



# User Guide for COVID-19 At-Home Testing Program (ATP)

## COVID-19 At-Home Testing Program (ATP)

UPDATED: March 25, 2021

<b>Program #:</b>	COVID-19 At-Home Testing Program
<b>MMARS MA #:</b>	Please refer to <a href="#">Instructions for MMARS Users</a>
<b>Current Program Term:</b>	Through December 31, 2021
<b>Maximum Program Term:</b>	The program may be extended in any increment through December 31, 2022
<b>Program Manager:</b>	Carson Yates, <a href="mailto:Carson.Yates@mass.gov">Carson.Yates@mass.gov</a>
<b>UNSPSC Codes:</b>	
<b>Notes:</b>	

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## Program Summary

This statewide program is set up to assist Commonwealth agencies, municipalities, and school districts under the Department of Elementary and Secondary Education's authority, including charter schools, special education schools, and private schools ("Eligible Entities") in accessing COVID-19 polymerase chain reaction (PCR) tests for the routine testing of asymptomatic individuals who are not known to be close contacts of individuals with COVID-19. The program provides for the acquisition of required COVID-19 tests by granting access to qualified vendors that are able to respond to demand from Eligible Entities.

## Product Description

This program provides Eligible Entities with access to self-administered COVID-19 PCR "test kits". "Test kits" are distinct units which are inclusive of all services and all materials necessary for the self-administered collection of a specimen for the purposes of determining the presence or absence of SARS-CoV-2 viral material in the specimen. Test kits include:

- Shipping logistics for delivery and return of specimen collection materials (individually, or in bulk)
- Specimen collection materials and instructions
- Physician ordering services
- Laboratory processing
- Results distribution

## Testing results:

Eligible Entities purchasing test kits under this contract should carefully consider how testing results will be distributed, and who will have access to the protected health information ("PHI") of the individuals who use the test kits.

Vendors under this contract are required to distribute test results directly to the individual for whom the test kit is registered, at a minimum. Additionally, vendors may offer options which allow results to be shared with the ordering Eligible Entity at an organizational level; if that option is available, vendors are required to retain a HIPAA-compliant consent process which allows results to be shared with employers.

Additionally, vendors may be required to report results to other third parties or one or more government agencies in accordance with applicable law.

## Helpful information on product description and usage:

### Test Kits Types

Test kits listed in this purchasing guide include both Anterior Nasal and Saliva swabs. These designations describe the method for specimen collection used with each test kit. Prior to ordering, Eligible Entities should ensure they are aware of and understand the different specimen collection methods.

### Age Restrictions:

Test kits may have age restrictions on the individuals using the test kits, which are determined by the Emergency Use Authorization the testing platform received from the federal Food and Drug Administration (FDA). Age restrictions for each product are listed with each product offering. Eligible Entities should ensure they are aware of and in compliance with age restrictions for any of the test kits ordered.

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## Benefits and Cost Savings

This program provides access to statewide contracts which are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00.

### Eligible Entities

All state agencies, municipal entities and school districts under the Department of Elementary and Secondary Education's (DESE) authority, including charter schools, special education schools, and private schools.

## Pricing, Quote and Purchase Options

### Purchase Options

Purchases made through this program will be direct, outright purchases. Purchases will be made through one of two different methods, depending on the vendor used and the product selected:

#### 1. Directly purchase fixed price items through COMMBUYS

This contract allows Eligible Entities to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order. Please reference the [Vendor Products and Purchasing Instructions](#) page for details on what information should be included as an attachment

If required, Eligible Entities should consult their institutional procurement guidelines for requirements related to the number of received quotes and allowed timeframe for quote response.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

#### 2. Directly purchase items through a method offered by the Vendor

Vendors may offer an option for Eligible Entities to submit Purchase Orders directly to the vendor, for example via email or through an online portal. Details on direct submission of Purchase Orders to the Vendor can be found [Vendor Products and Purchasing Instructions](#)

### Vendor Products and Purchasing Instructions:

The following vendors have the product options listed below available for purchase by Eligible Entities under this program. Specific vendor purchasing instructions should be followed for each vendor and service type available.

## Everlywell

### General product description:

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- Everlywell and its CLIA-Certified Lab Partners offer an anterior nasal COVID-19 PCR test that is simple and easy to use.
  - HCP administered for ages 4-15
  - Self-administered for ages 16+
- Please reference the [Everlywell Standard Operating Procedures](#) in the appendix for a detailed overview of the product offering and process.
- Overnight shipping back to the lab is included in pricing.
- Organizational results dashboard available for monitoring and reporting out test results.
  - Results dashboard training materials provided as needed (included in pricing).
- Training provided for HCPs conducting 4-15 YO testing (included in pricing).

