



ADMINISTRATOR'S GUIDE

A fast, cost-effective way to promote a healthy workplace

Protecting the Workplace from COVID-19

We're excited to help you maintain a safe, healthy work environment with Scent Check PRO, our patent-pending loss-of-smell detection kits. Testing for loss of smell is being seen by various medical experts as a more reliable indicator of the novel coronavirus (COVID-19) than temperature checks. We've assembled the following instructions to help you incorporate these innovative, patent-pending products into your symptom screening regimen – providing an added measure of safety for your employees, customers and visitors.

REMEMBER

For the best possible accuracy and process efficiency, follow these instructions carefully when testing.

DID YOU KNOW?

Current research indicates that more than 78% of people affected by a loss of smell also test positive for COVID-19 antibodies.

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About Scent Check PRO

What is it?

Scent Check PRO are simple scratch-and-sniff tests that identify changes in a person's sense of smell. Both incorporate mobile-friendly, web-based features that instantly notify an employee of a failed screening test and provide daily summaries of results to the employer. Scent Check PRO provide a scalable, single-use, hygienic, non-invasive and recyclable method of conducting scent checks as a part an organization's symptom screening procedures.

Why use it?

A sudden loss or change in the ability to smell may be the result of any number of issues including environment, age, injuries, infections, viruses such as the one that causes COVID-19, or blockages of the nasal passage. Whether you choose Scent Check PRO, a loss-of-smell test can be a helpful tool in your employee health and safety screening process.

REMEMBER

Always consult a healthcare professional if you identify changes in your sense of smell or encounter any symptoms of concern to you.

How do I incorporate a Scent Check PRO test into my employee screening process?

The Scent Check PRO tests are quite simple and take less than two minutes to administer. However, both products are most effective – and offer the greatest potential benefits to your employees, customers and company – when you thoughtfully incorporate them into your normal business rhythm.

REMEMBER

The range of potential symptoms for COVID-19 is long and varied. Your employee screening process should consider all of the following to ensure COVID-19 isn't misdiagnosed as allergies or a common cold.

- New loss of taste or smell
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Headache, muscle aches or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Employee has had contact with someone who has tested COVID-19 positive

Decisions to Make

Before implementing either Scent Check PRO, be sure to address these four questions first.

1) Where will the testing occur?

At home

Some companies choose to have employees screen themselves at home, before coming to work. This method is a good choice for companies that do not need verifiable evidence that the employee is the one taking a test. Testing also happens away from the work environment – potentially preventing the exposure of health risks to other employees.

In the workplace

Testing on location at the workplace enables you to conduct supervised, monitored testing. This screening method allows for visual confirmation of the test-taker.

BEST PRACTICE TIP

Making sure employees are not required to “line up” in a confined space, especially if testing will be conducted indoors. Select a space for testing that enables proper social distancing and use floor decals or other signage to encourage separation.

A combination of the two

You may find that a combination of testing locations works best for your organization. For example, temporary workers and visitors to a facility could be tested at the main entrance while employees conduct tests at home before leaving for work.

BEST PRACTICE TIP

On-location testing is most effective when screening stations are provided at each designated entrance. Visual confirmation is maintained and potential exposure to other employees is limited.

2) What other symptom checks are you administering?

If you have implemented other screening procedures for your employees – such as fever checks – consider how you wish to incorporate Scent Check PRO into that process. Most companies find that conducting all screening measures at one time, in one process, is most efficient and enables employees to quickly refocus on their work. You may wish to “deputize” a testing or site administrator to coordinate your company’s various testing activities.

BEST PRACTICE TIP

Decide in advance whether your screening process will be staffed (i.e., monitored firsthand by a designated employee or team) or unstaffed (unsupervised and self-reported). If screening will be unstaffed, make sure an uninterrupted supply of testing materials is available at the testing site and instructions are clearly posted.

BEST PRACTICE TIP

Employees may “call in sick” on their own, before taking a Scent Check PRO. They may also notify you that they have had contact with someone who has tested positive for COVID-19. In either case, it’s important to have a standardized set of questions on hand to know how best to address each situation. For example:

- What are your symptoms?
- When did those symptoms appear?
- Do you have a fever?
- Have you been in contact with someone formally diagnosed with COVID-19?
 - If so, what was the exact date of that contact?
 - Did you have “close contact” with that person. That is, within 6 feet for 15 minutes or more?
 - What date did symptoms begin for the person you had contact with?
- Have you or are you going to be tested for COVID-19? If yes, when?
- Can your symptoms be explained by another health condition?

