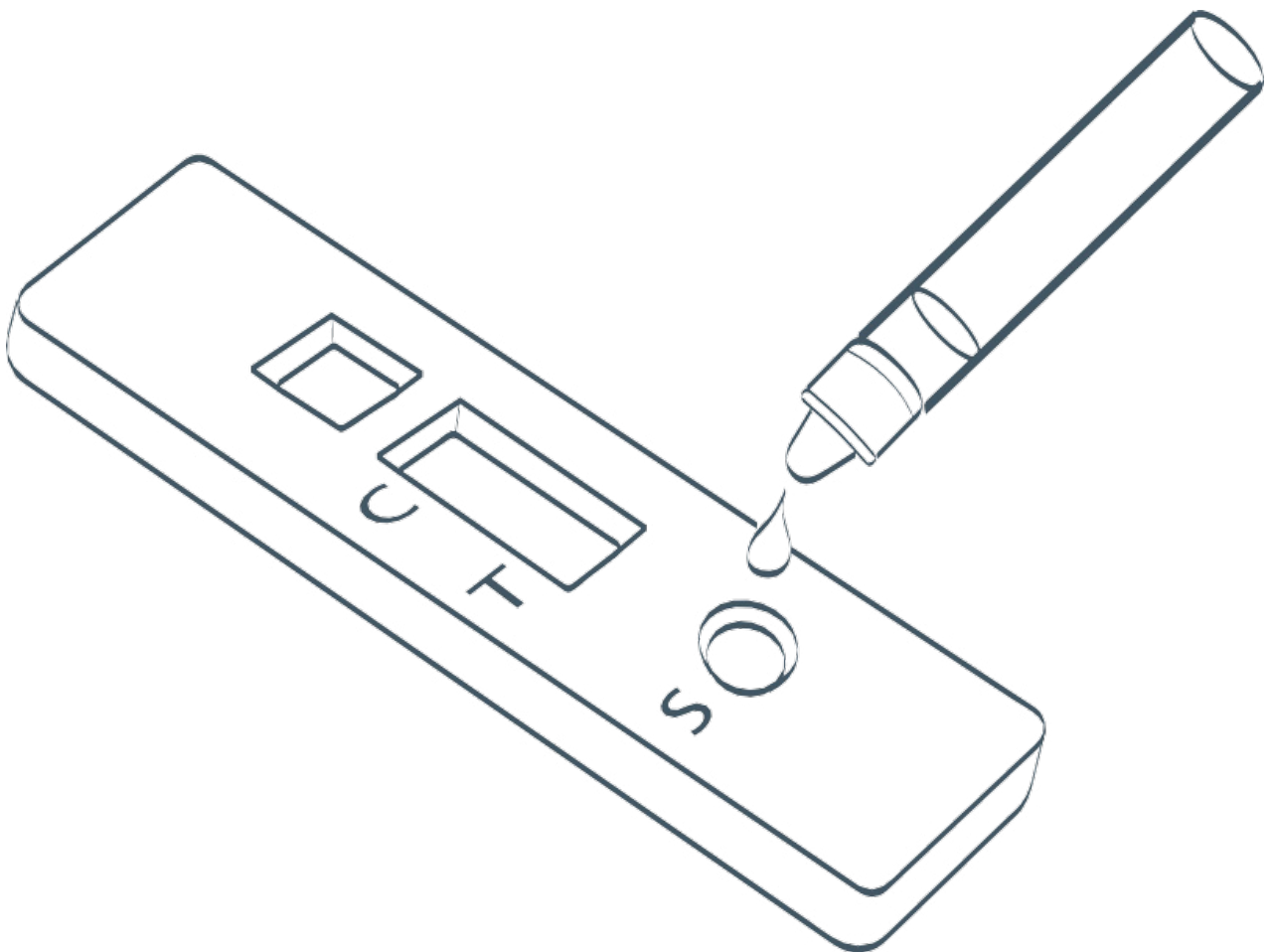




**Cambridge  
Assessment**

# **A guide for staff and colleagues self-testing for coronavirus using a Lateral Flow Device (LFD)**



# COVID-19 asymptomatic screening

These pages contain advice for staff and colleagues participating in the COVID-19 asymptomatic screening programme at DC10 and DC20. This testing forms part of the GPaO response to the pandemic and its commitment to controlling infection.