**Service types and costs:**

Service Type	Service Description	Min order volume	Cost per test	Age Restrictions
<b>At-Home Standard (no dashboard)</b>	<ul style="list-style-type: none"> <li>• Anterior nasal swab</li> <li>• Unsupervised collection for ages 16+</li> <li>• HCP administered for ages 4-15</li> <li>• Pre-paid return envelopes included</li> <li>• Results provided to individuals directly</li> </ul>	50 test kits	\$100	4+ years
<b>At-Home Standard (dashboard)</b>	<ul style="list-style-type: none"> <li>• Anterior nasal swab</li> <li>• Unsupervised collection for ages 16+</li> <li>• HCP administered for ages 4-15</li> <li>• Pre-paid return envelopes included</li> <li>• Results provided to individuals directly</li> <li>• Organizational results dashboard available</li> </ul>	100 test kits	\$100	4+ years
<b>At-Home Expedited (no dashboard)</b>	<ul style="list-style-type: none"> <li>• Anterior nasal swab</li> <li>• Unsupervised collection for ages 16+</li> <li>• HCP administered for ages 4-15</li> <li>• Pre-paid return envelopes included</li> <li>• Results provided to individuals directly</li> <li>• Overnight delivery of test kits</li> </ul>	50 test kits	\$115	4+ years
<b>At-Home Expedited (dashboard)</b>	<ul style="list-style-type: none"> <li>• Anterior nasal swab</li> <li>• Unsupervised collection for ages 16+</li> <li>• HCP administered for ages 4-15</li> <li>• Pre-paid return envelopes included</li> <li>• Results provided to individuals directly</li> <li>• Organizational results dashboard available</li> <li>• Overnight delivery of test kits</li> </ul>	100 test kits	\$115	4+ years

**Purchasing instructions:**

1. **Submit a Purchase Order on COMMBUYS** (see [Purchase Options](#))

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- In addition to submitting the information required to create a Purchase Order on COMMBUYS, all Purchase Orders submitted must include the following documents, included as attachments if not already specified in the Purchase Order:

- A signed Participation Agreement

- For State agencies



Agency  
Participation\_Letter\_fo

- For schools under DESE authority and municipalities



Municipality of  
Participation\_Letter\_fo

- Contact Name, Email Address, Shipping Address
- Number of test kits requested, in minimum batch sizes of 25

- Organizations who would like to either (1) ship tests kits to multiple addresses OR (2) obtain a results dashboard showing all test results must fill out the Everlywell Order Template and submit as an attachment to your Purchase Order.



TEMPLATE Everwell  
Bulk Order CSV.xlsx

## 2. **Submit a Purchase Order directly to Everlywell via email**

- Purchase Orders submitted via email should be sent to [gina@everlywell.com](mailto:gina@everlywell.com). Orders submitted must contain, at a minimum:

- A signed Participation Agreement

- For State agencies



Agency  
Participation\_Letter\_fo

- For schools under DESE authority and municipalities



Municipality of  
Participation\_Letter\_fo

- Contact Name, Email Address, Shipping Address
- Number of test kits requested, in minimum batch sizes of 25
- A Purchase Order document. If your organization lacks a purchase order template, the one below may be used:

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MA PO Template -  
Everlywell.docx

- Organizations who would like to either (1) ship tests kits to multiple addresses OR (2) obtain a results dashboard showing all staff results must fill out the Everlywell Order Template and submit as an attachment to your Purchase Order.



TEMPLATE Everlywell  
Bulk Order CSV.xlsx

## ixLayer

### General product description:

- ixLayer is an end to end software solution for accessing COVID testing. ixLayer uses an at-home unsupervised saliva collection device. This test performed by RUCDR has received an FDA EUA. All registrations and results will be available on Labpass.com. There is also a staff portal for results viewing that will be provided to organizations who register with ixLayer for testing. Please see below for specific product and ordering information.

