

## Instructions for Completing and Submitting KDHE COVID 19 Specimen Submission Form

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

Epidemiologic Risk	&	Clinical Features
Close contact <sup>^</sup> with a person that has laboratory-confirmed COVID-19 and developed symptoms within 14 days of contact	and	At least two of the following symptoms: <ul style="list-style-type: none"> <li>fever<sup>*</sup></li> <li>chills</li> <li>rigors</li> <li>myalgia</li> <li>malaise</li> <li>headache</li> <li>sore throat</li> <li>lower respiratory illness (cough, shortness of breath, or difficulty breathing)</li> <li>new olfactory and taste disorders</li> <li>congestion or runny nose</li> <li>nausea or vomiting</li> <li>diarrhea without an alternate more likely diagnosis.</li> </ul>
History of travel <sup>§</sup> within 14 days of symptom onset		
No source of exposure has been identified	and	

<sup>^</sup>Being within 6 feet for a prolonged period (10 minutes or longer) or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed or sneezed on)  
<sup>\*</sup>Measured fever of 100.4°F. Fever CANNOT be subjective  
<sup>§</sup>History of travel includes travel outside to locations on the KDHE Travel Related Quarantine Table <https://www.coronavirus.kdheks.gov/170/Healthcare-Providers> and attendance at mass gatherings (e.g. conferences, cruises, concerts).

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

- Fully complete the KDHE COVID 19 Specimen Submission Form and submit only it with your specimen. The specimen form is available at <https://www.coronavirus.kdheks.gov/170/Healthcare-Providers> under the Labs tab. 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 Submission 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 a suspected COVID-19 patient, remember to report the suspect case via the online portal, <https://diseasereporting.kdhe.ks.gov/>, or on a Kansas notifiable disease form, located at [https://www.kdheks.gov/epi/download/Kansas\\_Reportable\\_Disease\\_Form.pdf](https://www.kdheks.gov/epi/download/Kansas_Reportable_Disease_Form.pdf).