

THE SAMPLE COLLECTION PROCEDURE

a. Preparing for the Test Mission

In addition to the regular and standard sample collection equipment, SCP must have the following information and equipment:

- i. COVID-19 information letter (Annexure B)
- ii. COVID-19 athlete questionnaire (Annexure C)
- iii. Face shield
- iv. Hand sanitiser¹
- v. Disposable gloves
- vi. Disposable wet wipes
- vii. Disposable face masks
- viii. New and unused pens
- ix. Garbage bags
- x. Handheld thermometer
- xi. Other PPE may include disposable isolation gowns, disposable shower caps, disposable boots and tablecloths.

In addition to the regular review of the Test Mission assigned to you, SCP need to ensure that the following is conducted:

- i. COVID-19 SCP Questionnaire and self-assessment (Annexure D).
- ii. Review the "Safety Measure Information Guide" (Annexure A)
- iii. Understand and read this document, and if SCP are unsure about any of the requirements and/or information, to please contact **Deslyn Pather at 072 286 2204**.

b. Arriving at the Testing Mission

- i. When SCP arrive at the test location, and before commencing the Test Mission and locating the Athlete for notification, clean your hands using the "hand rub" technique.
- ii. Put on disposable gloves as well as a disposable mask.

c. Pre-Notification Information

- i. Ensure that you observe the social/physical distance recommendation of 1.5 meters, introduce yourself to the Athlete and/or person answering and do not shake hands.
- ii. Inform the athlete that he/she has been notified for doping control and show your SAIDS accreditation and authorisation letter, as well as the COVID-19 Athlete Information Letter if you are at an athlete's home. If possible, remain outside.
- iii. While remaining outside and before proceeding with formal verbal notification, ask the athlete the questions as documented in Annexure C?
- iv. If the athlete's response is "**No**":
 1. Proceed with formal verbal notification.

¹ Sanitiser with an alcohol content of 70% must be used

2. Inform the Athlete that the completion of the Doping Control Form (DCF) will take place once inside the testing location.
 3. Proceed with sample collection.
- v. If the athlete's response is **"Yes"**:
1. Inform the Athlete that they must confirm this in writing.
 2. Provide the athlete with the option of wearing gloves.
 3. Give the COVID-19 Athlete Questionnaire to the athlete.
 4. Ask the athlete to use his/her own pen, or provide a new pen. If the athlete uses a pen provided by the SCP, provide sanitiser to the athlete to sanitise the pen.
 5. Inform the athlete to complete the COVID-19 Athlete Questionnaire truthfully and to the best of their knowledge. If they purposefully provide information which is inaccurate, false or incorrect and it cannot be corroborated, it could be construed as an Anti-Doping Rule Violation, e.g. tampering or attempted tampering with Doping Control, and that they may be subject to a sanction of 4 years. **Confirm and ensure that the athlete understands this.**
 6. Inform the athlete that the COVID-19 Athlete Questionnaire will be sent to SAIDS, who will review it and correspond with the athlete to follow-up and confirm the information provided.
 7. Once the athlete has completed and signed the COVID-19 Athlete Questionnaire, provide a copy to the athlete.
 8. Inform the athlete that because he/she has declared to have COVID-19 or COVID-19 symptoms, or someone present with them at this location, living at this residence or who lives with them have COVID-19 or COVID-19 symptoms, the drug test will not proceed due to the risk of infection with COVID-19. The SCP again informs the athlete that if the information provided is inaccurate, false or incorrect and it cannot be corroborated, it could be construed as an Anti-Doping Rule Violation, e.g. tampering or attempted tampering with Doping Control, and that they may be subject to a sanction of 4 years. **Confirm and ensure that the athlete understands this.**
 9. If the athlete had chosen to wear gloves, instruct them on how to properly remove the gloves, and request that they dispose of them in the SCP's garbage bag.
 10. Thank the athlete for his/her cooperation and leave the test location.
 11. Before entering your vehicle, and with the COVID-19 Athlete Questionnaire safely stored, clean your hands with the sanitiser, remove your disposable face mask and dispose it safely in your garbage bag.
 12. Return the COVID-19 Athlete Questionnaire and any additional paperwork and reports within 3 days to SAIDS.

