

# Guidelines for Taking COVID-19 Testing Sample

You have been given a bag that contains all you need to conduct a throat swab to test for COVID-19:

- The instruction manual
- A sterile testing kit which contains a specimen collecting container and a swab with a long handle
- A set of bar code stickers
- A re-sealable plastic bag which is labeled CORONA.

In addition, you will need:

- A straight cup or glass of normal height
- A shaving or vanity mirror
- **Good Lighting**
- A trash bag

Before you begin, please

- Thoroughly wash your hands with water and soap
- **Read the whole instruction manual multiple times**
- Have all the necessary items at the ready as listed above.

How to prepare for the test:

- Place the shaving/vanity mirror on a table, ensure sufficient lighting. In addition, you should be able to sit in front of it comfortably.
- Have the straight cup or glass at the ready.
- Have the trash bag at the ready. Unfold and open it in a way that it is ready for something to be thrown into it.
- Put the provided plastic bag labeled CORONA on the other side of the table for later use.
- Have the bar code stickers within reach.
- Have the still sealed packing that contains the testing kit at the ready.



You are now ready to begin:

- Carefully open the packaging containing the testing kit, starting at the indicated side. Only open it half-way.



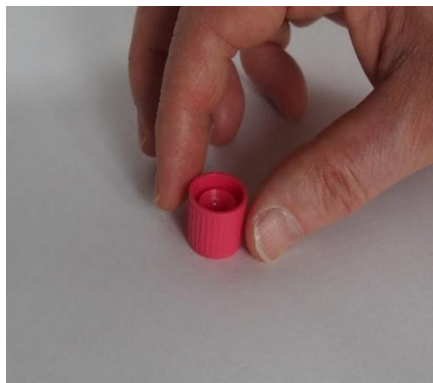
- Carefully remove **only the container with the red cap** and place it inside your cup or glass.
- Place the remaining packaging on the table, be mindful of nothing falling out.



- Stick one of the provided bar code stickers onto the container.



- Hold the container in your hand in such a way that the red cap points upwards, then unscrew it. Place the open container in your cup/glass so it cannot fall over (it is important that the fluid inside is not spilled).
- Make sure to touch the red screw-cap of the container only on the outside. Place it on the table with the opening facing upwards.



- Touching only the long handle, now extract the swab which still remains in the testing kit.



- Now sit down in front of your mirror, open your mouth very wide, and breathe in. You will see something similar to the picture included.
- We have to reach beyond the “arched gateway” (the palatal arch), in the middle of which you can find the uvula without touching anything along the way if possible.
- Beyond the palatal arch you will find the pharyngeal cavity, the first part of the throat (see arrow).
- With your swab, rub this surface vigorously for a few times, moving back and forth. In order to not trigger your gag reflex, inhale strongly.

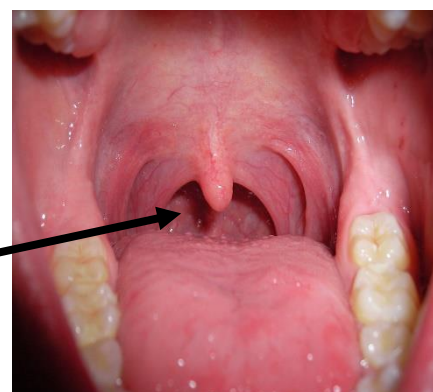
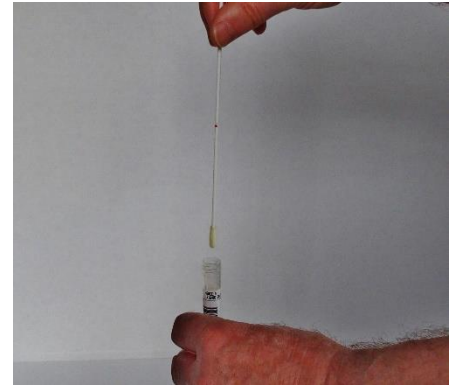


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- Afterwards, while still holding the swab on its long handle, insert it into the container which is at the ready in your cup. Strive to not touch the walls of the container tube with the swab as you insert it, rather move the swab straight down to dip it into the liquid contained.



- The swab including the handle will remain in the container. Only the part of the handle which protrudes past the container will have to be snapped off at the already indented location. Throw the remains of the handle into the trash bag.

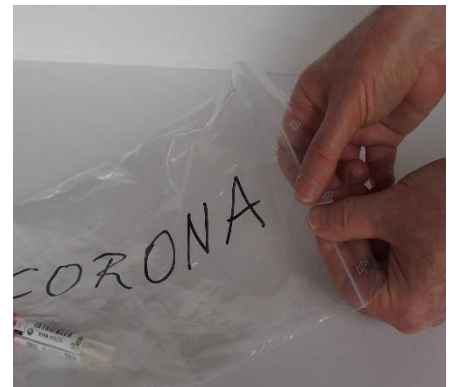
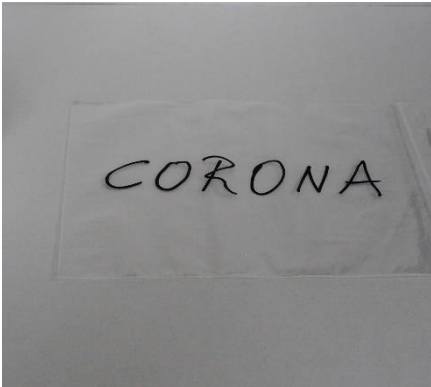


- Pick up the red container cap, being mindful to touch it only on the outside. **Screw the container which now contains your swab sample shut.** Place the container back into your cup.



**At this point, please go and wash your hands thoroughly.**

- With cleaned hands, pick up the plastic bag labeled CORONA and open it. Turn the plastic bag inside out to wear it like a glove. With your hand in the plastic bag, grab the container containing your test sample and pull it inside the plastic bag without touching it with your other hand. This requires turning the plastic bag outside in again so the container lands inside. Once done, seal the bag.



Once you are done, it is **crucial** to **call our clinic and inform us** that you will now deposit the sealed bag at the agreed location.