Service Type	Ixlayer Product SKU	Service Description	Min order volume	Cost per test	Age Restrictions
At-Home Standard (Saliva) USPS 2 Day Shipping	covid-mass-1	<ul style="list-style-type: none"> <li>• Eligible Entity purchases codes to be redeemed online for an individual test kit sent to the address of the individual.</li> <li>• Specimen collection is unsupervised.</li> <li>• Test kits include prepaid envelopes for return shipping.</li> <li>• Overnight shipping is an additional \$23.00 per test (see below SKU)</li> </ul>	1000 test kits	\$111.00	18+
At-Home Standard (Saliva) -Overnight Shipping	covid-mass-2	<ul style="list-style-type: none"> <li>• Eligible Entity purchases codes to be redeemed online for an individual test kit sent to the address of the individual.</li> <li>• Specimen collection is unsupervised.</li> <li>• Test kits include prepaid envelopes for overnight return shipping.</li> </ul>	1000 test kits	\$134.00	18+
At-Home, Bulk Shipping	covid-mass-3	<ul style="list-style-type: none"> <li>• Eligible Entity submits bulk purchase order for multiple kits to be sent to specified address(es).</li> </ul>	1000 test kits	\$111.00	18+

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(Saliva) USPS 2 Day Shipping		<ul style="list-style-type: none"> <li>● Specimen collection is unsupervised.</li> <li>● Test kits include prepaid envelopes for return shipping.</li> <li>● For overnight see below SKU</li> </ul>			
At-Home, Bulk Shipping (Saliva) Overnight Shipping	covid-mass-4	<ul style="list-style-type: none"> <li>● Eligible Entity submits bulk purchase order for multiple kits to be sent to specified address(es).</li> <li>● Specimen collection is unsupervised.</li> <li>● Test kits include prepaid envelopes for overnight return shipping.</li> </ul>	1000 test kits	\$134.00	18+
On-site, Unsupervised (Saliva)	covid-mass-5	<ul style="list-style-type: none"> <li>● Eligible Entity submits bulk purchase order for multiple kits to be sent to specified address(es).</li> <li>● Specimen collection is unsupervised.</li> <li>● Minimum of 50 test kits to each address.</li> <li>● Bulk return shipping envelopes included.</li> </ul>	1000 test kits	\$107.00	18+

**1. Submit a Purchase Order on COMMBUYS (see [Purchase Options](#))**

- Follow all instructions detailed in the Purchase Options section for submitting a purchase order on COMMBUYS
- In the purchase order, please include the following information:
  - Organization name
  - Billing contact information, include name and contact info of person responsible for invoices
  - Number of test kits being requested
  - Method of distribution, please see pricing chart. (At home or on-site testing and what shipping method, individual or bulk shipping). Per site minimum of 50 test kits and total order minimum must be 1000 test kits.
  - Address of organizations where test kits need to be shipped
  - Main contact at organization
  - Include name, email address and level of access for any individuals who need access to the platform to review results. (Full access to patient results or admin access only)
  - Include name, email address and level of access for any clinical staff that will be assisting with sample collection.

**2. Submit a Purchase Order directly to ixLayer via email**

- Submit a purchase order directly to Ixlayer Billing by emailing it to [billing@ixlayer.com](mailto:billing@ixlayer.com)
- In the purchase order, please include the following information:
  - Organization name
  - Billing contact information, include name and contact info of person responsible for invoices

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- Number of test kits being requested
- Method of distribution, please see pricing chart. (At home or on-site testing and what shipping method, individual or bulk shipping). Per site minimum of 50 test kits and total order minimum must be 1000 test kits.
- Address of organizations where test kits need to be shipped
- Main contact at organization
- Include name, email address and level of access for any individuals who need access to the platform to review results. (Full access to patient results or admin access only)
- Include name, email address and level of access for any clinical staff that will be assisting with sample collection.

## Project Beacon

### General product description:

- Project Beacon is a social benefit organization ([beacontesting.com](http://beacontesting.com)), working in partnership with the Broad Institute of MIT and Harvard, to offer COVID-19 testing
- Currently, the self-administered anterior nasal tests offered by Project Beacon require supervision by qualified clinical personnel (e.g., nursing staff), which can be providing in one of two ways:
  - Core Offering: Observation by the Eligible Entity’s personnel, after training by Project Beacon
  - Turnkey Solution: Observation by personnel provided by Project Beacon
- Pending approval by the FDA, Project Beacon may be able to offer testing which does not require observation by clinical personnel; however, this option is not currently available

