COVID-19 Testing for Care Home Staff in Wales

Non-Randox test kits

This guidance gives you instructions to test for coronavirus (COVID-19).

Before you do any testing

- Read this guidance in its entirety
- Make sure you have booked a courier collection by 7pm the day before you start testing. This can be arranged at www.carehomecollect.co.uk

This document was updated June 2020
# Table of Contents

- **Introduction** 3
- **Timetable for testing in your care home** 4
- **Who should be tested** 5
- **Booking your courier collection** 6
- **Sample collection instructions** 7

**Testing process:**

1. Prepare for testing 8
2. Conduct testing 9
3. Record and register your test 11
4. Register completed tests online 12
5. Securely package and give the completed tests to the courier 13

**Further Advice** 14

**Guidance for care home test results** 15

**Contacts** 16

**Testing Instructions** 22
(For administering the test to others)
Introduction

Providing testing within all care homes will help you protect your residents and staff, and is an important part of the national effort to tackle coronavirus. Thank you for everything you are doing to help the country beat the virus at this hugely challenging time.

Order test kits via the online portal for care homes: gov.uk/coronavirus

Prepare your care home for testing
You can start to plan for how you will conduct testing in your care home with the following steps. This will help to ensure that you are ready to start as soon as the test kits arrive.

• Familiarise yourself with the guidance and instructions and assist your team to prepare by watching this instruction video and completing the online self assessment tool

• Discuss the testing approach with your staff.

• Make sure that you obtain consent.

• Review your personal protective equipment (PPE) supply and ensure you have the correct PPE to carry out testing.

• Ensure a proper workstation is available for preparing and packing the tests

• Look out for the delivery confirmation email letting you know when tests will be delivered

• Make sure you have booked a courier collection by 7pm the day before you start testing. This can be arranged at www.carehomecollect.co.uk

If you have any questions please call 119
Lines open from 7am - 11pm daily

For people who have hearing or speech impairments, please call 18011 119
### Timetable for testing in your care home

#### Initial Order

<table>
<thead>
<tr>
<th>What to expect:</th>
<th>What to do:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will receive an email from <a href="mailto:care.home.portal.for.coronavirus.test.kits@notifications.service.gov.uk">care.home.portal.for.coronavirus.test.kits@notifications.service.gov.uk</a> confirming your successful order of tests.</td>
<td>Start planning in advance so that you are ready to begin testing when the test kits are delivered to you:</td>
</tr>
<tr>
<td></td>
<td>• Read the instructions and watch the instruction video(s)</td>
</tr>
<tr>
<td></td>
<td>• Prepare a workflow and allocated work stations for testing</td>
</tr>
<tr>
<td></td>
<td>• Ensure you have enough of the appropriate PPE</td>
</tr>
</tbody>
</table>

#### Days 1 - 2

<table>
<thead>
<tr>
<th>What to expect:</th>
<th>What to do:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will receive a second email confirming the test kits are scheduled for delivery. Take this time to start preparing.</td>
<td>Make sure you:</td>
</tr>
<tr>
<td></td>
<td>• Communicate to all staff of the plan to start testing</td>
</tr>
<tr>
<td></td>
<td>• Obtain agreement from staff to be tested, and schedule testing of staff taking into account shift patterns</td>
</tr>
</tbody>
</table>

#### Day 3

<table>
<thead>
<tr>
<th>What to expect:</th>
<th>What to do:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will receive your delivery of test kits via courier after 10am. Ensure that all test kits are stored safely at an ambient temperature. Do not refrigerate or leave in direct sunlight.</td>
<td>Start preparing for testing</td>
</tr>
<tr>
<td></td>
<td>• Re-familiarise yourself and staff with the test instructions to prepare, collect and package the sample for each person being tested</td>
</tr>
<tr>
<td></td>
<td>• Prepare your test record templates and workstations for an easy testing and registration workflow</td>
</tr>
</tbody>
</table>