3) When will tests be administered?

Most organizations choose to administer tests at the beginning of each workday or shift. If testing is administered at home, it may be more convenient for employees to conduct tests one hour before the start of the workday or shift.

BEST PRACTICE TIP

Conducting tests at the same time each day will quickly make them second nature to employees, increasing the efficiency of the entire testing process and reducing the risk of skipped tests.

4) What will you do with the test results?

To prevent confusion and unnecessary anxiety among your employees, plan in advance what you intend to do with the results of your Scent Check PRO tests.

Pass vs. no pass criteria

Before conducting tests, establish the parameters that will be used to categorize test results. For example:

- Could smell scents and identified all correctly
- Could smell scents but could not identify them correctly
- Could not detect any smell scents
- NOTE: A score of 50% correct (or lower) considered “no pass” by Scent Check PRO.

BEST PRACTICE TIP

A variety of issues including environment, age, injuries, infections, blockages of the nasal passages and viruses such as the one that causes COVID-19 can all impact a person’s ability to smell. Allowing a second test if the employee does not pass the first test. A second test sometimes generates passing results and gives the employee a total of 8 chances to identify different scents.

Actions that will be taken

Once your pass and no pass criteria are established, decide up front what you will do for each possible testing outcome. For example:

- Grant access

- Take a second test
- Rule out other conditions that might hinder the test-taker's ability to detect scents
- Administer additional screening processes
- Discuss government guidelines and organization policy
- Ask to return/stay home and contact healthcare provider

BEST PRACTICE TIP

Make sure you are able to clearly articulate what factors will grant or deny an employee access to the workplace – and for how long. Helpful resources include the Centers for Disease Control (CDC) website (www.cdc.gov) and your state and local health agencies.

Who will receive test results

Each Scent Check PRO account is allowed one or more contacts/admins for instant notifications of test results. Be sure to decide beforehand who is to receive employee test results and share this information with employees.

BEST PRACTICE TIP

A test results grid (example below) is a helpful way to monitor test results by employee and can help illuminate important trends (e.g., increases or decreases in positive tests) in the testing data.

Employee Name	Employee ID#	Dept.	Smelled And Identified Correctly	Smelled But Could NOT Identify	Could NOT Smell	Action Taken
Jones, A.	12345	Accounting	X			Granted access
Miller, D.	98765	Marketing			X	Passed 2 nd test; granted access
Smith, R.	78910	Logistics		X		Failed 2 nd test; shared company policy; passed temperature check; granted access

Implementing Scent Check PRO

Scent Check PRO are mobile-friendly, web-based solutions that expand the functionality of our proprietary scented-ink testing products with cloud-based surveys and automated notifications. With Scent Check PRO, you will be notified if an employee fails a screening test and receive daily summaries of all employee testing results.

To implement Scent Check PRO for your organization:

Activate your order

In order to add smell testing to your symptom screening process, you will need to activate your order. Go to www.ScentCheck.com/Activate. The easy steps will take you through registering your locations and site facilitator contact information.

Watch for your confirmation email

Once activation is complete, we will send a confirmation email to you. This email will include your unique ORG ID. Your unique ORG ID is critical to implementation.

Provide instructions to your designated Site Facilitators

Use the email template provided on page 9 to communicate instructions to your organization's designated Site Facilitator.

Provide instructions to your employees

Use the email template provided on page 11 to introduce your employees to Scent Check PRO and your company's new loss-of-smell screening process. Be sure to include your unique ORG ID to facilitate employee pre-registration.

Scent Check PRO Site Facilitator Instructions

Dear Scent Check PRO™ Site Facilitator,

In our ongoing commitment to health and safety — and to keep our workplaces safe by decreasing the spread of COVID-19 — we are implementing a new employee screening tool called Scent Check PRO™. This new test focuses on the loss of the sense of smell, shown to be a predominant and early symptom of COVID-19. Scent Check PRO uses cloud-based technology to notify you of failed employee screening tests and provides a daily summary of all employee testing results.

Distribute the Scent Check PRO cards

You will soon receive a supply of Scent Check PRO loss-of-smell detection cards to distribute to our employees. In accordance with our company's screening plan, please give each employee [insert number of cards] of the Scent Check PRO cards and keep a supply on-site at each building entrance where testing may occur.

