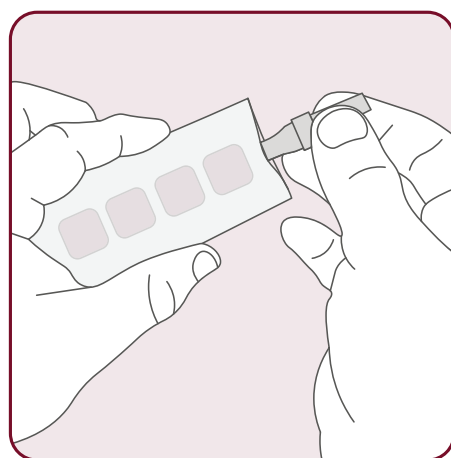# Puget Sound COVID-19 Pooled Testing Protocols Faculty/Staff Instructions
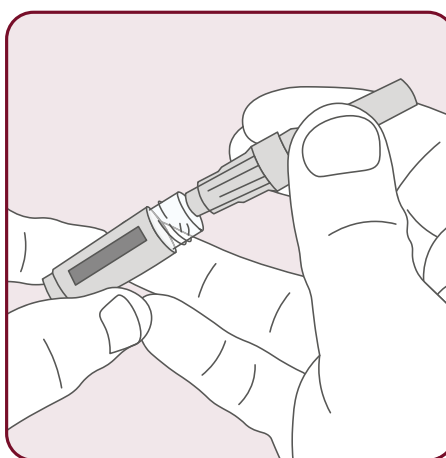
How To Collect and Submit Your Sample

Step: 1   **DO NOT** eat, drink, smoke, chew gum, or brush your teeth at least **30 minutes** prior to testing. **DO NOT** use mouthwash for at least **two hours** prior to testing.
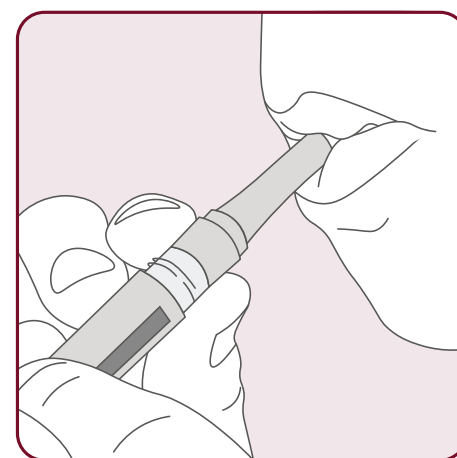

Step: 2
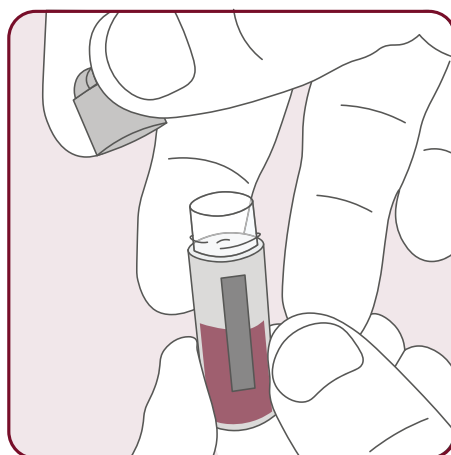Open the straw pouch and remove the straw.

Step: 3
Unscrew the tube cap and insert the narrow end of the straw into the tube.
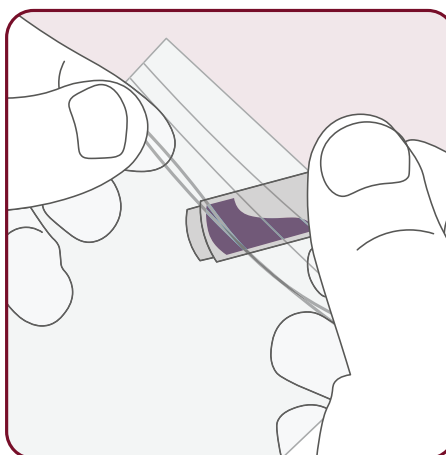

Step: 4
Pool saliva in your mouth and let it fall through straw into the tube. Do not blow forcefully to avoid bubbles.
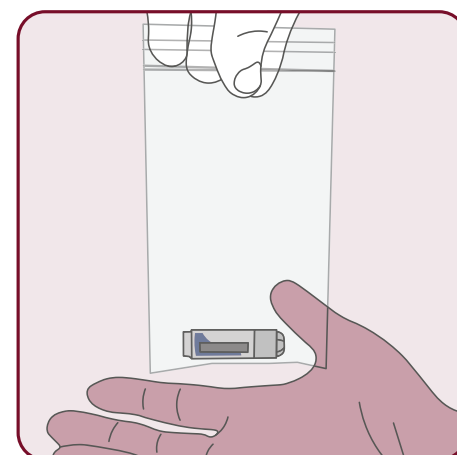

Step: 5
Make sure the tube is filled at least halfway, then remove and discard the straw and securely cap the tube.

Step: 6
Clean the tube with the alcohol wipe provided, place it into the bag, and seal the bag. **Legibly write your name and campus ID number on the label** in your kit and apply it securely to the bag.

Step: 7
Drop your sealed and labeled sample at the **Faculty/Staff Drop-off** in the testing pavilion, Monday–Friday, 8:30 a.m.–6 p.m. If you do not work during this time, make arrangements to have a department delegate deliver your sample for you.

Learn more about spring COVID-19 testing protocols and accessing your test results at **pugetsound.edu/covid19testing**.

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