#### Before testing

<table>
<thead>
<tr>
<th>What to expect:</th>
<th>What to do:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book a courier collection at least a day before testing (by no later than 7pm)*</td>
<td>You can book all your courier collections at once or you can book ad hoc courier collections as and when you plan to test. Make sure that you have a confirmed courier collection for the day that you are due to start testing.</td>
</tr>
</tbody>
</table>

#### Testing days

<table>
<thead>
<tr>
<th>What to expect:</th>
<th>What to do:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing days, on day(s) of your choice: Conduct your tests between 6am - 3pm. Stop testing at 3pm to allow time for packaging before courier collection. Courier collection will take place between 4pm and 10pm on each day you have a booked collection.</td>
<td>For EACH day of testing:</td>
</tr>
<tr>
<td></td>
<td>• Take time to prepare your staff and testing space</td>
</tr>
<tr>
<td></td>
<td>• Follow the test instructions to prepare, collect and package the sample for each staff member between 6am and 3pm</td>
</tr>
<tr>
<td></td>
<td>• Note the barcode number and time of each test against the name of the person tested</td>
</tr>
<tr>
<td></td>
<td>• Register the completed test online as close as possible to the time of the swab</td>
</tr>
<tr>
<td></td>
<td>• Courier collects completed test samples between 4pm and 10pm</td>
</tr>
</tbody>
</table>

#### Results

<table>
<thead>
<tr>
<th>What to expect:</th>
<th>What to do:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will receive the test results by email within 72 hours of test kits arriving at the laboratory</td>
<td>• Notify the staff member of the test result</td>
</tr>
<tr>
<td></td>
<td>• Take appropriate actions if the test result is positive or inconclusive</td>
</tr>
</tbody>
</table>
If you are self-swabbing

Follow the instructions included at the end of this guidance document. Please ignore the postal instructions, instead follow the courier collection guidance for care homes (see page 15).

Coronavirus (COVID-19) Home Test

Thank you for taking the time to complete your coronavirus home testing kit and helping to keep yourself and others safe. Please read these instructions thoroughly and follow the steps carefully to help you get the most accurate result.

How to complete the home test

- **STEP 1** Book the free courier collection of your home test sample (complete as soon as possible)
- **STEP 2** Register your home test kit online (you will not receive your test results if you have not registered your kit)
- **STEP 3** Take a swab sample from your throat and nose
- **STEP 4** Give your completed home test kit to the courier
- **STEP 5** Receive your test results by text message or email
Who should be tested?

**Staff without symptoms**
All care home staff (including agency workers) without symptoms should be **tested weekly**, even if they have previously tested negative for COVID-19. Weekly testing is starting from 15 June and will be reviewed after a four week period.

**Staff with symptoms should NOT be tested in the care home**
Staff with symptoms should instead be referred for testing at a Mass Testing Centre/Community Testing Unit or in their own home. Please visit [gov.uk/apply-coronavirus-test-essential-workers](https://www.gov.uk/apply-coronavirus-test-essential-workers) to arrange a test.

---

**COVID-19 Symptoms**
The most common symptoms of COVID-19 are:

**New continuous cough** **OR** **Fever** **OR** **Loss of/ change in sense of smell or taste.**

Booking your courier collection

Please read the below instructions that describe how to arrange a courier collection before you start testing

Please book your courier collection via carehomecollect.co.uk

Arranging your test kit courier collection:

1. Once you have planned for when to do testing book your courier collection at carehomecollect.co.uk

2. Make sure that you have your SIN reference number and care home email address ready and follow the steps on screen to arrange your courier. 
   **Note:** you have until 7pm to arrange a next day courier collection

3. Receive your courier collection confirmation email

4. Conduct testing between 6am and 3pm on the day your courier has been arranged (see page 8 for more information about testing)

5. Package your test kits up before 4pm using one of the empty boxes you will have received with your test kit delivery and add the UN3373 label to the box

6. The courier will collect completed kits from you between 4pm and 10pm on the day you have selected

Tests must be picked up on the same day they are taken

**Why courier timing is important:**
There is a 48 hour window to get a swab sample to the laboratory for processing. If this window is missed, there is a high chance that the individual may not get their results and a retest may be required at a later time.

