

SUPSI

HOW TO PERFORM SALIVARY TESTS

The rules to be considered when performing salivary tests are to undergo two tests per week continuously and that no more than 96 hours should elapse between them.

If for other reasons (holidays, illnesses, absences, etc.) the sampling cycle is interrupted, a negative test must be submitted in order to re-enter the programme.

Depending on their on-site presence, the regular testing timing to be followed is as follows

- Monday and Thursday
- Tuesday and Friday

Salivary testing involves 3 steps:

1. Sign up for the online test management application (**one time only**)
2. Performing the test
3. Receiving the result

1 Sign up for the online test management application

As a first step, it is essential that each person signs up for the online test management application (even if they have already been registered via MatchForm / e-mail to the secretariats of their Department). The registration process is **performed only once**.

Registration can be done at any time and place, but before taking the first test.

The selected laboratory is responsible for data management in full respect of privacy, as well as test management through the application.

1.1 Start registration

Registration is done via a website that can be reached at the following [portal](#) or by scanning, with the camera of your mobile phone, the QR code shown below and which is displayed in the test rooms.



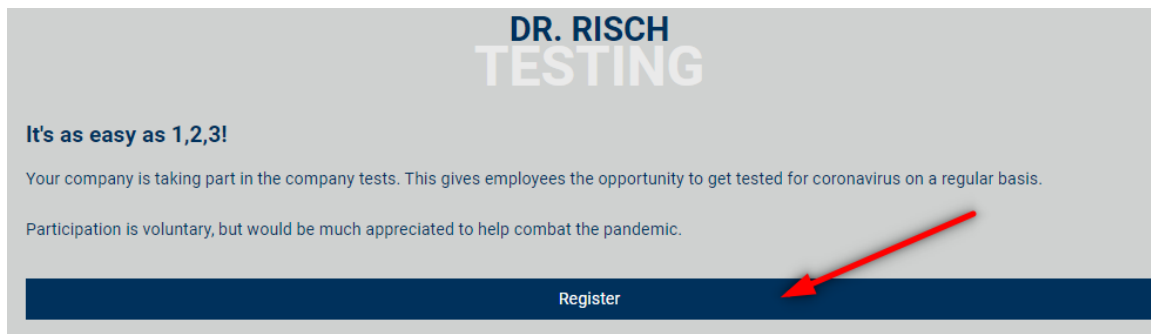
1.2 Choose language

Choose the desired language.

A screenshot of a web interface for language selection. At the top, it says "DR. RISCH TESTING" in blue and grey text. Below this, there are three dark blue horizontal buttons stacked vertically. The top button is labeled "Deutsch", the middle one "English", and the bottom one "Französisch".

Language
Deutsch
English
Französisch

1.3 Start person registration



1.4 Fill in the registration form with the following information

Below is an example with the completed fields:

Registration

Gender

Female Male

First name

Nome

Last name

Cognome

Street and number

Via e numero

Postcode City

6928 Manno

Country (residence)

Schweiz

Date of birth

Day Month Year

1 1 2000

Country code Mobile phone

41 (Schweiz) 791234567

Email (optional)

nome.cognome@supsi.ch [1]

Telnahme via E-Mail

I want to participate via email because I don't have a cell phone.
I agree that the test result will be sent to me unencrypted via an online link via email. [2]

Communication of test result

directly via SMS [3]
I agree to my test result being sent by unencrypted text.

Text with link to online query

Consent

I hereby agree to my personal data being processed in connection with the COVID-19 company tests in accordance with the privacy statement.
I agree to my test result being sent by unencrypted text. [4]

After registration has been completed, you will receive an SMS and - if you have given an email address above - an email with the link to your user account. [5]

Finish registration

Methods for receiving test results:

- [1] e-mail: by e-mail.
- [2] SMS: via an SMS message.
- [3] Online query: receiving an SMS containing a link that will give access to the user profile.
- [4] Confirm that you have understood and accepted the following condition: "Your data will be managed in full respect of privacy and data protection and stored until the end of the SUPSI test program, or as long as you remain registered with the programme".
- [5] Registration completion.

1.5 Perform two-factor authentication

Proceed with two-factor authentication via the TAN code sent via SMS, or e-mail.

Identity check

Please enter the four-digit code that you have just been SMS.

TAN-Code gesendet an:

Not correct?

Confirm

1.6 Link to your account

Once registration is complete, an SMS - or an e-mail, according to the chosen method - is sent containing the link to your user account, which must be kept and used during the execution of each individual test.

2 Performing the test

The test must be performed prior to the start of daily on-site activities. At the test station, carry out the following operations for each individual test.



The best time to take your blood sample is in the morning, before brushing your teeth and eating breakfast. If this is not possible, please **DO NOT** eat, drink, smoke, chew gum, rinse your mouth or brush your teeth for 1 hour before taking your blood sample.

2.1 Identification

Present your mySUPSI card for identification.

Alternatively, identification of the person can be done by showing ID card or another official document.



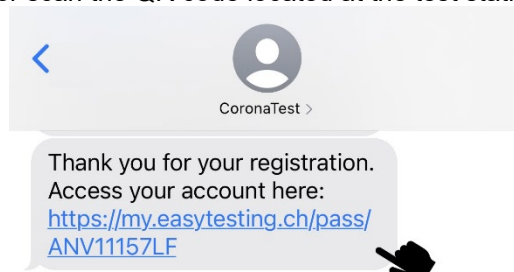
2.2 Recording of test performance

After identification, it is necessary to register the test performance in the SUPSI system. If you have a mySUPSI RFID card, place the card on the card reader and following the instructions of the test management staff.

