



# Covid-19 Testing for Organizations

# **RTP MANAGEMENT**

**We are a group of healthcare and IT professionals working together to help combat the spread of the Covid-19 virus. We are partnered with testing kit manufacturers and CLIA certified labs.**

**Through early detection and isolation, we can ensure the safety of our employees, members, and community.**

# YOUR RESPONSIBILITIES



1

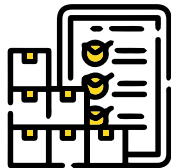
## EDUCATE

Help your community better understand Covid testing and its importance. Help them fill out the online form, take the test, and collect the samples.

## SHIPPING

Visit the online portal to make a return label and set a FedEx pickup time. Put all the samples in a return box and secure it with packaging tape. Print and adhere the label to the box.

2



3

## INVENTORY

You will need to order your testing kits 3-4 days in advance. Once you have a steady estimate, the kits will arrive weekly without reordering.

## SUPPORT

Provide support for everyone with positive results. If they also have symptoms, they should self-isolate for 5 days before retesting.

4





**Our inventory and return web portals are extremely easy to learn and can be accessed on any computer or mobile device with an internet browser.**

# OUR ONBOARDING PROCESS



# COVID-19 Testing Instructions

## Here's what's in your test kit:

- Swab (1)
- Tube of medium (1)



For illustration purposes only, actual testing vial may look slightly different.

Your results will be emailed to you within 24-48 hours. If you receive a positive result and have symptoms, please isolate yourself for 5 days.



1

**STEP 1:** Open the swab collection peel pouch and remove the swab, holding by the white handle.



2

**STEP 2:** Tilt your head back slightly.



3

**STEP 3:** Gently insert swab into the **LEFT** nostril until the collar/safety stopping point touches the outside your nose.

- As a guide, the swab should be pointed in the direction of your left ear.



4

**STEP 4:** When the swab is in place, **rotate in a circular motion 2 times** and then hold in place for 15 seconds.

- **Remove the swab from nostril and repeat steps on your RIGHT nostril**, removing the swab when finished.



5

**STEP 5:** While holding the swab, **remove the cap** from the tube.

- Insert the swab into the tube, continuing to hold by the handle.



6

**STEP 6:** Break the swab at the break point, throw the swab handle in your personal garbage and re-cap the tube.



7

**STEP 7:** Place the testing tube into specimen bag and return to collecting bin.

**Please note:** test kit appearance and swab process may vary slightly. Always follow the instructions of the onsite testing staff.



# **CONTACT**

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