

# UCI Health

## Staff Symptomatic COVID-19 Testing Instructions: Non-STAT Douglas Hospital Kiosk

### 1. How to request COVID-19 staff testing if you have symptoms

UCI staff must complete online COVID-19 Symptom Questionnaire via link or QR code:

<https://apps.health.uci.edu/OccupationalHealthMgt/portal>



### 2. When and where to get COVID-19 staff testing

- After form is submitted, **wait 15 minutes** before proceeding to the Douglas Hospital Testing Kiosk at the WEST employee elevator on the first floor. Please ensure hands are clean, mask is snug, and you maintain 6 feet of distance.
- It takes 15 minutes for your specimen label to become available
- The order to test is only good for the day the questionnaire is completed or the next day. If the specimen is not submitted within that time, a new questionnaire will need to be submitted.

### 3. How to perform an observed self-swab at the Douglas Hospital Testing Kiosk

Trained staff will help you at the kiosk. A **YELLOW** specimen bag will be handed to you that will contain a swab and a specimen vial. Verify your name on the two labels provided to you. Apply one label on the specimen vial and the other simply drop in the specimen bag. The trained staff will give you directions on how to swab your nose and label your specimen. The swabbing must be observed by the trained staff who will guide you through the steps illustrated below. You will be asked to clean your hands with hand sanitizer before and after performing the swab.



### 4. Where to drop off your specimen

Ensure your hands are clean, your mask is snug and keep distanced from other people.

- The labeled specimen should be placed in the designated container on the table.

### 5. How to get your results

When results are available, you will be notified through your **UCI email address**

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### ***How quickly will results be available from the time I drop off my specimen?***

- Weekdays (Mon-Fri), 8-5pm, an email will be sent to you in about 2 hours
- After hours and on weekends, an email will be sent to you in about 4 hours

### ***What do I do with my result?***

- If the email tells you to stay home and call Occupational Health on the next business day, then do not report to work until you speak with Occupational Health (714-456-8300) Monday-Friday (except holidays), 7:30-5pm
- If the email tells you to check the Occupational Health portal and your test is negative, do the following:
  - ✓ If you are **not scheduled** to work before the next business day, then stay home and call Occupational Health (714-456-8300) Mon-Fri, 7:30am-5pm
  - ✓ Document your symptoms on the monitoring log:  
<https://healthuci.sharepoint.com/sites/covid19/Resources%20for%20HCWs/UCI%20Health%20Staff%20Self-Monitoring%20While%20Working%20Instructions.pdf>
  - ✓ If you are scheduled to work before the next business day and you confirmed that your test result is negative on the Occupational Health portal, you can call the hospital operator and ask to speak with the House Supervisor who can ask you additional questions and determine if you can be cleared to return to work. If your test is negative, but you have had a fever in the past 24 hours, are experiencing vomiting or diarrhea, or cannot keep your mask on because of needing to wipe or blow your nose often, then stay home and follow up with your primary care physician as you have a NON-COVID illness. You will follow usual sick policy at that time.
  - ✓ Be sure to inform your supervisor that you are ill if you need to miss work as per usual sick policy.

### ***What if I don't get my result?***

- If it has been **4 hours** since you handed off your test sample, and you have not received an email
- Please check your UCI e-mail thoroughly (including junk email folder).
- Follow up with Occupational Health during business hours Monday-Friday (except holidays) 7:30 am-5pm, (714) 456-8300.
- Do not call the House Supervisor for results, they will not have access to results. They can only help you after you know your result.