

# Mandatory Stand-Up Talk

May XX, 2020

## COVID-19 test kits in the mail

### Research kits mailed at NYC and NJ

The safety and wellbeing 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.

Icahn School of Medicine at Mount Sinai (working in conjunction with Rutgers University) has been chosen to supply test kits that will contain specimen samples to be tested for COVID-19. **This is a limited research study for targeted recipients only (not for the general public).**

#### COVID-19 Test Kit Details

**Origin:** Icahn School of Medicine at Mount Sinai, New York City (1 Gustave L. Levy Place, New York, NY 10029)

- USPS will deliver testing kits to volunteers in designated NYC areas (Full list of destination zips available)
- Approximately 4,000 kits total will be mailed (100-200 daily)

#### Destinations/Return Mailings:

Icahn School of Medicine at Mount Sinai (1 Gustave L Levy Pl; NY, NY 10029)  
Rutgers University (PO BOX 5062 New Brunswick, NJ 08903)

- Packaging for these kits has been thoroughly reviewed and meets all Postal Service mailing requirements.
  - Explicit mailing instructions accompany each test kit
  - A Postal Service Priority Mail Return Service prepaid label is included to expedite shipping
  - Rutgers University samples will be returned via First Class Package Service

**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 are mailable 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 specimen samples obtained via saliva and blood samples, which are inserted into a tube that contains a small amount of solution, and the tube is sealed securely. The tube is placed inside an absorbent package receptacle and inserted into a leak-proof package. The entire content is then placed in a rigid container before being inserted into another leak-proof shipping bag. **The specimen sample will be quadruple 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 (MI) EL-810-2006-3, *Responses to Hazardous Materials Releases*.

- In the event that a test kit package is found damaged or opened 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 of vapors or fumes, 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.

Please see your supervisor or manager for a copy of this MI as needed.

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

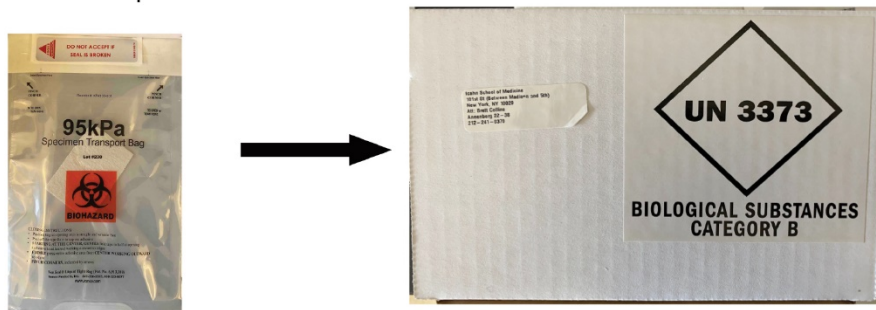
**The safety of our employees is always our top priority. Thank you for doing your part to ensure these important mail pieces reach their final destinations.**

**Instructions for sending back your samples to Mount Sinai School of Medicine**

1. \*\*\*If you are feeling sick or would prefer not to leave your home you can schedule your package to be picked up one of two ways\*\*
  - a. Scan the QR code on the shipping label and input your information
  - b. Go to <https://tools.usps.com/schedule-pickup-steps.htm>
2. Your saliva sample will be double bagged with absorbent paper. Your dried blood spot will also separately be double bagged with absorbent paper. Place both of these double bagged samples in the UN3373 Specimen Transport bag.



3. Seal the UN3373 Specimen bag and place inside the UN3373 box and close it. Please verify your information and then seal the box shut with tape.



4. Next place the UN3373 box inside the pre-labeled mailing envelope and seal shut. Please wipe down the entire outer package with the included extra alcohol wipe. Your package is ready for return as soon as possible by dropping it off at the post office or scheduling a pick-up.

