

*Instructions for Completing and Submitting
KDHE COVID-19 Specimen Collection Form*

If you are sending in a specimen, check to make sure your patient meets Person Under Investigation (PUI) criteria. [See PUI Criteria.](#)

NOTE: Non-hospitalized patients should remain in home isolation until laboratory results are available.

- Fully complete the KDHE COVID-19 Specimen Collection Form and submit only it with your specimen. The specimen form is available at <https://www.coronavirus.kdheks.gov/DocumentCenter/View/1386/COVID-19-Submission-FormGeneral-Submitters-PDF---7-28-20>. Include a copy of the form with the specimen shipment.
- Collect swab using a synthetic fiber swab with plastic shaft (not wooden) Instructional videos for swab collection can be found on the KDHE COVID-19 webpage <https://www.coronavirus.kdheks.gov/170/Healthcare-Providers> under the Videos tab.
- Label the specimen container with the patient's name, date of birth, collection date and specimen type.
- The swab should be placed in 2-3 mL of Viral Transport Media (VTM). If VTM is not available, liquid Amies solution, sterile phosphate-buffered saline, or normal [sterile saline is acceptable](#).
- Ensure the specimen tube is tight and will not leak.
- Place specimen tube into its own biohazard bag. Ensure that sufficient absorbent material is present in the specimen transport bag.
- Place the completed KDHE COVID-19 Specimen Collection Form into the side pouch of the biohazard bag, separate from the specimen. Most bags have a separate pocket, but if they don't it would need to be double bagged (specimen in a bag, that bag and form in another).
- Store specimens at 2-8°C until sent to Kansas Health and Environmental Laboratories. Specimens must be tested within 72 hours of specimen collection.
- Package specimens in an insulated shipping container. Ensure there are adequate ice packs to keep specimens cool and packing material to keep specimens secure if applicable.
- Ship via courier or *overnight* UPS/FedEx to the Kansas Health and Environmental Laboratories. 6810 SE Dwight St – Topeka, KS 66620
- If you have suspected COVID-19 patient, remember to report the suspect case via the online portal, <https://diseasereporting.kdhe.ks.gov/>.

Definition of a Person Under Investigation (PUI)

Epidemiologic Risk (Exposure)	&	Clinical Features
Close contact [^] with a person that has laboratory-confirmed COVID-19	<u>and</u>	Asymptomatic [§] OR Developed one or more of the following symptoms within 14 days of last exposure: <ul style="list-style-type: none"> • fever* • chills • rigors • myalgia • malaise • headache • sore throat • lower respiratory illness (cough, shortness of breath, or difficulty breathing) • new olfactory and taste disorders • congestion or runny nose • nausea or vomiting • diarrhea without an alternate more likely diagnosis.
Travel to locations on the KDHE Travel Related Quarantine Table https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran		
No source of exposure has been identified	<u>and</u>	One or more of the following symptoms: <ul style="list-style-type: none"> • fever* • chills • rigors • myalgia • malaise • headache • sore throat • lower respiratory illness (cough, shortness of breath, or difficulty breathing) • new olfactory and taste disorders • congestion or runny nose • nausea or vomiting • diarrhea without an alternate more likely diagnosis.

[^] You are a "close contact" if any of the following situations happened while you spent time with a person with COVID-19, even if they didn't have symptoms:

- Were within 6 feet of the person for 10 consecutive minutes or more
- Had contact with the person's respiratory secretions (for example, coughed or sneezed on; kissed; contact with a dirty tissue; shared a drinking glass, food, towels, or other personal items).
- Live with the person or stayed overnight for at least one night in a house with the person.

The chance of spreading the virus is greater the longer an infected person or persons are close to someone. It also matters if the infected person is coughing, sneezing, singing, shouting, or doing anything else that produces more respiratory droplets that contain virus or if there are exposures to more than one infected person. Under these higher risk situations, you may want to consider a close contact someone who has been within 6 feet of an infectious person or persons for 10 cumulative minutes or more in a 24-hour period.

The final decision on what constitutes close contact is made at the discretion of public health.

[§] Most people develop disease 5 to 7 days after exposure. Asymptomatic testing should be done on day 7 or later.

* Measured fever of $\geq 100.4^{\circ}\text{F}$ ($\geq 38^{\circ}\text{C}$). Fever CANNOT be subjective.