You will be able to book multiple collections, but please make sure that you only test on a day where you have a confirmed courier scheduled to collect your test kits that same day between 4pm and 10pm.

If you have received test kits for testing in your care home from any other source (for example directly from Public Health England or your local Clinical Commissioning Group), please keep these tests separate and do not return these tests with the same courier.

![Important]

Please only test on a day that you have a confirmed courier collection arranged

If you have any questions please call
119
Lines open from 7am - 11pm daily

For people who have hearing or speech impairments, please call
18011 119
Learn how to conduct the test

To ensure that tests are carried out safely, you must ensure that suitably competent staff conduct the tests. Every person involved in conducting the test in your care home MUST read the detailed instructions provided and watch this instruction video prior to conducting the swab test.

If a test isn’t correctly undertaken it may lead to inaccurate test results.

PPE (Personal Protective Equipment)

The training video on the HPS web site above provides information on appropriate PPE.

Obtaining Consent

Formal written consent from staff is not required but agreement to be tested should be obtained from all staff to be tested.
Conduct testing

**Swabs should be taken between 6am and 3pm for collection by courier between 4pm and 10pm the same day**

This ensures that night shift staff can be tested at the end of their shift, and ensures tests are delivered to the laboratory within 48 hours of collecting each sample.

### Before Testing

- **1** Book your courier collection by 7pm the day before testing at the latest

### Testing Day

- **2** Take swab samples
- **3** Package test kits
- **4** Collection by courier

Register completed tests

---

**Unused test kits and further testing**

Any residual test kits not used should be retained by the care home for future weekly staff testing. Please do not return unused test kits with the courier.

Store test kits in a safe place with an ambient temperature of between 5 and 22 degrees Celsius.

In this initial phase of testing there is no ability to order further tests for your care home after an initial order to test all staff.

If you have unused test kits you may use them to test again in the future. Please book a courier collection via [www.carehomecollect.co.uk](http://www.carehomecollect.co.uk). Make sure you book the courier first and then test on the same day as the courier collection. It is important to test on the same day as courier collection as once a test has been used it must be tested by the lab within 48 hours of swabbing or the test will become void.
Combined nose and throat swabbing

Where possible a combined nose and throat swab should be taken. Taking a throat swab is more invasive than taking a nose swab and can be uncomfortable.

Where a combined nose and throat swab is not possible, a nose swab from both nostrils should be taken, if this is feasible. This should be a single swab sampling from both nostrils. The swab does not need to be pushed far into the nostril. Extra care is needed when interpreting the results from a nasal swab compared to a full throat and nose swab.
Record and register your test

Record swab samples
When you conduct the swab test, you must register each completed test online (see separate instructions in this pack). This will record the URN or barcode of each swab against the name and details of the individual who has been tested. This will also enable you to receive the test results back by email within 72 hours of the test arriving at the laboratory. You should monitor your email account carefully.

Ensure that each swab sample is clearly recorded against the correct staff details.
Extra care should be taken when more than one swab is being collected in the home from staff. You should follow these steps:

- If possible, complete each test in full on a staff by staff basis including swabbing, packaging and record keeping, before moving on to the next person.

- Add an additional sticker or label to each sample collection vial to clearly identify the staff member, for example their name, initials, date of birth, or employee number until the details are registered online. Please take care to ensure that you do not cover the barcode on the vial, and remove or obscure all patient identifiable data from the vial before sending the swab test to the laboratory.

- Please use the suggested record keeping template for your own recording of the URN or barcode of each test kit alongside the staff name and test details. You should prepare this as far as possible ahead of conducting the test, update it with the time of the test, and then use this to register the test online (see separate instructions in this pack).

