

Emailed 12/30/20

**GGC is offering COVID testing to all GGC employees and their household members. If you wish to request testing for someone who is not a household member, contact Mike Friez. Exceptions will be evaluated on a case by case basis.**

Please note:

- Information, including test results, will be collected and shared with both DHEC and GGC HR
- If you have symptoms or an exposure, contact your supervisor and HR to get clarification on what you should do for work. Begin isolation.
- No one with symptoms or known exposures should come to any GGC facility unless instructed to do so by GGC HR, Mike Friez or Barb DuPont
- GGC employees are responsible for obtaining & submitting samples for any household members being tested
- Non-GGC employees should not come to any GGC facility to pick up sample tubes or drop off samples
- For satellite office employees with symptoms or an exposure, collection will require involvement from another employee in your office.

### **Step 1: Getting a sample tube**

If experiencing symptoms or had an exposure

- Contact Mike Friez between 8am and 5pm (call or text 864-980-1987/friez@ggc.org) to determine the safest method by which your sample can be collected and submitted.
- If you do not get a response within one hour, please contact Barb DuPont (864-344-8272/dupont@ggc.org).

If no symptoms and no known exposures

- Greenwood campus – Sample collection tubes and instructions can be obtained at either the Cyto or Array Lab.
- Satellite offices – Sample collection tubes can be collected at designated locations in each office

### **Step 2: Complete Test Request Form**

- Visit <https://www.ggc.org/saliva-covid-test>
- Submit a separate entry for each sample to be tested.
- Choose how you wish to receive results (either via text or e-mail)

### **Step 3: Submit your sample**

- Follow the instructions provided with the sample tube for collecting your saliva
- Fill the collection tube at least 50% with saliva
- Do not eat, drink, smoke, or take medications (such as inhalers or nasal sprays) for at least 30 minutes prior to providing the sample

- Make sure your initials are on the tube and the small round sticker with the tube number is on the top
- Note the 4-digit number on your tube. You will need this to receive your results
- Place tube in biohazard bag and seal
- To deliver sample via courier, label the biohazard bag 'Covid Testing' and return it to Greenwood
- Samples must arrive by 11am to be included in that day's run. Samples received after 11am will be run in the next planned run.

**Step 4: Results**

- Negative test results will be delivered as requested (either via text or e-mail)
- Positive test results will be reported via phone call
- Please do not email or call the lab looking for results. We will get them reported as soon as possible.
- Written reports will only be sent if needed for official purposes (travel, school attendance, etc.)