

### 1 Information on Test Kits

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- Kits include one positive control swab (red colored stick). Positive control testing must be done with every new shipment and every new operator.
- Each component in the kit has its own expiration date on its packaging. It is recommended that you use the expiration date on the outer box.
- The temperature of the area where the tests are being run is important. The temperature range for the test is 59F-86F. The minimum temperature for running the tests is 59F. Note that there can be a significant decrease in test sensitivity when the temperature is below 59F.
- Additional test kits and supplies can be ordered through CIC. Submit questions to [K12COVID19testing@mass.gov](mailto:K12COVID19testing@mass.gov)

### 2 Positive and Negative Test Controls

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- There is only one positive control per box of 40 test cards. Additional swabs can be ordered.
- The negative control is just an unused swab.
- To run a positive or negative control, you need eight drops of reagent on the card to test. When you perform the actual test, you only need six drops of reagent on the card.
- Hold the reagent bottle at a 90-degree angle to apply drops.
- Allow a 15-minute processing time to run controls.
- Dye can run on the side of the test strip; it will not affect the test result.
- Be sure to lay the card flat

### 3 Timing

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- The test needs to be started within one hour of specimen (swab) collection.
- In order to keep yourself organized and on track, use small post-it notes to write down the time the test card was closed, and what time the test card should be read.
- Loosen the cover over the adhesive strip on the *right* side of the card before you begin. It's hard to do this once you have your gloves on. Note: the test strip is on the left side of the card, don't mistake this for the adhesive strip.
- Allow the full 15-minute minimum processing time (on the post-it, note the read time as 16 minutes after the test was closed to ensure the full 15-minute time-frame).
- Be sure to keep the card flat on a table during the whole test time.
- Tests should not be read later than 30 minutes after the test was closed.
- Do not allow children or staff being tested to hang out waiting for test results. Ask them to wait in an area where they can be isolated until the results come back.

### 4 Reading the Test Cards

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- Read test cards closely under a strong light – some of the positive bands' red color can be **very** faint and may look negative at first glance. Any line, no matter how faint, should be considered a positive result.
- The plastic cover over the test paper can sometimes glisten and look like a positive result. Remember only a color change indicates a positive result.
- Note that the test is not as sensitive for those under 18 years old or for those who are asymptomatic.

### 5 PPE Pointers

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- Don appropriate PPE (disposable gown that ties in back, two glove layers, N95 respirator, face shield).
- Change gloves between each person being tested and hand sanitize following dirty glove removal.
- The person doing the swabbing should wear an N95 respirator and a face shield.
- The person doing the test after the swab has been taken should wear a surgical mask (N95 respirator preferably) and face shield in the event of splatter from the swab.
- If working in a dyad or team, the staff observer assisting with bagging the specimen should stand at least six feet away from the person doing the swabbing.