

Mandatory Stand Up Talk

May XX, 2020

COVID-19 test kits in the mail

As the safety of our employees is always our top priority, this talk is being provided to advise you that COVID-19 sample test kits are being mailed through the Postal Service.

Site specific information is provided at the end of this talk.

COVID-19 Test Kits

- Established packaging and safety regulations will be enforced, as is always the case, to ensure safe delivery of the test kits to their destinations.
- Packaging for the kits has been thoroughly reviewed and meets all Postal Service mailing requirements.
 - Explicit mailing instructions accompany each test kit.
 - A Postal Service Priority Mail or First Class Package Return Service prepaid label is included to expedite shipping.

Do not detain or delay delivery. The contents contained in these packages are highly sensitive and should be processed as quickly as possible to ensure the integrity of the sample.

The test kits have been designated as Category B “Infectious Substances,” which areailable per the provisions found in Publication 52, ***Hazardous, Restricted and Perishable Mail***, Section 346.32.

In order to safely deliver these kits to their destination, our established packaging guidelines, including all required safety regulations, as found in Publication 52, Appendix C, USPS Packaging Instruction Hazard Class 6C, will be required, monitored, and enforced.

Spills are unlikely. COVID-19 test kits contain small amounts of biological materials that are either secured in tubes or deposited on absorbent materials. These components are then securely sealed and triple packaged.

In the event that a test kit package is found damaged or opened, please follow the established guidelines for the handling of hazardous material releases as specified in Management Instruction EL-810-2006-3, *Response to Hazardous Materials Releases*. The MI provides a full overview on handling spills and leaks.

- Wear proper personal protective equipment (PPE) to prevent contamination of substances that may become airborne or in contact with the skin.
- Personnel exposed to any biohazardous release via inhalation, skin contact, or some other route must receive immediate medical attention. If medical assistance is not available, the exposed person should self-isolate until he or she can be seen by a physician.

Every day, the Postal Service plays an important role in processing and delivering critical mail and packages such as medicine and biological substances throughout the United States.

Giving you accurate and timely information also promotes safety and helps us all work more efficiently. For more information or clarification, speak with your supervisors or managers.

The safety of our employees is always our top priority. Thank you for doing your part to ensure these important mail pieces reach their final destinations.

Thank you for listening.

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Research kits in Michigan

University of Michigan School of Public Health- Monto/Martin Research Group has been chosen to supply test kits that will contain specimen samples to be tested for COVID-19. **This is a limited research study and for targeted recipients only (not for the entire public).**

Origin:

University of Michigan School of Public Health, Monto/Martin Research Group (Ann Harbor, MI 48109).

- USPS will deliver testing kits to volunteers in designated eastern and southern Michigan.
- Approximately 2,500 kits total will be mailed (100 daily).

Destination/return mailings:

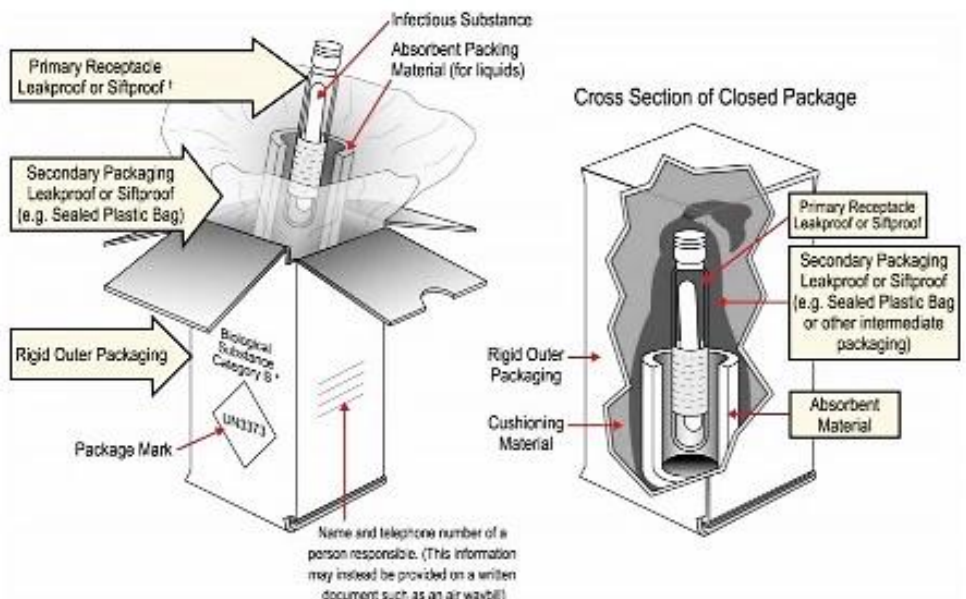
University of Michigan School of Public Health, Monto/Martin Research Group

- Packaging for these kits has been thoroughly reviewed and meets all Postal Service mailing requirements.
 - Explicit mailing instructions accompany each test kit (page 4).
 - A Postal Service Priority Mail Return Service prepaid label is included to expedite shipping.



Example of test kit package

UN 3373 Category B schematic for packaging



Collecting and mailing your nasal swab

Your kit contains:

- Sterile swab
- UTM Vial
- Biohazard bag with absorbent
- Box
- Alcohol swab
- Prepaid shipping mailer pad

1. Wash hands with soap and water.
2. Blow your nose to get rid of excess mucus.



3. Insert swab into one nostril, about the depth of the cotton swab tip.
4. Rotate swab against nostril wall. Go around at least two times.
5. Repeat steps 3 and 4 in the other nostril.
6. Place swab in the UTM (vial with red cap).

7. Break the swab stick by bending to snap.
8. Put the cap back on the vial, making sure it is closed tightly and will not leak or spill.
9. Clearly write on the vial label: **name** of sick person, and **date of collection** of the nasal swab.
10. Place the UTM vial in the biohazard bag. Leave the absorbent material inside. Remove as much air as possible and seal bag.



11. Wash hands with soap and water.
12. Place the biohazard bag inside the box and close the box. Tape box closed with provided sticker.
13. Put the box into the prepaid shipping mailer and seal closed.
14. Wipe outside of mailer with alcohol swab, avoiding the shipping label.

Scan QR code on label or visit [USPS.com](https://www.usps.com) to schedule a next-day pickup by the Postal Service.