

# COVID19 Home Test Guidance

Updated 08/06/2020

This guidance is aimed at both employers and staff. It will tell you:

- Who is eligible for testing
- How to access a home test
- How the service works

## Eligibility

It is critical that only eligible individuals are tested for COVID-19.

- All NHS and social care workers with symptoms;
- Anyone over the age of 5 years who has symptoms of coronavirus and lives with an essential NHS or social care worker;
- NHS workers without symptoms



Testing is most effective within 3 days of symptoms developing.

## Home Testing Process

- Step 1      Once the kit(s) have been successfully ordered, they will be delivered by the designated courier service.
- Step 2      When the kits have been received, the kit must be checked to ensure that it has not been tampered with and all test elements have been provided.
- Step 3      The courier will return the same day but not normally in less than approximately one hour from the point of drop off to collect the completed test(s). All tests must be undertaken as soon as they arrive to ensure they are ready for the allocated pick up time. This is important because we need to ensure the courier is not delayed and that the time window in-between taking the swab and analysis is kept as small as possible.
- Step by step instructions on how to complete the test can be found at <https://www.youtube.com/watch?v=5qHTBlxfNes&feature=youtu.be>.
- Instructions on how to complete the test will also be provided in the kit.
- Step 4      When packaging the kit for collection, it's important to follow the instructions provided with the kit and ensure that it is labelled and sealed correctly.
- Step 5      The designated courier service will collect the test from your home at the time scheduled and deliver it to the laboratory.
- ALL household samples must be ready at the same time and you MUST wait at home for your collection.
- In order to observe the social distancing rules in place, when the courier arrives they will knock on the door and then move at least 2 meters away. When they have moved away, please open your door, place the packaged test kit(s) outside your door, and close the door.
- Step 6      The person tested will receive an email/text with the test results within 48 hours of the courier picking up the sample. The results will be sent via the provided mobile number or email address.

## Home Test Pack Contents

This is what the test kit contents looks like, with a numbered guide to each piece that indicates the sequence of how each item is used:



1. Swab in packaging – inside is the swab it looks like a long cotton bud;
2. The small collection tube which you will use to hold the complete swab tip;
3. The larger white screw topped tube which is used to transport the small collection tube containing the swab;
4. The cardboard box that the larger white screw topped (containing the small collection tube housing the swab) tube is placed into;
5. The plastic envelope that the cardboard box is placed into once the test is complete

## How to take a swab

<https://www.youtube.com/watch?v=5qHTBlxfNes&feature=youtu.be>

### How to take a combined throat and nose swab | Courier version

#### 1 Prepare to take throat sample

Please wash your hands carefully before you start.

Then unpack the kit onto a clean surface.

**A.** First take the throat swab. Open the swab packet which contains the small bottle and pull out the swab.



**B.** Wipe the soft tip of the swab around the back of your throat as shown in the diagram. Stand in front of a mirror. Open your mouth wide and stick out your tongue – you will see an arch at the back of your mouth. Try to swipe the soft tip of the swab across the five areas in the picture as below.

Rub the swab several times across the very back of your throat, behind the arch. This may make you gag but should not be painful.

Ensure you also swab the sides of the arch where your tonsils protrude. Try to avoid swabbing your tongue and teeth.



#### 2 Next, take the nose sample

**A.** Place the tip of the cotton bud gently JUST inside one of your nostrils and gently wipe the cotton bud around the inside of your nose. Please repeat this for your other nostril using the same swab.

No force is needed and you do not have to push far into your nostril.



**B.** Once you have taken the swab, place the soft tip of the swab into the collection tube and break off the plastic end (at the breaking off point where the swab stick is thinner). Replace the lid on the bottle.

Please avoid touching the cotton bud tip with your hands (before or after the swabbing) to avoid contamination.

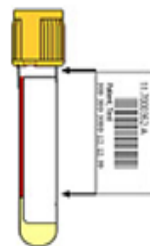


#### 3 Finally, pack the samples

**A.** Wash your hands again.



**B.** Make sure the bar code on the collection tube is there and not damaged

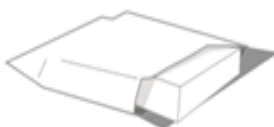


**C.** Place the small tube inside the large white screw topped lid contained and close the lid tightly.

Place the white top container into the cardboard box.



**D.** Put in plastic envelope and seal.



Courier will arrive to pick up the envelope containing the sample inside the box.

If at any stage your condition worsens, or if you are more worried about your health contact NHS 111 urgently

Modified leaflet based on Public Health England (2020) gateway number: 2019310