

# Quick Guide for Nursing Home Staff Retesting

Please review the [Nursing Home Testing Guidelines](#) and [Frequently Asked Questions Document](#) on Ohio's [Nursing Home Testing Website](#)!

## General Instructions

1. **Complete [survey](#)**
  - Opt in or out of state-supported testing program.
  - Report number of test kits needed for facility employees.
  - Complete a new survey each time you need to change the opt in/out decision or number of kits.
2. **Review schedule sent via EIDC**
  - Schedule contains each facility's assigned lab, specimen collection and pick-up dates, and number of kits.
  - Need corrections? Send an email with updates to [CCURT@odh.ohio.gov](mailto:CCURT@odh.ohio.gov) and complete a new [survey](#).
3. **Receive test kits and verify that you received enough supplies.**
  - Quest will ship enough kits for one round of testing at a time based on the survey data.
  - For all other labs, you will receive enough kits for three rounds of testing.
  - The kits may arrive up until the afternoon before your scheduled test date.
  - If your kits do not arrive by the afternoon before your scheduled test date or you do not receive enough kits, contact [CCURT@odh.ohio.gov](mailto:CCURT@odh.ohio.gov).
4. **Ensure you have a physician's order for testing.**
5. **Complete lab requisitions for all staff members using the correct portal.**
  - For Quest, contact [CCURT@odh.ohio.gov](mailto:CCURT@odh.ohio.gov) if you do not have a Quest account.
  - For all other labs (ODH, OSU, Battelle, Dayton Children's Hospital), obtain an OhioID (OHID) to access to the Ohio Department of Health Lab Portal. Direct questions to [odhlabportal@odh.ohio.gov](mailto:odhlabportal@odh.ohio.gov).
  - All required information must be entered in each form, including insurance information for each individual, and the staff person's home address. Please see [FAQ](#) #9 for additional information regarding billing.
6. **Collect all specimens on your assigned testing date.**
  - Follow the instructions on the [Specimen Collection Checklist](#).
  - Label lab vials with **NAME and DATE OF BIRTH**
  - Collect anterior nares specimens with the swabs provided.
  - We recommend staff work in pairs to complete specimen collection.
7. **Store specimens for pick up.**
  - Follow the instructions on the [Storage and Transport Checklist](#).
  - Specimens should be stored upright in specimen bags.
  - Quest samples can be stored at room temperature.
  - Samples destined for labs: ODH, OSU, Battelle, Dayton Children's Hospital **must be refrigerated**.
8. **Prepare the specimens for transport.**
  - Package specimens in large zip bags.
  - Put facility identification information on the outside of the bag.
9. **Ohio National Guard will pick up your specimens between 8:00 a.m. and 5:00 p.m. on your assigned pick-up date.**
  - The ONG will call the day of pick up to confirm specimens are ready, and provide a closer pick up time.
  - Deliver specimens to ONG vehicle, tell the ONG how many specimens you are giving them.
  - Ensure specimens are placed upright in cooler with ice packs.
10. **Receive lab results by fax or through online portal.**