



**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Aging and Independent Living**  
**Office of the Commissioner**

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In an effort to mitigate the risk of COVID-19 in Assisted Living Communities, the Cabinet for Health and Family Services has created a step-by-step guide to enroll your community into COVID-19 surveillance testing. The CDC has found surveillance testing of staff as one of the most effective ways to mitigate the spread of COVID-19 in congregate settings.

- A. Call a clinical laboratory that has partnered with the state to conduct COVID-19 surveillance testing (available at: <https://chfs.ky.gov/cv19/COVIDTestingLabsContractComplete.xlsx>) and establish a relationship with a lab to:
- Have their staff come into a community to collect specimen and run specimen test
- OR**
- Provide a community with specimen collection materials. Community staff will be responsible for collecting specimen and sending to the lab. The lab will run the specimen tests and report the results back to the community (within 48 hours of receiving the specimen).
- B. If ALC staff are to collect specimen:
- Establish relationship with lab to obtain specimen collection items and run tests
  - Sign CHFS vendor contract to be reimbursed for specimen collection (link below).  
(<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=cb33db3c-192e-4f23-8f06-40f9b3f34cc2&env=na3&acct=31a1bae2-b00f-4773-9428-265fc5ca97ec&v=2>)
  - Watch video <https://www.youtube.com/watch?v=ygg-Kaxu3Zc> and read Specimen Collection document below (Appendix A)
  - Staff who will be collecting resident and staff specimens must sign attestation (Appendix B) that training has occurred and able to demonstrate competence of specimen collection procedures. Attestations must be kept on file with all other pertinent documentation.
  - Collect specimens on staff weekly - 50% of staff should be tested for COVID19 every other week.
    - Specimen collection of residents may occur by staff when a resident is exhibiting signs and symptoms of COVID-19.
  - Communities should submit monthly invoices for specimen collection to the Cabinet for Health and Family Services at <https://powerforms.docusign.net/a09e8226-2bb7-4ccc-8bc5-26afcc18bcc5?env=na3&acct=90a7e942-547d-4518-9757-c5ffecbdf43f>

For additional support regarding Assisted Living Communities, please contact Carrie Anglin at [Carrie.Anglin@ky.gov](mailto:Carrie.Anglin@ky.gov) or call 502-385-1712.

# Collection of a Nasopharyngeal Specimen

1. Obtain testing supplies
2. Verify order for Nasopharyngeal (NP) swab
3. Perform hand hygiene
4. Don appropriate PPE
5. Confirm two patient identifiers
6. Remove the swab from package
7. Measure corner of nose to tip of ear :
  - ensure to not touch the swab to the patient's face
8. Insert wire swab in the nostril of the patient:
  - Straight back (not up) until you feel resistance
  - Rotate 5 times in 360 degree turns
  - Hold 5 seconds – will be uncomfortable for patient but should not be extremely painful
9. Withdraw and repeat in other nare with the same swab
10. Break swab off into specimen container and place lid onto tube
11. Label the specimen per Specimen Collection Policy

