

OPERATION EXPANDED (OpET) TESTING

PERKINELMER & COLOR

IS THIS PROGRAM AN OPTION FOR MY ORGANIZATION?

Start Here!

Step 1: Education

Who: PerkinElmer was selected by the U.S. Department of Health and Human Services (HHS) and the Department of Defense to manage Project Expanded Testing with a focus on bringing in-person learning safely back to the K-8 school environment through routine COVID-19 testing, as well as to increase testing for underserved communities and at-risk congregate settings.

What: Routine screening testing program to test people without symptoms or known exposures.

Where: Available for K-8 schools and congregate settings *(including K-12 schools)* in areas with a high CDC/ATSDR Social Vulnerability Index (SVI) in Hawaii.

When: There are no minimum or maximum testing limits. Organizations may test based upon preference. Testing should take place Monday-Thursday, before 3:30pm due to shipping times.

Where: In appropriate areas, preferably outdoors or well-ventilated area, with social distancing and an organized flow of testing.

Why: Screening testing is a crucial tool to reduce “silent” spread of the virus.

How: Learn about OpET, register, gather consent to test, receive testing supplies, prepare for test day, conduct tests, receive results.

Minimum Requirements: (1) Program Director, (1) Site Lead, (1-2) Testing Administrator, (1-2) laptop/tablet, testing supplies, internet access (wifi or wired), PPE, barcode scanner (app or handheld scanner), area large enough for social distancing and ventilation.

Recommendation: *Proceed to Step 2 only when all minimum requirements are identified*

Step 2: Registration

Role	Responsibilities	Number	Software Permissions
Program Director	<ul style="list-style-type: none"> Selects program, signs contract Identifies participating site(s) provides site POCs Communicates with all community members about program Reviews results (dashboard) across site(s) Determines testing policies, cadence 	1 per org/district	Staff management Data dashboards Collection sample Batching
Site Lead I.e., Principal	<ul style="list-style-type: none"> Implements program Identifies site testing administrators Communicates with community members Ships samples Reviews site results (on dashboard) 	1 per site	Staff management Data dashboards Collection sample Batching
Testing Administrator I.e., Teachers, nurses, employees	<ul style="list-style-type: none"> Sets-up collection sites Collects samples Enters data in Color 	1-2 per testing station	Collection Sample Batching

Program Director

Start here is there is a pyramid structure of sites or reporting!

- Oversees program for all sites within program (*if applicable*)
- Register all sites in program at: [Registration](#). In the registration:
 - Download the spreadsheet and fill out ALL sections and upload
 - Estimate on start date, number of tests
- Wait until registration is verified and complete. You will know this because you will receive 3 emails:
 - Instructions to create Color account
 - Site personalized URL and QR code
 - Link to create Alom account
- Create a Color account. This account is for:
 - Testing and administrative tools
 - Dashboard (data, reports, results)
 - Staff Management (add/edit staff from testing team)
 - Add Site Admin, Testing Admin
 - Ensure they create accounts from email sent to them
 - Check email to confirm your Color account
- Create an Alom account (for reordering)
- Conduct training: [Color Training](#)

Site Lead

If not enrolling a program, Director and Lead can be same person

- Oversees testing for site
- Register sites at: [Registration](#). In the registration:
 - Download the spreadsheet and fill out ALL sections and upload
 - Estimate on start date, number of tests
- Wait until registration is verified and complete. You will know this because you will receive 3 emails:
 - Instructions to create Color account
 - Site personalized URL and QR code
 - Link to create Alom account
- Create a Color account. This account is for:
 - Testing and administrative tools
 - Dashboard (data, reports, results)
 - Staff Management (add/edit staff from testing team)
 - Add Site Admin, Testing Admin
 - Ensure they create accounts from email sent to them
 - Check email to confirm your Color account
- Create an Alom account (for reordering)
- Conduct training: [Color Training](#)
- Conduct HIPAA training

HELP: Reach out to Colors Health support channel at **844-531-0545** between 4am-4pm, PST, Mon-Fri to talk with a live team member. Also, sites can reach our support team at covidsites@color.com for assistance via email. Instructions can be found in the links below within the [knowledge base page](#).
•[Dashboard Access](#)

Testing Administrator

May have more than 1 person as Testing Administrator

Testing Administrator does not need medical qualifications. Must be over 18 years old.