<table>
<thead>
<tr>
<th>Name of resident</th>
<th>Date of birth</th>
<th>Gender</th>
<th>Symptoms (Yes/No)</th>
<th>Test kit URN or barcode</th>
<th>Date of swab test</th>
<th>Time of swab test</th>
<th>Time registered online</th>
<th>Time of courier collection</th>
<th>Test result</th>
<th>Date resident (or family) informed of test result</th>
<th>Date GP informed of test result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Register completed tests online

When you conduct the swab test, you must register each completed test online to receive the test results by email within 72 hours of the test arriving at the laboratory. You should monitor your email account carefully. This registration process is essential, as without it, the laboratory will not be able to provide you with the test results. Note that you must complete this on the SAME DAY that you conduct the swab testing and as close as possible to the time that the swab is taken.

Once you have successfully registered each test you will receive a confirmation email or text message.

When you receive the test result email, this may not include the name of the staff member. You should therefore retain a careful record of each test URN/barcode and the name of the staff member.

All staff should follow the Public Health Wales Guidance in this document and refer to the full national guidance:
Interim guidance on COVID-19 PCR testing in care homes and the management of COVID-19 PCR test positive residents and staff

What you will need to register your test online:

1. **CARE HOME ID:** Enter your Care Inspectorate Wales number (it looks like this: ‘SIN-00008756-HYDR’)
2. **ENTER THE TEST BARCODE:** Enter the 11 character reference below the barcode on your test kit, or scan the barcode using your phone or computer camera. Take care to double check that this number is correct.
3. **FIRST AND LAST NAME:** Of the person who has been tested
4. **STAFF OR RESIDENT:** Select **Staff** member
5. **SYMPTOMS:** Indicate whether the person being tested is experiencing symptoms at the time the test is taken
6. **GENDER AND DATE OF BIRTH:** Of the person who has been tested
7. **EMAIL AND PHONE OF THE PERSON WHO SHOULD RECEIVE THE TEST RESULTS:** In most cases this will be email address of the staff member to receive their own test results.
8. **POSTCODE:** This will be the care home address.
9. **NHS NUMBER:** Of the staff member who has been tested, if available (not required)
5 Securely package and give the completed tests to the courier

Important
Make sure you have received email confirmation of your courier collection before you test.

Package your test kits before 4pm
Use one of the empty boxes you will have received with your test kit delivery and add the UN3373 label to the box.

The courier will collect completed test kits from you between 4pm and 10pm on the day you have selected.

Tests must be picked up on the same day they are taken
There is a 48 hour window to get a swab sample to the lab for processing. If this window is missed, there is a high chance that the individual may not get their results and a retest may be required at a later time.

You will be able to book multiple collections, but please make sure that you only test on a day where you have a confirmed courier scheduled to collect your test kits that same day between 4pm and 10pm.

If you have received test kits for testing in your care home from any other source (for example directly from Public Health England or your local Clinical Commissioning Group), please keep these tests separate and do not return these tests with the same courier.

If there is a problem with your courier collection
If your courier has not collected your test kits by 10pm, please email COVIDCareHomeTesting@dhsc.gov.uk or call the helpline number at the bottom of this page to request an urgent collection the following morning. You will receive an email confirmation of your revised collection time.

If the courier arrives before 4pm and your test kits are not yet ready for collection, please politely ask the courier to wait or return at 4pm the same day.

If you have any other problems with your delivery or collection that are not addressed above, please email COVIDCareHomeTesting@dhsc.gov.uk or call the helpline number at the bottom of this page.
Further Advice

Early reporting of a coronavirus outbreak in your care home

You should report any suspected coronavirus outbreak to your local health protection team.

The first priority remains the rapid response to a care home that reports its first symptomatic case in a resident or staff member. Early intervention to test all residents and staff in newly identified outbreaks is likely to have the greatest potential in terms of reducing the risk of ongoing viral transmission most quickly.