Pre-registration is required

A one-time registration is required for each employee. This can be completed within seconds the first time the employee scans the PRO QR code with their personal mobile device. Our unique ORG ID is [XXXXXX] — be sure to notify employees of that ORG ID prior to their registration.

Four easy steps per test

The Scent Check PRO test is quick, easy and produces immediate results. Each employee simply follows these steps to complete a test:

Step 1: Scan the QR code on the Scent Check PRO card and log in to their individual account.

Step 2: Use a coin to scratch circles 1 through 4 on the Scent Check PRO card, sniff, and identify each scent.

Step 3: Record their answers using the mobile-friendly tool.

Step 4:

- If the employee identifies 3 or more scents correctly, a “PASSED” badge appears on their mobile device. They can simply show that online badge to gain access the facility.
- If 2 or fewer scents are correctly identified, the employee should take another Scent Check PRO card and try again.
- If the employee still identifies 2 or fewer scents correctly, they should return/stay home and inform their manager per our employee screening policy. They should also be advised to contact a healthcare provider to discuss the results of their Scent Check PRO test.
- If the employee still identifies 1 or fewer scents correctly, they should return/stay home and inform their manager per our employee screening policy. They should also be advised to contact a healthcare provider to discuss the results of their PRO test.

BEST PRACTICE TIP

In addition to COVID-19, a variety of other issues including concussions, injuries, age, diseases such as Parkinson's, etc., may all result in a diminished or lost sense of smell. Ask employees **in advance** if they have suffered a permanent or temporary loss of smell due to other causes and request that those employees share this information with their supervisors so alternative screening methods can be utilized.

Alerts and reporting

If an employee does not pass a Scent Check PRO test, you will receive an immediate email notification. You will also receive a daily email at midnight CST with a CSV file listing all employees who participated in smell testing – including those who passed. Each day at midnight, testing results will automatically reset for the coming shifts.

Thank you for your help in implementing this important new employee health and safety screening tool. If you have any questions regarding our employee screening guidelines, Scent Check PRO or how to use it, please contact [name] at [email] or [phone].

Scent Check PRO Employee Instructions

Dear Valued Employee,

We are committed to your safety and are implementing a new employee health screening process to decrease the risk of spreading COVID-19 in the workplace. This new test focuses on the loss of the sense of smell — shown to be a predominant and early symptom of COVID-19.

Introducing Scent Check PRO™

Our new screening procedure — called Scent Check PRO — will take place [at your home, before you leave for work OR on-site at the XXXX entrance, immediately before the start of your workday or shift]. A one-time registration is required for each employee; this can be completed within seconds the first time you use Scent Check PRO. After that, each Scent Check PRO test can be self-administered in four easy steps:

Step 1: Scan the QR code on the Scent Check PRO card and log in to your individual account. **NOTE: Our unique ORG ID [XXXXXX] must be entered at the time of registration.**

Step 2: Use a coin to scratch circles 1 through 4 on the Scent Check PRO card, sniff, and identify each scent.

Step 3: Record your answers using the mobile-based tool.

Step 4:

- If you identify 3 or more scents correctly, a “PASSED” badge will appear on your mobile device. Simply show that online badge to gain access our facility.
- If 2 or fewer scents are correctly identified, you should take another Scent Check PRO card and try again.
- If you still identify 2 or fewer scents correctly, please return/stay home and inform your manager per our employee screening policy. You are also advised to contact a healthcare provider to discuss the results of your PRO test.

Regarding other losses of smell

In addition to COVID-19, a variety of other issues including concussions, injuries, age, diseases such as Parkinson’s, etc., may all result in a diminished or lost sense of smell. If you have suffered a permanent or temporary loss of smell due to other causes, please share this information with your supervisor so alternative screening measures can be utilized.

Thank you for your help in incorporating this important new employee health screening tool into our workplace safety procedures. If you have any questions regarding Scent Check PRO, how to use it, or our employee screening guidelines, please contact [name] at [email] or [phone].

Frequently Asked Questions

Why is the loss of smell potentially important?

A growing body of scientific evidence – including a recent Mayo Clinic study* – has found the loss of smell to be a more reliable indicator of the novel coronavirus (COVID-19) than temperature checks. Our organization has worked directly with several major universities and experts in the industry to support development of the innovative scent-screening procedure made possible by Scent Check PRO.

How long does it take to complete a Scent Check PRO test?