- Sets up site on testing day
- Create a Color account from email sent from Site Lead (Staff Management). This account is for:
 - Testing and administrative tools
 - Check email to confirm your Color account
- Conduct training: [Color Training](#)
- Conduct HIPAA training

Considerations

- Larger sites may need multiple administrators
- Program Directors and Site Leads have access to test results
- All roles require Color and HIPAA training
- Testing Administrators do not have Alom accounts and cannot reorder supplies
- Test your site specific QR code before sending out! Ensure the QR code goes to a registration website.

Step 3: Prep for Testing Day

1. Date and Time
 1. Select a day Monday-Thursday to test. Do NOT test on a Friday (due to UPS)
 2. Select a time to do testing convenient to your students/staff
 3. Coordinate test to be completed at least an hour before UPS pick up
 1. If dropping off at UPS location, ensure samples can be dropped off before 5:00pm that same day.
2. Layout
 1. Select a location convenient and safe for testing
 1. Recommendations: Outdoors where testers can be socially distant, ensure testing kits are kept out of direct sunlight.
 2. If outdoors is not an option: Ensure all windows and doors are open, fans are turned off or facing outside or an unoccupied area
 2. Ensure access to internet
3. Flow
 1. Recommend a table for on-site registrations for those who have not consented ahead of time
 2. Recommend a second table for testing and enough space for tester to remove mask and conduct test
4. Testing Administrators identified
 1. All have registered and signed into accounts
 2. All have conducted Colors and HIPAA training
5. Consents have been sent out to parents/staff
 1. QR codes and URL has been sent out to testers for consent ahead of time
 2. Notify testers they will need a picture ID on testing day

Considerations:

- Larger sites or longer testing hours may need multiple test administrators
- Testing Administrators do not have Alom accounts and cannot reorder supplies
- Reorder various sizes of boxes and biohazard bags, have them on-hand prior to testing day
- A mirror has been helpful for younger children to do the self-swab

Another option for help:

Color Office Hours: Wednesdays, 8:00-9:00am and 12:00-1:00pm HST
<https://getcolor.zoom.us/j/95725225219?pwd=N0h3ZXE2T3Z6aXpOYmtYRzBOZzIzUT09>

Step 4: Testing Day

1. Are you ready to test?
 1. Site secured with tables, internet access, laptop/tablet(s), testing kits, PPE, schedule drop off or pick up
2. Set up testing location
3. Ensure testing administrators can log into their accounts
 1. Feel free to do a test run ahead of time, then “VOID” the test and send with samples. (Do not trash due to being biohazard sample).
4. Open for testing
 1. Be ready for on-site registrations (have URL or QR code)
 2. Be prepared to instruct testers through their test
 3. Ensure tests bags are sealed and samples are successfully scanned into Color account before tester leaves the site
5. Completed testing
 1. Ensure all samples are successfully scanned into Color accounts for testing site
 2. Place all samples into large biohazard bag
 3. Seal box and hand off to UPS before 5:00pm the same day
6. Site Lead awaits test results and reviews Dashboard of testing summary
7. Take appropriate action for any positive tests
8. Reorders additional supplies if needed
9. Schedules next testing day and repeat preparation for testing day

Considerations:

- Minors can only test on testing day if parent/guardian is present and gives “consent” via QR code registration or URL registration
- Testers should be instructed while testing to ensure adequate sample on the swab.

Common Errors During Testing:

1. Expired Sample – Sample took too long to be tested, UPS must accept samples same day
2. Inverted swab in tube - Ensure sample side goes down into tube first
3. Insufficient transport media volume – Ensure all samples are in biohazard bags and placed in larger biohazard bag
4. Specimen unsatisfactory – 5 circles around each nostril, ensure tester does not only “spin” swab but makes circles around both nostrils

FREQUENTLY ASKED QUESTIONS

Q: How long do the test kits last without being used?

A: The shelf life is three years from ordering

Q: Does the test kits need to be kept at a certain temperature?

A: No, keep at room temperature and out of direct sunlight

Q: Why is my OpET result positive, but my at-home test or other community test negative?

*A: The PerkinElmer New Coronavirus Nucleic Acid Detection Kit is the **most sensitive test** detecting as low as 180 NDU/mL (NAAT Detectable Units/mL). When a test comes back positive it is strongly recommended that an individual does not take a second confirmatory test. Most tests will be less sensitive and could easily provide a false negative.*

Q: How long does the test take for each participant?