The care home should notify and seek advice from Public Health Wales by phoning: 0300 00 300 32. The care home should request testing from the health board. Health board contact numbers are included below.

Further information can be found here:

https://gov.wales/care-home-testing-guidance

Support with conducting tests in your care home

If you have any questions regarding conducting tests on staff in your home, please call the Contact Centre for advice (phone number at the bottom of this page).
Guidance for care home staff
WITHOUT symptoms

Guidance for care home staff WITHOUT symptoms is under development. Please refer to the full Public Health Wales guidance which will be updated regularly.

Asymptomatic carer who tests POSITIVE for COVID-19

- The carer should self-isolate until 7 days from the date the test was taken. They can return to work on day 8 providing they remain asymptomatic. The household members of the carer should self-isolate for 14 days from the day the carer’s test was taken.

- If during the 7-day isolation period, the carer develops symptoms of COVID-19, they should self-isolate until 7 days from THE ONSET OF SYMPTOMS. They can return to work on day 8 providing they are well enough and have not had a high temperature for 48 hours. The household members of the carer should self-isolate for 14 days from receipt of the carer’s test result. However, if any household member of the carer develops symptoms of COVID-19, they should self-isolate for 7 days from the onset of their symptoms.

- THE CARER DOES NOT NEED A REPEAT TEST once their isolation period has been completed.

Asymptomatic carer who tests NEGATIVE for COVID-19

- The carer can remain at work and must continue to follow infection control precautions, including PPE.

- If the carer subsequently develops symptoms of COVID-19, they should self-isolate for 7 days from the onset of symptoms and should arrange for a repeat COVID-19 test. Further information regarding the return to work criteria can be found at: HCW guidance.
## Local Health Board Contacts

<table>
<thead>
<tr>
<th>Health Board</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aneurin Bevan University Health Board</td>
<td><a href="mailto:COVID-19.TestingUnit.ABB@wales.nhs.uk">COVID-19.TestingUnit.ABB@wales.nhs.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Betsi Cadwaladr University Health Board</td>
<td><a href="mailto:BCU.Covid19CareHomeTestingHub@wales.nhs.uk">BCU.Covid19CareHomeTestingHub@wales.nhs.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardiff and the Vale University Health Board</td>
<td><a href="mailto:cardiffandvalecommunicationhub@wales.nhs.uk">cardiffandvalecommunicationhub@wales.nhs.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cwm Taf Morgannwg University Health Board</td>
<td><a href="mailto:ctm_covid19@wales.nhs.uk">ctm_covid19@wales.nhs.uk</a></td>
</tr>
<tr>
<td></td>
<td>01656 752993</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Hywel Dda University Health Board</td>
<td><a href="mailto:COVIDenquiries.hdd@wales.nhs.uk">COVIDenquiries.hdd@wales.nhs.uk</a></td>
</tr>
<tr>
<td></td>
<td>0300 303 8322</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Swansea Bay University Health Board</td>
<td><a href="mailto:sbu.covid19carehometesting@wales.nhs.uk">sbu.covid19carehometesting@wales.nhs.uk</a></td>
</tr>
<tr>
<td></td>
<td>01639 862757</td>
</tr>
<tr>
<td></td>
<td>Open 09:00 – 20:00</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Powys Teaching Health Board</td>
<td><a href="mailto:pthbcovid19@wales.nhs.uk">pthbcovid19@wales.nhs.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions please call **119**
Lines open from 7am - 11pm daily

For people who have hearing or speech impairments, please call **18011 119**
Need help?

If you have any questions or problems with this test kit, please call us.

Helpdesk number **119**.
Lines are open everyday, 7am to 11pm.

It is free of charge from any mobile or landline.