Service Type	Service Description	Minimum volume	Cost per test	Age Restrictions	Required lead-time
<b>Core Offering</b>	<ul style="list-style-type: none"> <li>• Anterior nasal swab</li> <li>• Collection supervised by in-house staff (training provided by Project Beacon and Broad Institute)</li> <li>• Return shipping coordinated by Project Beacon</li> <li>• Results provided to individuals directly &amp; to organizational results dashboard</li> </ul>	200 test kits / site / week	\$37 <i>(or less)</i>	12 months+	2 weeks
<b>Turnkey Solution</b>	<ul style="list-style-type: none"> <li>• Anterior nasal swab</li> <li>• Collection supervised by personnel provided by Project Beacon</li> <li>• Return shipping coordinated by Project Beacon</li> <li>• Results provided to individuals directly &amp; to organizational results dashboard</li> </ul>	200 test kits / site / week <i>(8 week minimum)</i>	\$67 <i>(or less)</i> <i>Note: indoor sites only</i>	12 months+	2-4 weeks
<b>Unobserved collection</b>	<ul style="list-style-type: none"> <li>• Expected to be anterior nasal swab</li> <li>• Unsupervised collection</li> <li>• Delivery &amp; shipping coordinated by Project Beacon</li> </ul>	200 test kits / ordering entity / week	\$42 <i>(or less)</i>	18 years	2 weeks

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- Results provided to individuals directly & to organizational results dashboard

**Purchasing instructions:**

Eligible Entities have two options available for purchasing testing from Project Beacon. Both options have a minimum order volume of 200 test kits, per site, per week. The Turnkey Solution requires a minimum commitment of 8 weeks of testing (this is required to provide services in a cost-effective fashion to Eligible Entities).

**1. Submit a Purchase Order on COMMBUYS (see [Purchase Options](#))**

- Organizations must fill out the Project Beacon Order Template and submit as an attachment to your Purchase Order.



Project Beacon  
Purchase Order Form.>

**2. Submit a Purchase Order directly to Project Beacon via email**

- Organizations must fill out the Project Beacon Order Template and submit to [billing@beacontesting.com](mailto:billing@beacontesting.com)



Project Beacon  
Purchase Order Form.>

**Vault Medical Services, P.A. (“Vault Health”)**

**General product description:**

- Vault Health and its lab partners offer a self-administered saliva collection COVID-19 test.
- Supervision: Vault Health provides a team of on-demand virtual supervisors who are able to monitor saliva collection over Zoom. Clients may also opt in to product offerings without supervision, but will receive training from Vault to ensure saliva collection is done properly.
- Please reference the [Vault Health Standard Operating Procedures](#) in the appendix for a detailed overview of the product offering and process
- Testers must sign up with an email address to create a Vault Health account and proceed with testing. Testers under the age of 18 require parent or guardian supervision.

**Service types and costs:**

Service Type	Service Description	Min order volume	Cost per test	Age Restrictions
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<b>At-Home Standard (no dashboard)</b>	<ul style="list-style-type: none"> <li>• Testing kits shipped individually to home addresses</li> <li>• Saliva sample collection (2ml)</li> <li>• Collection supervised over zoom</li> <li>• Pre-paid return envelopes included, overnight UPS shipping</li> <li>• Results provided to individuals directly via email</li> </ul>	2-50 test kits	\$119	None
<b>At-Home Standard (dashboard)</b>	<ul style="list-style-type: none"> <li>• Testing kits shipped individually to home addresses</li> <li>• Collection supervised over zoom</li> <li>• Pre-paid return envelopes included, overnight UPS shipping</li> <li>• Results provided to individuals directly via email</li> <li>• Organizational results dashboard available. First dashboard administrator seat is free of cost, additional administrator seats are \$144 per person.</li> </ul>	50 test kits	\$119	None
<b>At-Home Hybrid test Kits (dashboard)</b>	<ul style="list-style-type: none"> <li>• Testing kits shipped in bulk to one central location</li> <li>• Collection supervised over zoom</li> <li>• Pre-paid return envelopes included, overnight UPS shipping</li> <li>• Results provided to individuals directly via email</li> <li>• Organizational results dashboard available. First dashboard administrator seat is free of cost, additional administrator seats are \$144 per person.</li> </ul>	50 test kits	\$109	None
<b>Vault-Managed Testing (dashboard)</b>	<ul style="list-style-type: none"> <li>• Testing kits shipped in bulk to one central location</li> <li>• Collection supervised in event format by Vault Health staff</li> <li>• Pre-paid return envelopes included, overnight UPS shipping</li> <li>• Results provided to individuals directly via email</li> <li>• Organizational results dashboard available. First dashboard administrator seat is free of cost, additional administrator seats are \$144 per person.</li> </ul>	300 test kits	\$94	None
<b>Onsite Self-Supervised Testing (dashboard)</b>	<ul style="list-style-type: none"> <li>• Testing kits shipped in bulk to one central location</li> <li>• Collection supervised by client following training with Vault Health</li> <li>• Pre-paid return envelopes included, overnight UPS shipping</li> <li>• Results provided to individuals directly via email</li> <li>• Organizational results dashboard available. First dashboard administrator seat is free of cost, additional administrator seats are \$144 per person.</li> </ul>	50+	\$79	None