This guide includes:

- Introduction to the asymptomatic screening programme
- Guidance steps to take to enroll in the programme
- Practical information on how to self-administer the swab test and report your results

Colleagues are also recommended to refer to our Frequently Asked Questions for further information and our Privacy Notice for details on how personal data will be used as part of this programme.

## Programme introduction

Cambridge Assessment is aiming to provide all on-site colleagues in DC10 and DC20 with a test to see if they have the coronavirus that causes COVID-19. This is an asymptomatic screening programme, which means testing is intended to detect the virus in those that do not have symptoms.

This revised programme updates the testing launched in December 2020 to provide more frequent rapid testing using Lateral Flow Devices (LFD). We are aiming to test every colleague who agrees to participate at least once per week prior to the commencement of their working week. These tests will replace the previously scheduled PCR tests; PCR testing will now only be used to confirm a positive asymptomatic LFD test result. We are continuing to work with ReCoVa-19 to provide both the new lateral flow tests and confirmatory PCR tests, this is the same UKAS accredited lab service in Cambridge that we have worked with since launch in December 2020.

The new testing process requires colleagues to use a swab to take a sample from their nose only (guidance on how to do this is provided in the following pages). Results are shown by the test kit within 20 minutes after following the procedure set out for the LFD test.

Confirmatory PCR tests require the same nose and throat swab as before; guidance for this process will be sent with the sample kit to your home address if required along with return postage to the lab. Results of these tests will be available within 48 hours.

Any positive test result requires the individual to follow national guidance on self-isolation and household quarantine.

## Before the test

- Fill in a Participation Consent Form to let us know that you are happy to participate in the programme. If you have already consented to the PCR testing programme your consent has carried forward; if you are new, this is a “one time” step. Information relating to consent, personal data and privacy can be found in the FAQ and Privacy Notice.
- 
- Register on the ReCoVa portal using a link sent to you in the welcome email from ReCoVa-19; like consent this is a “one time” step. Bookmark the login page and keep your login details safe, you’ll need these to report your test results and continue to manage any confirmatory PCR tests.
- 
- Your test kit will be made available to you via your department manager / GPaO Admin. A test kit contains 5 tests which is intended to last 5 weeks.

## Test overview

The test is intended to be self administered for at home use. Please follow the procedures set out in this information leaflet which have been specifically designed to support this, rather than the technical instructions that are included in the test kit.

Here is a quick checklist for how to use the COVID-19 LFD tests. It is really important that you follow these steps in the correct order.

**You should test yourself once a week, the day before you start your weekly shift pattern – for example, Sunday to fit a Monday start.**

- Prepare your test area and unpack your equipment Take your swab sample (nasal swab only)
- Process your sample and wait 15-20 minutes Read your result
- Report your result
- Safely dispose of test equipment

**Remember, store the test kit at room temperature – not in direct sunlight and not in a fridge or freezer. Keep the test kit away from children.**

# Before you start

**Read the instructions carefully.** Taking the test may feel a little uncomfortable and unusual for most people.



**You can see a demonstration of how to take the test by watching this video:** <https://learninghub.nhs.uk/self-swab> This video is reference for swabbing process only as some information differs from this written documentation



**Wash your hands thoroughly for 20 seconds, using soap and warm water.** This is so that you do not contaminate the test kit. Now dry your hands.



**Clean and dry a flat surface, where you will take the test.** Unpack the sealed test equipment for one test and place onto the clean flat surface.

**Check your contents.** Ensure that the test device (called 'antigen test cartridge'), swab and extraction solution are not damaged, broken or out of date. Use the test kit checklist to make sure you have everything. Use either the tube holder provided or a clean, 2.5 cm deep lid or other small container to keep the extraction tube upright and prevent spillage.



Nozzle cap



Extraction buffer bottle



Swab, inside sealed wrapper



Extraction tube



Rapid test strip



QR Code

LF12345678

**Something damaged/broken/missing?** If you have difficulties using the kit, if something breaks or is damaged in use or if you have concerns about the performance of the test, report these issues to GPaO Admin.

# Prepare your test

1



Gently blow your nose into a tissue to get rid of excess mucus.

2



Wash and dry your hands again (or use sanitiser if this is available).

3



Check the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab.

