, you can bring your test kit to Sturges 111 by 4 pm. Drop-boxes are located at:
- Erwin, front lobby
  - Doty, lobby entrance across from College Circle
  - College Union, lobby area near the Ballroom
  - Red Jacket Dining Hall (near front entrance)
  - Letchworth Dining Hall (near front entrance)
- f. You may also drop off your test at Sturges Hall, room 111 during normal testing hours (Tuesdays and Wednesdays, 8 am – 4 pm, unless otherwise noted).

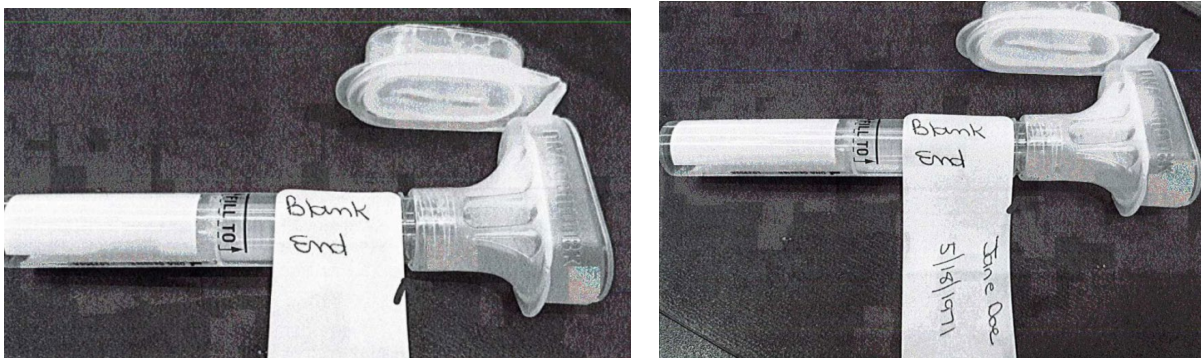
## Instructions for Giving the Sample – Spit Test

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. **Write your full name and date of birth** on the tube on the blank white square *or* write on a label. If using a label, wrap the 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.**

### *Using a Label*



*Writing Directly on the Test – Use the blank square towards the bottom of the tube.*



### Instructions for Giving the Sample – *Swab Test*

1. Remove the test from the packaging, discard wrapper in the appropriate bin.
2. Swab along your bottom gum line, avoiding hitting your teeth, and under your tongue where saliva pools for 10 – 15 seconds.
3. Unscrew lid with swab attached, taking care not to spill the liquid.
4. Place swab in tube and close tightly.
5. Shake tube vigorously 10 – 15 times.
6. **Write your full name and date of birth** on the tube on the blank white square *or* write on a label. If using a label, wrap the 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.**