For more information on any of the above product offerings, you can fill out [Vault Health’s Partnerships Form](#). You’ll be matched with a member of the Vault Health sales team who can help you identify the right testing products for your needs.

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**1. Submit a Purchase Order on COMMBUYS (see [Purchase Options](#))**

- In addition to submitting the information required to create a Purchase Order on COMMBUYS, all Purchase Orders submitted must include the following documents, included as attachments if not already specified in the Purchase Order:
  - A signed Participation Agreement
    - For State agencies  
  
Agency Participation\_Letter\_fo
    - For schools under DESE authority and municipalities  
  
Municipality of Participation\_Letter\_fo
  - Contact Name, Email Address, Shipping Address
  - Number of test kits requested, in minimum batch sizes of 25

**2. Submit a Purchase Order directly to Vault via email**

- Purchase Orders submitted via email should be sent to [partnerships@vaulthealth.com](mailto:partnerships@vaulthealth.com). Orders submitted must contain, at a minimum:
  - A signed Participation Agreement
    - For State agencies  
  
Agency Participation\_Letter\_fo
    - For schools under DESE authority and municipalities  
  
Municipality of Participation\_Letter\_fo
  - Contact Name, Email Address, Shipping Address
  - Number of test kits requested

**Pricing Options**

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the program represent “ceiling” or “not-to-exceed” pricing and may be further negotiated.

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## Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the OSD Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov).

When contacting a vendor on statewide contract, always reference COVID-19 At-Home Testing Program to receive contract pricing.

## Quick Search in COMMBUYS

Log into COMMBUYS and use the Search box on the COMMBUYS header bar to locate COVID-19 At-Home Testing Program contracts and the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

The following MA numbers must be used for purchases under this program:

Vendor	MMARS MA#
Everlywell	MA EHS 21EHSHOMECOVIDTESTKA
ixLayer	MA EHS 21EHSHOMECOVIDTESTKA
Project Beacon	MA EHS 21EHSHOMECOVIDTESTKA
Vault	MA EHS 21EHSHOMECOVIDTESTKA

## Shipping/Delivery

Eligible Entities should ensure that delivery address(es) are specified on the Purchase Order. As described in the Vendor Products and Purchasing Instructions section, Purchase Orders which are to be delivered to multiple addresses should have the address information specified in an attachment to the Purchase Order.

## Additional Information/FAQs

The [OSD Help Desk](#) is available to answer questions, help buyers access the vendor list, and advise them on where to find specific products.

## Geographical Service Area

Program vendors serve all districts of the Commonwealth.

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Discounts (PPD, Other)
Everlywell	PO-21-1039-EHS01-EHS02-20209	Gina Cameras	978-302-5849	<a href="mailto:gina@everlywell.com">gina@everlywell.com</a>	N/A
ixLayer	PO-21-1039-EHS01-EHS02-20208	Alecia Pritchett	925-285-8786	<a href="mailto:alecia@ixlayer.com">alecia@ixlayer.com</a>	10 days: 5%; 15 days: 4%; 20 days: 3%, 30 days: 2%
Project Beacon	PO-21-1039-EHS01-EHS02-20207	Brett Cook	617-539-6790	<a href="mailto:bcook@fprimecapital.com">bcook@fprimecapital.com</a>	10 days: 5%; 15 days: 3%; 20 days: 2%; 30 days: 1%
Vault	PO-21-1039-EHS01-EHS01-21117	Alex Pastuszak	415-412-2934	<a href="mailto:alex@med.vaulthealth.com">alex@med.vaulthealth.com</a>	N/A

\*Note that COMMBUYS is the official system of record for vendor contact information.

\*\* [The Conversion vendor MBPO] [The Master MBPO] is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.]

## Supplemental Purchasing Information

### Everlywell Standard Operating Procedures Self-Collection COVID-19 PCR Testing Standard Operating Procedure

Please note, this guidance is specific to the Everlywell™ COVID-19 PCR test. If you are using testing materials from any other manufacturer, please refer to the guidance for the use of that product.