A: The process from checking in to test completion will take between 2-3 minutes

Q: How do I order more supplies?

A: Test kits, shipping boxes, hazard bags, can all be ordered by the site lead through their Alom account

Q: What type of test is this?

A: This is a self-swabbing test. Participants will swab their own nostrils (5 swabs each)

Q: Where do the tests go when I mail them off?

A: Tests are currently being sent to a PerkinElmer lab in Valencia, California

Q: How long will it take to get my results?

A: UPS offers 2-day shipping to California. Results could be expected 48-72 hours after shipping

Q: I received notice that my results are invalidated. What does that mean?

A: This means that there was something wrong with the test. Possible errors: Sample was not tested within 56 hours of sample life, inverted swab in tube, incorrect shipping materials used, not enough sample on swab..etc.

Q: How long is this program going to run?

A: The program will run until at least June 2022

Q: Can parents participate in testing?

A: Unfortunately, this testing program is only for students, staff, and faculty related to the school

Q: Why is the turnaround time so long?

A: Because this program is intended for screening testing, it is not critical to have the tests returned as quickly as you would if you required symptomatic testing.

Q: Do we need to use an iPad and the Scanner app?

A: No, you can use a laptop or tablet. As for scanning, you can use the app on a tablet or you can use a handheld scanner (your cafeteria may have an extra one or they are \$12 on Amazon.)

Q: We ran out of boxes but need to test this week. Can I send my large biohazard bag of samples in the same box as another school?

A: Yes, ensure each large bag is manifested separately and placed in box and bagged in separate biohazard bags.

UPS Shipping



Lab Specimen Sample Return Shipping Options

To Drop off Specimen Sample

1. To find a location and latest time for package drop off, go to www.ups.com/dropoff
2. Select "Use my Current Location" or add zip code
3. Check only the "Find a drop off location" option, then click the find button
4. Choose the most convenient location to drop off **and latest drop off time**
5. Please note, packages **cannot be dropped off at UPS Access Point® locations**

To Schedule a UPS Pickup by Phone

1. Call UPS at **800-Pick-UPS (800-742-5877)** to request an On-Call pickup for the same day or a future day
 - Call by 12pm for a same day pickup requests, and minimum of 2 hours before desired pickup time
 - When prompted say: Schedule a pickup
 - System will ask you for the number of packages and the tracking number
 - Have the UPS Return Label tracking number available (see label illustration to the right)
2. Follow remaining prompts to provide **YOUR** pickup zip code and street address
3. A pickup reference number will be provided, confirming a UPS driver will be dispatched for pickup
4. Have the specimen package sealed and ready for pickup at the most convenient entrance area



Your tracking number can be found here

If you have any questions about returning your sample, please call the UPS Lab Customer Support: 1-844-487-7522

