Testing your staff and residents for coronavirus (COVID-19) for 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 [gov.uk/guidance/coronavirus-covid-19-getting-tested](http://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).

   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.

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.
   Rotate the swab for 10-15 seconds and slowly remove it.

   Important
   This may feel uncomfortable. Do not insert the swab any deeper if there is strong resistance or pain.
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.

9. 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.

10. Stick barcode onto the plastic vial
Peel off one of the barcode labels, and stick it vertically along the length of the plastic vial.
If there is already a label on the plastic vial, place your barcode label on top of it.

11. Place vial into outer transportation tube
Place the plastic vial in the transportation tube and seal with the lid provided.

12. Place transportation tube into the pathoseal bag
Then place the transportation tube into the larger biohazard pathoseal bag. Remove the metallic silver strip and seal the bag with the blue adhesive strips.

13. Stick barcode onto pathoseal bag
Peel off one of the identical barcode labels and stick it onto the outside, along the length of the sealed biohazard bag.
You should have 1 spare barcode left over. You can use this in case you have labelled the packaging incorrectly, or for your own test record template.
Barcode #1: Stick on plastic vial
Barcode #2: Stick on biohazard bag
Barcode #3: Spare OR Stick to test record keeping template

14. 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.
You can stick one of the barcodes to the test record template to make the administration process easier and to help ensure that the test is connected to the right individual.

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<th>Barcode number</th>
<th>Date of birth</th>
<th>Gender</th>
<th>Employment Details</th>
<th>Test Code</th>
<th>Test Time</th>
<th>Test Result</th>
<th>Test Details</th>
<th>Test Box Number</th>
<th>Test Results Statement</th>
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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 randocovid.azurefd.net/registration.