4



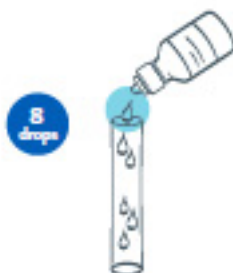
Place the extraction tube in the holder or a small cup to keep it upright.

5



Unscrew the extraction buffer pot.

6



Place 8 drops only of the extraction buffer into the extraction tube. Place the tube back in either the holder or small cup in an upright position. Try to avoid touching the tube with the bottle. Reseal the extraction buffer for future use.

7



Unpack the Rapid test strip and place on the clean flat surface already prepared. Affix one of the QR codes to the top of the strip aligning the bottom of the sticker to the ID line. It is important to keep the ventilation holes of the strip free of obstruction and use the strip immediately.

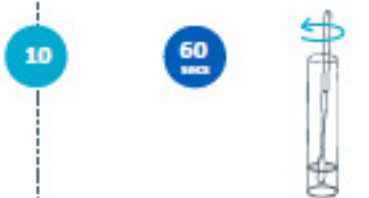
# Take your swab sample



Open the package and gently take out the swab. Do not touch the fabric end of the swab.



Put the swab gently into one nostril until you feel a slight resistance (insert between 1.5cm to 2.5cm). Roll the swab 10 times slowly along the inside of the nostril. Remove the swab and repeat 10 times in the other nostril.



Now put the fabric end of the swab into the bottom of the extraction tube. Press the swab head against the edge of the tube with force, while rolling the swab 3 to 5 times within the solution. Leave the swab in the buffer solution for 60 seconds. The aim here is to ensure the swab sample has transferred to the buffer solution.



Take out the swab while squeezing the tube and fabric end of the swab to remove the solution from the swab as much as possible. Place the swab back into the wrapper and dispose of it at home in your household rubbish bin.



Press the nozzle cap tightly on to the tube to avoid any leaks.



Turn the tube upside down and lightly squeeze three drops onto the specimen well.



Place the Rapid Test Strip on a flat surface for 15 minutes. Set a clock, timer, or watch and wait minutes to read the results. Results after 20 minutes may not be accurate.

# Reading your results

Leave your test for the full development time to get an accurate result. Do not read your results until 15 minutes. If the test device is left in excess of 20 minutes you may receive a false positive result and you will need to repeat the test.



## Positive result

Two lines – even faint lines – indicate the test is positive.



## Negative result

This indicates the test is negative.



## Invalid result

The test has failed and should be retaken.

**You must immediately report your positive test results to your line manager and record your positive test results on your [individual ReCoVa-19 portal account](#). You should then organise a confirmatory PCR test via GPaO Admin / your line manager. A kit will be sent to your home address complete with prepaid return postage direct to the lab.**

Until the results of this test are known, you and your household should self-isolate according to Government Guidelines.

If your PCR test is positive you DO NOT need to self-test using the LFD for 90 days, from the date you became positive, you should continue to follow Government Guidelines for isolation. If your PCR test is negative you and your household can return to your normal routine.

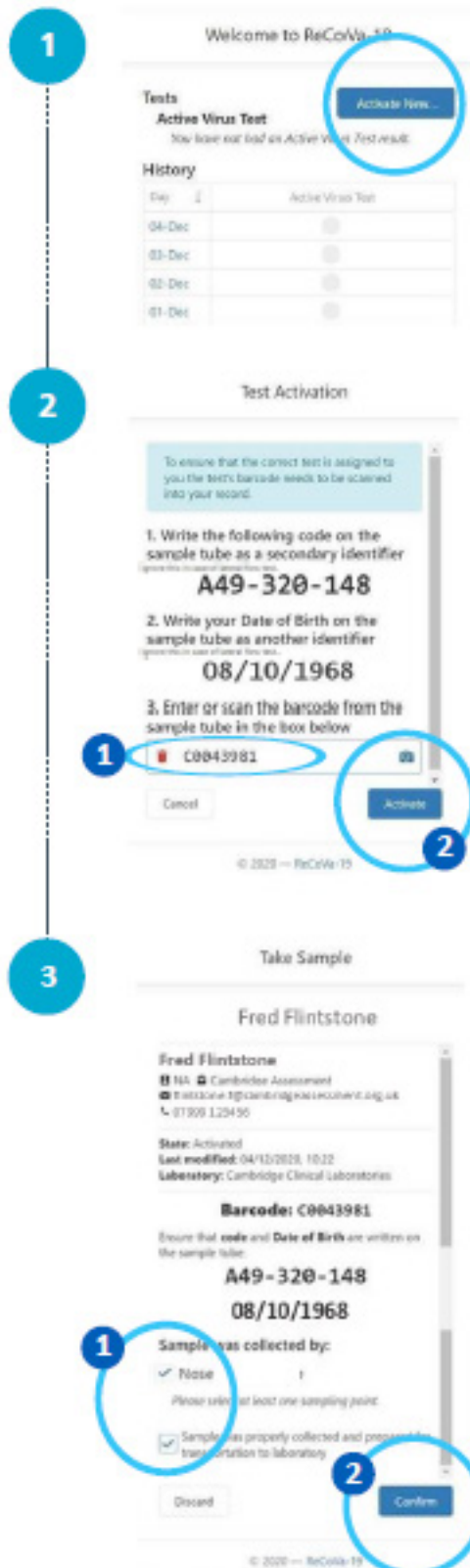
Reporting PCR test results requires no action as this is automatic.

