

# COVID-19



Guidance Date 5/20/21

## **QHS COVID MASS EMPLOYEE TESTING (CMET) PROGRAM**

### **Before Your Test**

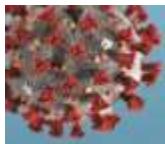
1. Employee fills out CMET Screening Form via Intranet: <http://eww1.queens.org/ic/cmet.html>
2. Form is reviewed by EH Hotline RN
3. EH Hotline RN calls employee within 24 hours of receiving form
4. EH Hotline RN reaches out to employee to schedule date/time for test at POB 1, Suite 709
5. EH places order for COVID test in CARE\*Link
  - a. If responses to the questions are positive, EH Hotline RN will order via appropriate alternative pathway for testing
6. EH Hotline schedules appointment through SharePoint site
  - a. Only available Monday through Friday, 8:00 am – 4:30 pm

### **Day of Testing (Nasal self-swab and validator method)**

1. Arrive at the testing center at your appointment time
2. Verify that the name and birthdate are correct on the paperwork
3. Wear your mask and goggles throughout the procedure
4. Perform hand hygiene
5. Open the swab package while maintaining the sterility of the swab
6. Grasp the sterile swab stick. Avoiding touching beyond the red mark on the swab stick.
7. Make sure you are at least six feet away from anybody else, including the facilitator, while you obtain the specimen
8. Pull down your mask to just below your nose and insert the nasal swab into your nostril, less than 1 inch, while gently rotating the swab in circles against the nasal mucosa for at least 5 seconds
9. Repeat the same process on the other nostril using the same swab
10. Once you have completed swabbing in both nostrils, place the swab stick into the test tube
11. Break the swab, recap the test tube and apply the label
12. There will be a tissue nearby for you to blow or wipe your nose if needed
13. Put your mask back over your nose and mouth
14. Perform hand hygiene
15. Once again, verify with the Facilitator that the specimen label is accurate with the correct name and date of birth
16. Place the specimen in a bag with the lab requisition form in the outside pocket of the package, or in the outer bag if it is double-bagged
17. Hand the specimen over to the validator
18. Perform hand hygiene at the end of the specimen collection

### **After Your Test**

1. What should I do after testing?
  - a. Look for your results in MyChart or MyDLSChart (fastest)
    - <https://mychart.queens.org/MyChart/Authentication/Login>
    - <https://dls.atlaspatientportal.com/#/>



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2. Do I have to quarantine after testing?
  - a. You do not have to quarantine/isolate or be off work since you do not have symptoms or have not had an exposure
3. What should I do if I test negative?
  - a. Congratulations, no further action is needed. Please continue physical distancing, wearing appropriate PPE, and providing great care to our patients and community. You will not be contacted by Employee Health (EH).
4. What should I do if I test positive?
  - a. Go into immediate quarantine at home
  - b. Notify your manager
  - c. You will be contacted by the Transitional Case Management Program (TCMP) within 24 hours. They will do a telehealth visit and provide further details.
  - d. Please contact EH for return-to-work clearance after your quarantine period is over (usually 10 days)