It takes most people less than two minutes to scratch, sniff and identify the scented circles on the card, including the scanning of the QR code and logging of results via smartphone.

How does an employee use a smart phone to submit Scent Check PRO results?

iPhone

- Open the Camera app and position your phone so the QR code appears in the digital viewfinder.
- The camera should automatically recognize the QR code and display a notification.
- Tap the notification to open the associated link.
- Note: If you are not seeing a notification, go to the Settings app, select Control Center and choose Customize Controls. Locate QR Code Reader under the More Controls section and tap the green “+” icon to add it.

Android Phones

- Open your scanning app. There should be a scanning function you can choose, or the app will open directly onto a scanning window via the camera.
- Position the QR code and hold the phone steady while the code is identified. Select the notification provided by the app based on the QR code.
- Note: If you are not seeing a notification, you may need to take extra steps before scanning. Not all Android phones have this function, but you can use Google Assistant to detect QR codes. Long-press on the Home icon and tap the Google Lens icon at the bottom right.

What if an employee does not have a mobile device capable of scanning a QR code?

To serve employees without smartphones, it is recommended that the company also maintain a supply of ordinary Scent Check PRO cards, which have the scent “answers” printed on the back of each card. This will enable you to administer tests in either a staffed (i.e., monitored by a designated employee) or unstaffed (self-reported by the employee) testing process for employees who do not have smartphones available to them.

Should we advise employees to use a company email address or a personal email address for use with Scent Check PRO?

To ensure that you are able to tie the identity of each employee to a specific email address, it is recommended that company email addresses be used. However, if you do not have company email addresses, personal addresses may be used with Scent Check PRO. You will simply need to develop a method of tracking which email address applies to each employee given that personal email accounts (e.g., Gmail) sometimes only contain numbers and initials instead of complete names.

Can a smell test be conducted while the employee wears a mask?

Yes. Smell tests can be successfully completed while wearing most types of masks.

Can a testing card be used more than one time?

No. Both Scent Check PRO cards are for one-time use only.

What is the “shelf life” of the scented ink imprinted on each card?

Both Scent Check PRO cards are usable for 12-18 months from the date of purchase.

Can used testing cards be recycled?

Yes. Scent Check PRO cards are fully recyclable; their use of scented ink does not impact the recycling stream.

How many people usually require a second card to complete a test?

Typically, 1 out of every 20 people (5%) will require a second testing card. This rate may be higher among people over the age of 40.

What about people who have permanent conditions affecting their ability to smell?

In addition to viruses such as the one that causes COVID-19, a sudden loss or change in the ability to smell may be the result of any number of issues including age and prior injuries. Provisions should be made in your employee screening process for such smell disorders. You may wish to provide exceptions for individuals with a permanent loss of smell and/or allow the option of providing a note from a doctor verifying the underlying condition.

What about people with temporary conditions such as allergies or a common cold?

A sudden loss or change in the ability to smell may also be the result of seasonal allergies or other short-term conditions that block nasal passages. Here again, provisions should be made in your employee screening process for temporary health conditions that affect a person’s ability to smell.

BEST PRACTICE TIP

Because the symptoms of COVID-19 and the seasonal flu are not readily distinguishable, some companies are instructing employees to treat the occurrence of any such symptoms exactly the same way — stay at home to avoid spreading the illness to others. Whether the employee has COVID-19 or the seasonal flu, there is a risk that significant numbers of employees may be impacted and jeopardize normal business operations.

Do the scents imprinted on the cards vary to prevent guessing or “cheating” on tests?

Yes. There is considerable variation between cards and days to eliminate the chance of guessing or sharing of answers among employees.

What are the chances that someone could simply guess the scents correctly?

A total of eight different scents are used at random on Scent Check PRO cards: coffee, flowers, grape, coconut, cinnamon, popcorn, lemon and bubble gum. Many cards also include a “no smell” spot to discourage guessing. Even if a test-taker knew the nine possible scents being used, they would have only a 0.4% chance of guessing all four scents on a card correctly.

How were the scents chosen for the tests?

Scents were selected based on peer-reviewed articles noting consistencies in the sense of smell across all age groups. As a result, Scent Check PRO can be used with children as well.

References:

* [https://www.mayoclinicproceedings.org/article/S0025-6196\(20\)30546-2/pdf](https://www.mayoclinicproceedings.org/article/S0025-6196(20)30546-2/pdf)