

COVID-19 TESTING GUIDE (as of 12/9/2020)

IDD Group Home COVID-19 Collaborative Program

1. DETERMINE ORGANIZATIONAL TESTING STRATEGY

a. Testing Frequency & Population

Weekly, biweekly, monthly, etc
Individuals only, DSPs only, Individuals + DSPs

b. Specimen Collection

The anterior nares specimen can be self-administered. Recommendation is that nursing perform testing on individuals and DSPs self-administer test under nursing supervision.

c. Informed consent / release of information (as appropriate)

County consent forms for testing must be completed prior to testing for every individual being tested. In order for organization to receive results from individuals/DSPs, a release of information will be required.

2. REGISTER AS A TESTING PARTNER WITH COUNTY: [Click HERE](#)

The ordering provider you should list is **Dr. Travis Gayles**. Ensure you designate a **primary point of contact** for your organization's testing program.

3. COMPLETE TESTING TRAINING (FROM COUNTY):

Training for service providers occurred at Learning Collaborative Meeting 12/2/2020. The training PowerPoint presentation will be made available. For further training, please reach out to Rachel Knowles, County Testing Coordinator at:

Rachel.Knowles@montgomerycountymd.gov

4. ONLINE LAB REQUISITION FORM REQUEST: [Click HERE](#)

The form will register you for access to the laboratory test results portal and give you the ability to create custom digital requisition forms for use on your testing site. The form will ask for the following ordering physician details: **Ordering Physician: Dr. Travis Gayles, NPI: 1184850653**. Upon completion of the form, the listed contact will receive an email from Seamless Doc with your organization-specific lab requisition form. Ensure your requisition form is printed on label paper. Please ensure you receive a confirmation email from Seamless Doc (noreply@seamlessdoc.com) and CIAN Labs (info@ciandx.com) prior to testing.

5. REQUEST & PICK UP TEST KITS: [Click HERE](#)

Test kits should be requested a minimum of 1 day prior to pick up. Kits can only be picked up on weekdays and requests received after 5 pm will not be processed until the following day. Label paper (to print your requisition forms) can be picked up at the same time as test kits are picked up. Pick up address: 2000 Dennis Avenue, Silver Spring MD 20902

6. COMPLETION OF COUNTY CONSENT & LAB REQUISITION FORMS

A completed requisition form must accompany the specimen. The top portion is for information from the individual being tested. **The email address/phone number listed here will receive test results.** If you chose to list a central email/phone number – ensure appropriate release of information is in place. Diagnosis code that should be used is **Z11.5 Special Screen Viral Illness**. Ensure collection date and time is documented. The County consent forms will need to be returned for each test and should not be included in the specimen bag, instead they can be handed to the county at drop off.

7. SPECIMEN DROP OFF

Ensure specimen tube, specimen bag and requisition form each contain labels with Last Name, First Name and DOB of individual tested legibly written. Requisition forms are to be placed in the kangaroo pouch of the specimen bag. Specimen should be double bagged. Consent forms should be turned into the county and not placed in the specimen bags. Drop off must be in-person at 2000 Dennis Avenue, Silver Spring MD 20902 and can occur 7 days a week prior to 5:00PM.

8. RESULTS & NOTIFICATION

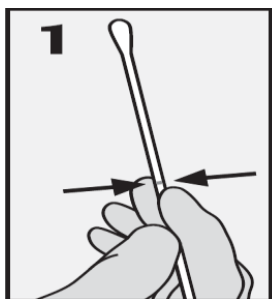
Results will go to the email that is listed on the requisition form for the individual that was tested. You should receive test results within 5 to 7 days through a secure, encrypted email from No-Reply-COVIDResults@montgomerycountymd.gov. Be sure to check your spam/junk folder. Organizations may be able to access a portal to view results, strictly ensuring the individual with access is compliant with HIPAA laws. Contact Rachel Knowles at Rachel.Knowles@montgomerycountymd.gov for more information.

9. FOLLOW UP

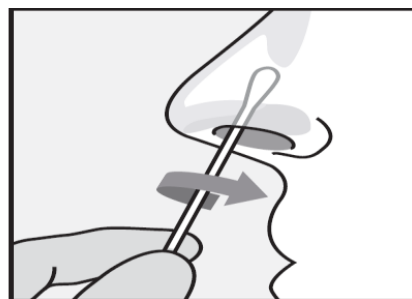
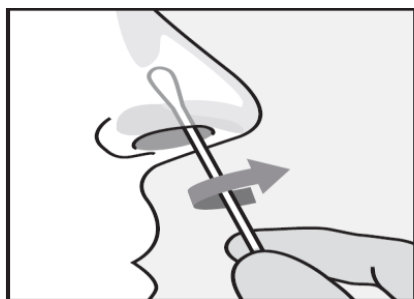
Ensure your organization has a follow-up process for that ensures HIPAA compliance. For group home residents who are positive, primary care physician/provider/legal guardian should be notified as appropriate.

For further questions, site visits, staff training, etc - please email Rachel Knowles at Rachel.Knowles@montgomerycountymd.gov

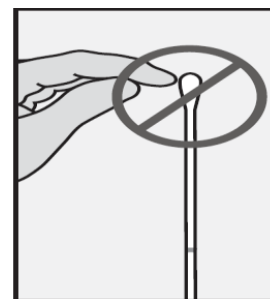
SPECIMEN COLLECTION – ANTERIOR NARES SWAB



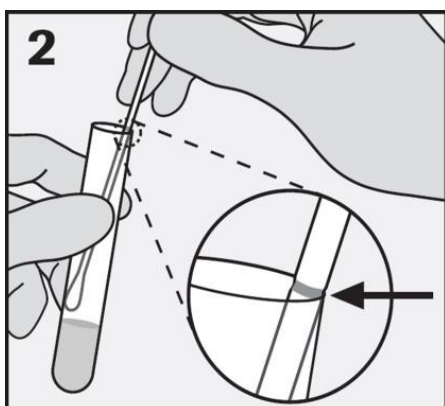
Insert the swab at least $\frac{1}{2}$ inch inside the nostril and firmly sample the nasal membrane by rotating the swab, leaving in place for 10 to 15 seconds.



Sample both nostrils with same swab.



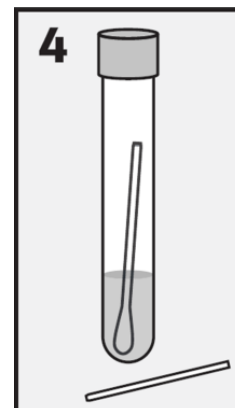
Do not touch swab.



Insert swab tip first until the visible scoreline on the swab is aligned with the tube rim.



Carefully press the swab against the tube rim at the scoreline to break the swab shaft.



Screw the cap on securely, and place in zippered bag and secure bag.