If you do not yet have your mySUPSI card, you must show your identity card or another official identification to register for the test and follow the instructions of the staff present. If your mySUPSI card is not of the RFID type, show it and follow the instructions of the staff present. See the [FAQ](#) for more details on how to obtain or change your mySUPSI card.

2.3 Start test registration for the test laboratory

Use your mobile phone to start the test registration using the link you received after signing up for the salivary testing program (see point 1.6) or scan the QR code located at the test station.



2.4 Provision of test tube

The staff present provide a test tube containing a saline solution (NaCl 0.9%, 5 ml, totally harmless) for the test.

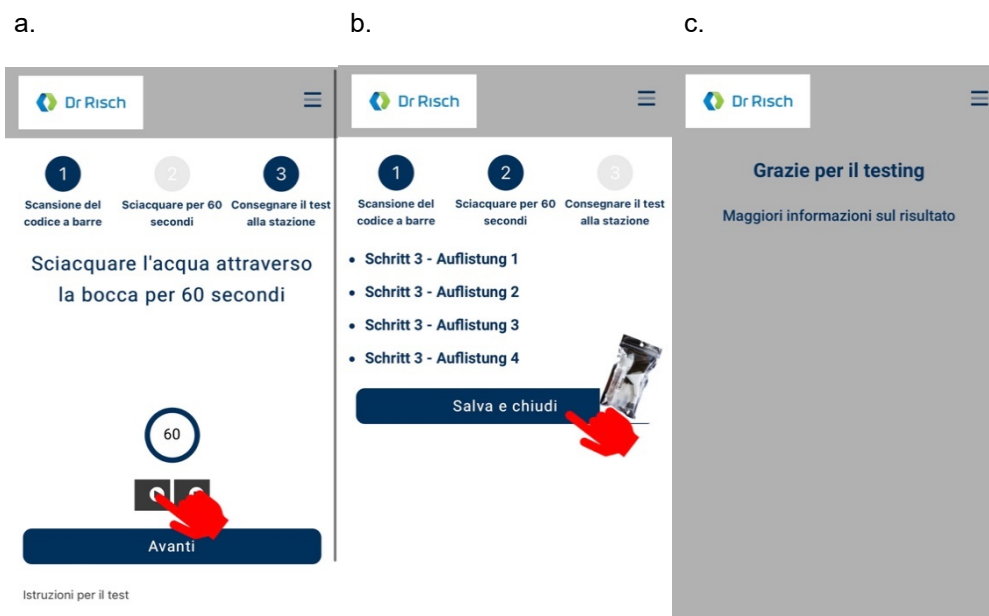
2.5 Scanning the Tube Barcode




- Scan the barcode of the test tube with the test application running on your mobile phone; if scanning is not possible, *type in the barcode by hand* as instructed by the test application. Make sure this is done correctly, otherwise it will not be possible to receive any results.
- Confirm that the barcode is correct
- Click "Yes" if you want a COVID certificate to be issued

2.6 Performing the test

(to be inserted alongside the test performance, or immediately before)



- Once the rinse solution from the vial is emptied into the mouth, start the timer by clicking  and gargle at the back of your mouth with mouth closed for 60 seconds. At the end of 60 seconds click *Next*
- Save and close the application
- The last screen indicates saving the information.

2.7 Performing the sample



Contents of the test set delivered to each person

1. Barcoded test tube
2. Funnel
3. Vial containing the isotonic rinsing solution
4. Label



Disinfect your hands before starting the procedure. Unpack the set and place the funnel in the mouth of the tube.

Empty the rinsing solution (isotonic solution) from the vial into the mouth, taking care not to swallow the liquid. Gargle at the back of the mouth with the mouth closed for 60 seconds.

When finished, pour the solution into the test tube via the funnel. Remove the funnel and carefully close the cap of the test tube.

Gently shake the tube for a few seconds. Do not allow the writing or barcode on the tube to become wet and smudged.

Dispose of the funnel, vial and any other waste in the waste bin.

Fill in the label with your information and attach it lengthwise (in the direction of reading) on the tube taking care not to cover the barcode. Place the tube in the resealable bag. Disinfect your hands.

2.8 Sample delivery

Deposit the tube containing the sample in the special basket near the staff station in the test room.

3 Receipt of the test result

Analysing the samples takes some time.

For this reason, the test results will usually be available the day after sample performance.

Depending on the method chosen, the results are sent directly from the laboratory to the person concerned by SMS or e-mail.

3.1 Response in case of a positive pool result

Information: Salivary pooling tests consist of 4-10 samples that are pooled in the same tube and tested at one time. A positive pooled result requires testing the samples individually to determine how many and which samples are positive within the pool. This procedure is conducted directly by the laboratory without the need for additional testing.

If you are notified that the test is positive, this means that the laboratory has already analysed your individual sample. It is therefore necessary:

- a. **Return or stay home.**
- b. **Follow the [isolation rules](#)** and the information in the section I tested positive: how do I proceed? on the website of the Federal Office of Public Health. The contact tracing service of the Cantonal Medical Office will contact you directly and provide you with the necessary information.
- c. Contact the appropriate address for your Department: covid.dir@supsi.ch; covid.dfa@supsi.ch; covid.dacd@supsi.ch; covid.deass@supsi.ch; covid.dti@supsi.ch.