This Standard Operating Procedure (SOP) will guide you in the process of requesting and utilizing the Everlywell™ PCR Test kits that have been provided to you by your Employer.

#### Responsibilities

It is the responsibility of the receiving party to properly store the test kits that have been provided. These kits are to be used for the collection of nasal specimens for COVID-19 PCR testing of qualifying individuals who are over the age of 18 years, capable of completing the procedure, and who have a valid email and mailing address. These kits may also be administered by healthcare professionals on qualifying individuals at or above the age of 4. It is the responsibility of the receiving party to ensure that registration, collection, and shipping processes and procedures are followed according to the guidance laid out in this document and the instructions provided by Everlywell™.

#### Procedures

1. Read the At-Home Testing Services Agreement and read and sign the Participation Form. The Eligible Entity must sign the Participation Agreement provided by the Massachusetts Executive Office of Health and Human Services

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to participate. By signing that agreement, the organization agrees to abide by the policies and procedures, as described.

2. Request Testing Supplies. As described in the Vendor Products and Purchasing Instructions section, Eligible Entities may submit purchase orders either through COMMBUYS, or directly via email. In either case, Eligible Entities must include the following information:
  - a. A signed Participation Agreement
  - b. Contact Name, Email Address, Shipping Address
  - c. Number of test kits requested, in minimum batch sizes of 25

The email provided will receive a confirmation of the placement of the request Note: All requests will be shipped within a five (5) business day lead time. If test kits are needed urgently, email [enterprisehelp@everlywell.com](mailto:enterprisehelp@everlywell.com) for assistance. Kit orders can be shipped overnight for an additional \$15/Kit.

3. Receiving Testing Supplies. Test kits will be shipped to the address provided to Everlywell. Key notes for using the test kits:
  - a. Test kits must be protected from extreme temperatures. Everlywell™ COVID-19 tests can be self-collected if 16 YO+. Ages 4-15 require HCP administration.
  - b. Patients are required to have an individual email address and phone number in order to register their test kit.
  - c. Tests may only be collected Monday through Friday and **MUST be shipped via UPS on the day of collection**. Failure to follow these guidelines will result in an inability to process the specimen. Tests shipped after the date of collection will not be processed. Operators are encouraged to identify the UPS drop boxes near their location and determine the time of the last pick-up to ensure tests that are collected are shipped out the same day, if possible.
4. Using the Test Kits. Please note the following instructions for using test kits provided by Everlywell:
  - a. Identify employees or patients for testing (e.g., employee required to have regular testing, voluntary testing at a testing event, etc.)
  - b. Provide the employee with the test kit
  - c. Employee creates account and registers the Unique Kit ID (printed on the test kit) on the Everlywell website and answers the demographic and screening questions
  - d. Employee follows the directions included in the kit to fill out the ID sticker and affix it to the sample tube
  - e. The employee prepares the specimen according to the package directions and the facility ships it via UPS (postage is pre-paid; Do not use any other carrier). Specimens received by 10am the following day will be processed within 24-72h.
  - f. Facilities are encouraged to have the employee perform the swab outdoors or in a private room to avoid exposing others to aerosolized virus.
  - g. Test kits **MUST** be shipped via UPS on the same day as collection. A specimen that cannot be shipped on the same day should not be collected using this test kit. If a test must be conducted but cannot be shipped on the same day, the employee must wait until the next weekday to collect the specimen.

For a an overview of the testing process provided by Everlywell, please reference: [Everlywell COVID-19 Test Home Collection Kit Overview](#)

5. **Results Notification.** Results will be reported according to the following process:
  - a. Patient is notified via text message or email that their results are ready
  - b. Patient logs in to their Everlywell™ account and views the result
  - c. Patient downloads their lab report and may share it electronically with their employer
  - d. If the test is positive, an Everlywell™ medical provider will contact the patient via telemedicine to provide guidance.
  - e. Massachusetts Department of Public Health receives all test results via electronic reporting from Everlywell's third party physician network.
  - f. **ONLY for Eligible Entities who order 100 or more test kits:** If requested, Eligible Entities will be able to see their employees/patients via Everlywell's LENs platform. Details on the LENs platform may be found here: [Lens Overview](#)
  
6. **Billing and Payment**
  - a. Everlywell™ test kits and processing are provided to Eligible Entities at List Price (\$100).
  - b. Eligible Entities are not to bill employees for the cost of these tests
  - c. Eligible Entities will receive an invoice from Everlywell; EOHHS is not billed for test kits ordered by individual other Eligible Entities.