UPS Shipping

		Destination: Valencia Zip 91355			
		UPS Service level to Valencia	schedule by	Latest pickup	delivery by
96701	Aiea	1 day	4pm	6pm	1030 Next business day
96703	Anahola	next day air svc not available	1pm	3pm	+48hr end of business day
96704	Captain Cook	next day air svc not available	1pm	3pm	+48hr end of business day
96705	Eleele	next day air svc not available	1pm	3pm	+48hr end of business day
96706	Ewa Beach	next day air svc not available	4pm	6pm	+48hr end of business day
96707	Kapolei	next day air svc not available	4pm	6pm	+48hr end of business day
96708	Haiku	next day air svc not available	1pm	3pm	+48hr end of business day
96712	Haleiwa	next day air svc not available	1pm	3pm	+48hr end of business day
96713	Hana	next day air svc not available	blank	5pm	+48hr end of business day
96714	Hanalei	next day air svc not available	1pm	3pm	+48hr end of business day
96717	Hauula	next day air svc not available	1pm	3pm	+48hr end of business day
96720	Hilo	next day air svc not available	1pm	3pm	+48hr end of business day
96725	Holualoa	next day air svc not available	1pm	3pm	+48hr end of business day
96727	Honokaa	next day air svc not available	1pm	3pm	+48hr end of business day
96729	Hoolehua	next day air svc not available	blank	5pm	+48hr end of business day
96730	Kaaawa	next day air svc not available	1pm	3pm	+48hr end of business day
96731	Kahuku	next day air svc not available	1pm	3pm	+48hr end of business day
96732	Kahului	next day air svc not available	blank	5pm	+48hr end of business day
96734	Kailua	next day air svc not available	4pm	6pm	+48hr end of business day
96738	Waikoloa	next day air svc not available	1pm	3pm	+48hr end of business day
96740	Kailua Kona	next day air svc not available	1pm	3pm	+48hr end of business day
96741	Kalaheo	next day air svc not available	1pm	3pm	+48hr end of business day
96743	Kamuela	next day air svc not available	1pm	3pm	+48hr end of business day
96744	Kaneohe	next day air svc not available	4pm	6pm	+48hr end of business day
96746	Kapaa	next day air svc not available	1pm	3pm	+48hr end of business day
96748	Kaunakakai	next day air svc not available	blank	5pm	+48hr end of business day
96749	Keaau	next day air svc not available	1pm	3pm	+48hr end of business day
96750	Kealahou	next day air svc not available	1pm	3pm	+48hr end of business day
96752	Kekaha	next day air svc not available	1pm	3pm	+48hr end of business day
96753	Kihei	next day air svc not available	3pm	5pm	+48hr end of business day
96754	Kilauea	next day air svc not available	1pm	3pm	+48hr end of business day
96755	Kapaau	next day air svc not available	1pm	3pm	+48hr end of business day
96756	Koloa	next day air svc not available	1pm	3pm	+48hr end of business day
96757	Kualapuu	next day air svc not available	blank	5pm	+48hr end of business day
96761	Lahaina	next day air svc not available	3pm	5pm	+48hr end of business day
96762	Laie	next day air svc not available	1pm	3pm	+48hr end of business day
96763	Lanai City	next day air svc not available	blank	5pm	+48hr end of business day
96764	Laupahoehoe	next day air svc not available	1pm	3pm	+48hr end of business day
96766	Lihue	next day air svc not available	3pm	5pm	+48hr end of business day

96768	Makawao	next day air svc not available	1pm	3pm	+48hr end of business day
96770	Maunaloa	next day air svc not available	blank	5pm	+48hr end of business day
96771	Mountain View	next day air svc not available	1pm	3pm	+48hr end of business day
96772	Naalehu	next day air svc not available	1pm	3pm	+48hr end of business day
96776	Paauilo	next day air svc not available	1pm	3pm	+48hr end of business day
96777	Pahala	next day air svc not available	1pm	3pm	+48hr end of business day
96778	Pahoa	next day air svc not available	1pm	3pm	+48hr end of business day
96779	Paia	next day air svc not available	1pm	3pm	+48hr end of business day
96781	Papaikou	next day air svc not available	1pm	3pm	+48hr end of business day
96782	Pearl City	1 day	4pm	6pm	1030 Next business day
96785	Volcano	next day air svc not available	1pm	3pm	+48hr end of business day
96786	Wahiawa	next day air svc not available	4pm	6pm	+48hr end of business day
96789	Mililani	next day air svc not available	4pm	6pm	+48hr end of business day
96790	Kula	next day air svc not available	1pm	3pm	+48hr end of business day
96791	Waialua	next day air svc not available	1pm	3pm	+48hr end of business day
96792	Waianae	next day air svc not available	1pm	3pm	+48hr end of business day
96793	Wailuku	next day air svc not available	3pm	5pm	+48hr end of business day
96795	Waimanalo	next day air svc not available	1pm	3pm	+48hr end of business day
96796	Waimea	next day air svc not available	1pm	3pm	+48hr end of business day
96797	Waipahu	1 day	4pm	6pm	1030 Next business day
96813	Honolulu	1 day	4pm	6pm	1030 Next business day
96814	Honolulu	1 day	4pm	6pm	1030 Next business day
96815	Honolulu	1 day	4pm	6pm	1030 Next business day
96816	Honolulu	1 day	4pm	6pm	1030 Next business day
96817	Honolulu	1 day	4pm	6pm	1030 Next business day
96818	Honolulu	1 day	4pm	6pm	1030 Next business day
96819	Honolulu	1 day	4pm	6pm	1030 Next business day
96821	Honolulu	next day air svc not available	4pm	6pm	+48hr end of business day
96822	Honolulu	1 day	4pm	6pm	1030 Next business day
96825	Honolulu	next day air svc not available	4pm	6pm	+48hr end of business day
96826	Honolulu	1 day	4pm	6pm	1030 Next business day