**If your test result is negative:** Record the information on your individual ReCoVa-19 portal account. If you have coronavirus (COVID-19) symptoms please refer to [NHS guidance online nhs.uk/ conditions/coronavirus-COVID-19](#) **this test should not be used for symptomatic testing.**

**If your test result is invalid:** Record the information on your individual ReCoVa-19 portal account. Repeat the test with a new test kit.

# Reporting your results

All results, positive, negative or invalid have to be recorded in the ReCova-19 portal via your personal account. Login and follow the below process:

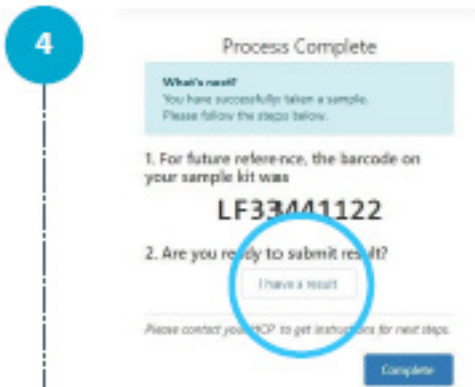


Click on “Activate New...”

The next screen will show your details, including your unique code identifier, date of birth and a space to enter a barcode. In the space provided either scan the barcode affixed to the LFD (or on the sample tube for a confirmatory PCR) using your device scanner/camera or enter the code manually using your keyboard (1). Click “Activate” (2) to move to the next stage.

Confirm the area from which you have taken your sample. For LFD it should be nose only (for a confirmatory PCR test it will be throat and nose) and that samples have been taken in accordance with this guidance (1). Click “Confirm” (2) when these fields have been checked.





The next screen summarises you code information, next click on "I have a result"



Check the box corresponding to your test result (1) and then click "Submit" (2) You will asked to confirm the result as this action cannot be undone once submitted



Upon completion you'll be taken back to the home screen. You will see a coloured dot indicating the test result submitted. Red for Positive, Green for Negative, Amber for Invalid and Blue for a PCR test awaiting result (this will change colour when result is issued)

All results will be treated in the strictest confidence. More information on this is available in the Privacy Notice.

Results are made available to a small team within the organisation, who have responsibility for administering the screening programme and ensuring appropriate measures are in place to safeguard other staff and visitors.

For confirmatory PCR tests; ReCoVa-19 will notify you when your results are available by your registered email.

# Disposing of your test

Carefully dispose of the test device and equipment in your household rubbish.

**Note: Disposal advice may be subject to change based upon future waste disposal guidance**

## Need more help?

If you need more help using the LFD test kit contact the GPaO Admin team. If you can't perform the test for any reason you should also contact GPaO Admin.

Coronavirus guidance and help: If you have coronavirus (COVID-19) symptoms or have contracted coronavirus (COVID-19), please refer to [NHS guidance online nhs.uk/ conditions/ coronavirus-COVID-19](https://www.nhs.uk/conditions/coronavirus-COVID-19)

If you have symptoms of coronavirus (COVID-19) and your condition gets worse, or you do not get better after 7 days, use the NHS 111 online coronavirus service, [111.nhs.uk](https://111.nhs.uk). If you do not have internet access, call NHS 111. For a medical emergency dial 999.

**Do not delay getting help if you are worried.** Trust your instincts.