## ixLayer

There are different methods for test administration. Kits can either be shipped directly to patients' homes or they can be bulk shipped to a specific address and then provided to patients.

For all SKU's, please provide ixLayer a CSV file with first name, last name, and email address in a template that will be provided upon PO.

All users will then receive a welcome email to log into their account, complete a health questionnaire, and register for testing. PWN Health providers will review the health questionnaire immediately and approve the order. If the at home flow is selected, the individual will receive a kit at their home address. If the bulk shipping method is selected, kits will be shipped to the main organization where patients can get access to the kits. Once samples are collected and shipped back to the lab, results will be available in the patient portal. Patients will receive an email letting them know that results are ready to be viewed. In addition, any positive patients will receive calls from PWN Health outlining results and next steps for Covid-19 PCR positive results.

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**Instructions included with test kits:**

**Check List**  
The following must be completed before we analyze your sample.

- Each tube barcode must be entered into the labpass clinical platform under each service member's name at [staff.labpass.com](http://staff.labpass.com)
- Each individual saliva sample must be in their own small biohazard bag
- Place 25 individual samples into the larger biohazard bags for shipping
- Samples must be shipped back to RUCDR lab with the FedEx label provided in the box, coordinate pick-up with FedEx


**INSTRUCTIONS FOR CLINICAL STAFF**



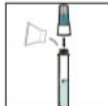
Select tube from box of 50. Find patient in clinical portal and enter barcode from device being used to collect sample.

**Make Sure each participant Does NOT eat, drink, smoke or chew gum for 30 minutes before collecting the sample.**


**SAMPLE COLLECTION INSTRUCTIONS**



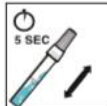
**Fill the tube with saliva** to the level of the black wavy line (not including bubbles).  
**Do not overfill.**




**Remove the funnel** from the tube.



**Slowly enclose cap TIGHTLY** until the blue solution in the cap empties into the tube.



**Shake the tube gently** for 5 seconds.



**Wipe entire outside of tube and cap** with alcohol pad and dispose pad. **Place tube in bag.**

**Check List**  
The following must be completed before we analyze your sample.

- Supply your saliva sample by following the enclosed instructions
- Fill out the Return Card on the reverse page and place it in the pre-paid box along with your sample
- Make sure to register your kit on your patient portal: [labpass.com](http://labpass.com)

**Place the card in the box, not in the sealed envelope containing your sample**





**SALIVA SAMPLE COLLECTION & SHIPPING INSTRUCTIONS**

**Do NOT eat, drink, smoke or chew gum for 30 minutes before collecting the sample.**



Make sure to register your kit on your patient portal:  
Video instructions: <https://youtu.be/dt8EzAdAW3I>



**Fill the tube with saliva** to the level of the black wavy line (not including bubbles).  
**Do not overfill.**



**Remove the funnel** from the tube.



**Slowly enclose cap TIGHTLY** until the blue solution in the cap empties into the tube.



**Shake the tube gently** for 5 seconds.



**Wipe entire outside of tube and cap** with alcohol pad and dispose pad. **Place tube in bag.**



**Place the tube inside the collection bag.**  
1 Place the bag and card directly into the box.  
2 Remove the adhesive strip on the kit flap and seal the kit.



**Mail in your sample.** Place the pre-made box in any USPS mailbox. If you are unable to locate a mailbox, please visit [www.usps.com](http://www.usps.com).

**Return Card**  
Please fill out the collection date below and place this card in the enclosed shipping box, along side the seal plastic specimen bag.

Date of Collection:

MM | DD | Year

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## Project Beacon

### Aggregate Capacity:

Project Beacon can accommodate the following aggregate state-wide volumes:

- Up to 10K tests per week in October
- Up to 35K tests per week in November
- Up to 55K tests per week in December

Please note that this timeline is dependent on: (i) the overall start of this effort and (ii) adoption by Eligible Entities.

All Purchase Orders will be filled on a first come, first serve basis (unless otherwise agreed to in writing with EOHHS). We will work closely with EOHHS to provide up-to-date utilization information to best coordinate use across Eligible Entities.

### Testing Locations:

Turnkey price reflects indoor testing only. Due to the risk of inclement weather, we are unable to provide outdoor testing locations after October 1, 2020.