Thank you for supporting us.
Care Home
COVID-19
Testing Instructions
For administering the test to others
Testing your staff and residents for coronavirus (COVID-19) for non-Randox test kits

**Before you test:**
- Make sure you have booked an end-of-day courier collection before you start testing. (See guidance)
- Read the online guidance, watch the instructional video and complete a competency assessment before carrying out swabbing at go.gov.uk/guidance/coronavirus-covid-19-getting-tested
- Make sure you have consent from the person you are testing.
- Where possible, we recommend two people support testing; one to test and the other to record the test details.

1. **Wash your hands and put on the necessary Personal Protective Equipment (PPE)**
   Wash your hands thoroughly for 20 seconds, using soap and warm water. Make sure you wear your mask, visor, gloves, and apron when testing.

2. **Clean surfaces**
   Clean and dry a surface to place the test kit on. Unpack everything from the kit onto the clean surface.

3. **Find the tonsils (back of the throat)**
   Look inside the person’s mouth and find their tonsils. This is the area where you will take the swab sample. You can use a torch to help.
   If tonsils were removed, swab where they would have been at the back of the throat.

4. **Ask the person to gently blow their nose and cough into a tissue.**
   This is so excess mucus does not interfere with the test. Throw the tissue away in a closed bin.

5. **Open the swab inside sealed wrapper**
   Open the package and carefully take out the swab. You’ll use it for both the throat and nose.

6. **Take the throat sample**
   Holding the swab in your hand, open the person’s mouth wide and gently rub the swab over both tonsils and the back of the throat for **10 seconds** (use a torch and/or mirror to help you do this).

7. **Take the nose sample**
   Put the same end of the **same swab** gently into the nostril by about 2.5cm (1 inch) or until you feel some resistance. This may feel uncomfortable. **Do not insert the swab any deeper if there is strong resistance or pain.**
   Rotate the swab for **10-15 seconds** and slowly remove it.

8. **Place swab into plastic vial**
   Make sure the fabric tip is facing down as you place it into the vial. Snap off the stick end, so that it fits inside the vial without bending.

**Important**
The fabric tip of the swab must not touch anything apart from the tonsils, back of throat and nose. If it touches anything else, use a new swab.

**Important**
You will use the same swab for both the throat and nose.
This may be uncomfortable, and they may feel like gagging, but it should not hurt.
Take care not to touch their tongue, teeth, or gums, or any other surfaces with the swab.
If it is too difficult to do a throat swab take a swab from both nostrils instead, but only as a last resort.
Place into the larger biohazard bag with the same barcode as the vial.

Seal the bag using its silver seal.

Check that the vial has the same barcode stuck on it as the barcode on the biohazard bag.

Place vial and absorbent pad into the resealable clear plastic bag.

Securely fasten the lid
The lid should screw on and fit securely.

If the swab stick is too long still, you may need to use scissors to cut it to size. Clean and dry the scissors first.

Securely fasten the lid on the vial. Make sure the lid is securely fastened and sealed so that no liquid can leak.

Package the complete test kit in the box provided.
The box should have a UN3373 label and an identical barcode to the vial and biohazard bag. Check that the barcodes match.

Fill out the test record and keep for your records
You can choose to fill in the test record template with personal information of those being tested, before you start testing, or ask a colleague to fill in this information while you carry out the test. Your colleague should also record the barcode number and the time of the swab as the test is conducted. This is to ensure that you avoid touching anything while testing.

If you have not already used the barcode label that was provided with the test kit, you can stick it to the test record template to make the administration process easier and to help ensure that the test is connected to the right individual.

Important
Your vial, biohazard bag and box should have pre-affixed barcode labels.
If any barcodes are missing, or they do not match, please contact the helpdesk on 119.

Important
Change your apron and gloves each time you do a test. Throw these away in a closed bin.

Finish testing by 3pm each day to allow time to package your completed tests securely using the packaging provided. Courier collection will take place between 4pm and 10pm.

Make sure you record the individual’s information correctly on the test record and match them with their test barcode.

Register the completed test online as soon as possible at test-for-coronavirus.service.gov.uk/care-home