d. Proceeding with Sample Collection

- i. Enter the testing location and discuss the best location for sample collection where contact with other individuals that may be present will be avoided or minimised.
- ii. If the test location is an athlete's home, ask the athlete if you can clean the surface where sample collection will take place using disinfectant wipes/spray, or ask the athlete to clean the surface.
- iii. If you are at a training location, inform the athlete that you will disinfect the surface.
- iv. As an alternative, a clean and disposable tablecloth can be used. Clean your hands using the "rub technique".
- v. Before placing and organising any sample collection equipment on the clean surface, again clean your hands using the "rub technique".
- vi. Using disinfectant wipes, clean the equipment to be used, e.g. wipe the boxes, etc. Display only the equipment necessary for the specific drug test to be conducted.
- vii. All remaining equipment shall remain stored to avoid any potential contamination.

- viii. Ask the athlete to clean his/her hands either using sanitiser and using the “rub technique”, or using soap, i.e. “hand wash” technique. Provide guidance to the athlete for either technique.
- ix. Offer the athlete the option to wear gloves and/or a disposable face mask. If the athlete does not want to wear gloves and/or a disposable face mask, inform him/her that you will record this under the comments section on the DCF.
- x. Put gloves on as per proper safety instructions.
- xi. Review and complete the notification section of the DCF, including asking the athlete to acknowledge the notification by signing. Provide the athlete with a new, unused pen, or they can use their own.
- xii. Use your own pen. Do not share it with the athlete.
- xiii. Inform the athlete that social/physical distancing will be maintained as much as possible. Remind the athlete of all the additional measures in place for health and safety, e.g. disinfecting and making use of PPE.
- xiv. When collecting a urine sample, continue with standard urine sample collection procedures, and adhere to the following:
 1. Where possible, continue to maintain social/physical distancing throughout sample collection.
 2. When the athlete is ready to provide a urine sample, they must rinse their hands with water only (unless they have chosen to wear gloves) prior to providing a sample.
 3. Once the athlete has provided the urine sample, instruct the athlete to clean his/her hands with soap and water or use sanitiser prior to returning to the processing area (or to remove their gloves).

e. Completing the Sample Collection Session

- i. Before leaving the testing location, clean the surface used for sample collection with disinfectant wipes or spray.
- ii. If the athlete was wearing gloves and/or a disposable face mask, guide them through the proper removal techniques and ask them to place those items in your garbage bag. Instruct the athlete to clean their hands.
- iii. Ensure that all discarded items/waste are in your garbage bag (e.g. plastic from sample collection boxes, disinfectant wipes, gloves, face mask, pen used by the athlete).
- iv. Thank the athlete and, if you are at the athlete’s home, ask the athlete to open the door for you (so that you are not touching their doorknob).
- v. Before entering your vehicle, follow the removal instructions to remove your gloves and disposable face mask and dispose safely in the garbage bag. Clean your hands using the “hand rub” technique.

f. Key Reminders for SCP

- i. SCP and athletes should clean their hands at the following stages:
 1. When initiating the test session prior to athlete notification.
 2. After using the toilet.
 3. After blowing their nose, coughing, or sneezing (cover mouth and nose with your bent elbow or a tissue when you do cough or sneeze).
 4. Before using and after removing face masks.
 5. Before using and after removing gloves.
 6. At the conclusion of the sample collection process.
- ii. SCP and athletes should:
 1. Be reminded to avoid touching their face (eyes, nose and mouth).
 2. Avoid shaking hands at the start or conclusion of the sample collection session.
 3. Use separate pens when completing forms during sample collection.

4. Refrain from touching all unnecessary surfaces and/or objects during sample collection.
- iii. SCP should disinfect work surfaces using disinfectant wipes or spray at the following stages:
 1. Prior to beginning the sample collection process.
 2. In between the testing of athletes (if more than one athlete is tested).
 3. At the end of the sample collection session.