Indoor testing sites must meet the following space requirements:

- Minimum of 400 sqft
- Separate entry and exit points (i.e., a single path from ingress to egress)
- Proper ventilation (e.g., windows)
- Electricity (for computers, lights, printers, WiFi)

## **Vault Health Standard Operating Procedures** **Self-Collection COVID-19 PCR Testing Standard Operating Procedure**

Please note, this guidance is specific to the Vault Health Self-Collection COVID-19 PCR test. If you are using testing materials from any other manufacturer, please refer to the guidance for the use of that product.

This Standard Operating Procedure (SOP) will guide you in the process of requesting and utilizing the Vault Health™ Self-Collection PCR Test kits that have been provided to you by your Employer.

### **Responsibilities**

It is the responsibility of the receiving party to properly store the test kits that have been provided. These kits are to be used for the self-collection of saliva specimens for COVID-19 PCR testing of qualifying individuals who are capable of completing the procedure, and who have a valid email address. It is the responsibility of the receiving party to ensure that registration, collection, and shipping processes and procedures are followed according to the guidance laid out in this document and the instructions provided by Vault Health.

### **Procedures**

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1. Read the At-Home Testing Services Agreement and read and sign the Participation Form. The Eligible Entity must sign the Participation Agreement provided by the Massachusetts Executive Office of Health and Human Services to participate. By signing that agreement, the organization agrees to abide by the policies and procedures, as described.
2. Request Testing Supplies. As described in the Vendor Products and Purchasing Instructions section, Eligible Entities may submit purchase orders either through COMMBUYS, or directly via email. In either case, Eligible Entities must include the following information:
  - a. A signed Participation Agreement
  - b. Contact Name, Email Address, Shipping Address
  - c. Number of test kits requested

Please note: entities requesting test kits will have test kits that are coded to the entity level only. Association of a test to an individual occurs during the test kit registration process.

The email provided will receive a confirmation of the placement of the request Note: All requests will be shipped within a two (2) business day lead time. If test kits are needed urgently, email [partnerships@vaulthealth.com](mailto:partnerships@vaulthealth.com) for assistance.

Receiving Testing Supplies. Test kits will be shipped to the address provided to Vault Health. Key notes for using the test kits:

- d. Test kits must be protected from temperatures beyond -54C to 50C, no refrigeration is needed and test kits are stable within that range. Patients are required to have an individual email address in order to register their test kit. If an entity is testing a population without emails, please reach out to Vault Health at [partnerships@vaulthealth.com](mailto:partnerships@vaulthealth.com) to discuss alternative testing protocols.
  - e. Tests are shipped via UPS overnight mail. It is recommended that test kits are placed in the mail before overnight shipping cut off times. Test kits **MUST be shipped via a UPS store** and not a UPS dropoff box for collection. Failure to follow these guidelines will result in shipping delays.
3. Using the Test Kits. Please note the following instructions for using test kits provided by Vault Health:
    - a. Identify employees or patients for testing (e.g., employees required to have regular testing, voluntary testing at a testing event, etc.)
    - b. Provide the employee with the test kit or a unique code to request a test kit mailed to their address
    - c. Employee creates Vault Health account and registers the Unique Kit ID (printed on the test kit) on the Vault Health website and answers the demographic and screening questions
    - d. [If Zoom Supervised] The tester is matched with a zoom practitioner who supervises the sample collection process
    - e. The employee prepares the specimen according to the package directions. When saliva reaches the collection line, testers then attach the preservative cap to the top of the collection tube. The preservative must properly co mingle with the sample before it is turned in.
    - f. Testing facility ships the sample via UPS (postage is prepaid; Do not use any other carrier). Once received by the lab, specimens will be processed within 24-72h.

4. Results Notification. Results will be reported according to the following process:

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- a. Patient is notified via email that their results are ready. Patients with no email address will receive a phone call from Vault Health with their results.
- b. Patient logs in to their Vault Health™ account and views the result
- c. Patient downloads their lab report and may share it electronically with their employer
- d. If the tester is testing through a corporate program with a dashboard, the corporate entity will see patient test results in their Tableau dashboard. If a patient did not provide HIPAA consent, results will not display in the dashboard.
- e. Massachusetts Department of Public Health receives all test results via electronic reporting from Vault Health's third party physician network.

5. Billing and Payment

- a. Vault Health™ test kits and processing are provided to Eligible Entities at List Price.
- b. Eligible Entities are not to bill employees for the cost of these tests
- c. Eligible Entities will receive an invoice from Vault Health; EOHHS is not billed for test kits ordered by individual other Eligible Entities.

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