



Recommended Safe Practices & Procedures

During COVID-19

Breath Alcohol Testing with an EBT: Safe Protocols

- Donor blows “away” from the collector
- Vented breath “exhaust” should be covered by cotton ball or dry sterile cloth if it will not interfere with accurate breath alcohol measurement
 - Held in place/not attached to the device
 - Must not impede or obstruct airflow at all
 - Clean exterior of the device with non-alcohol cleaner
- Wear gloves, sterilize environment – do not use alcohol-based sanitizing products before a specimen is provided
- Privacy protected in locked-down facility allows more open space

Screening Alternative: Saliva Alcohol Tests

- DOT approved devices on the NHTSA Conforming Products List
- Device training **IS** REQUIRED
- Can be self-administered by donor
- Saliva Alcohol Tests are for SCREENING purposes ONLY
- A non-negative result **MUST** be confirmed with an EBT machine after 15 minute wait period
- This type of screen must be included in workplace testing policy

Physical Distancing - By Appointment Only

- Locked doors – or limited waiting area, seating must be 6 feet apart
- Post signage with instructions
- Allow 1 donor per 30 minutes
- Sterilize before and after each donor is admitted
- Donors may wait in their own vehicle until receiving a call or text to enter facility
- Donors & Collectors wear gloves and masks
- Continue proper hand-washing by CDC guidelines

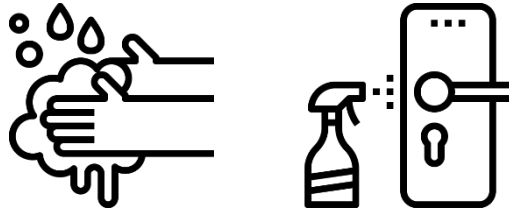


Physical Distance During Each Collection

- Use general counter space to maintain 6 ft protocols while completing paperwork
- Alternate donor vs. collector at counter, collector must be observant

Cleaning

- Do not share pens
- Disinfect cabinets, doorknobs, faucets, and anything touched by donor and/or collector
 - Includes computer and touch screen
- Handwashing is required by Part 40, but soap and duration must be enforced



Mask Protocols

- Donor must lift or lower mask for identity confirmation
- While emptying pockets, donor must flip mask inside-out for inspection
- Train collectors to ask the donor to reveal any pocket inserts that could conceal a tampering device





Direct Observation

- If restroom allows a safe distance, continue as normal
- Use of a fixed wall mirror is acceptable during COVID protocols
- If privacy allows, maintain 6 feet and still observe
- If distance cannot be maintained and safety is a concern, the test **MUST** still be performed, document any variations in the Remarks Section of the CCF
- Listen for tampering, urine stream, etc.

Refusals To Test

- COVID-19 is **NOT** a valid reason for a Refusal to Test
- If a donor is symptomatic, they may be excused by a DER or MRO

Postponing Random Testing

- The DER decision to postpone randoms due to COVID-19 has conditions
- Testing must be attempted from the generated list
 - Excusals are valid if the individual is not on duty during entire draw period
 - No program suspension is allowed, only individual tests
 - Must be documented
- Annual rates can be maintained in the 3rd & 4th Quarters or programs may be prorated if fully documented

Preparing to Reopen

- Safety Protocols Should Continue
- Follow Federal, State & Local Guidelines as Issued by Authorities
- Those serving any essential duty industries are considered Essential Personnel

These recommended practices have been collected through industry-wide shared wisdom and are for voluntary implementation only. Use as applicable.