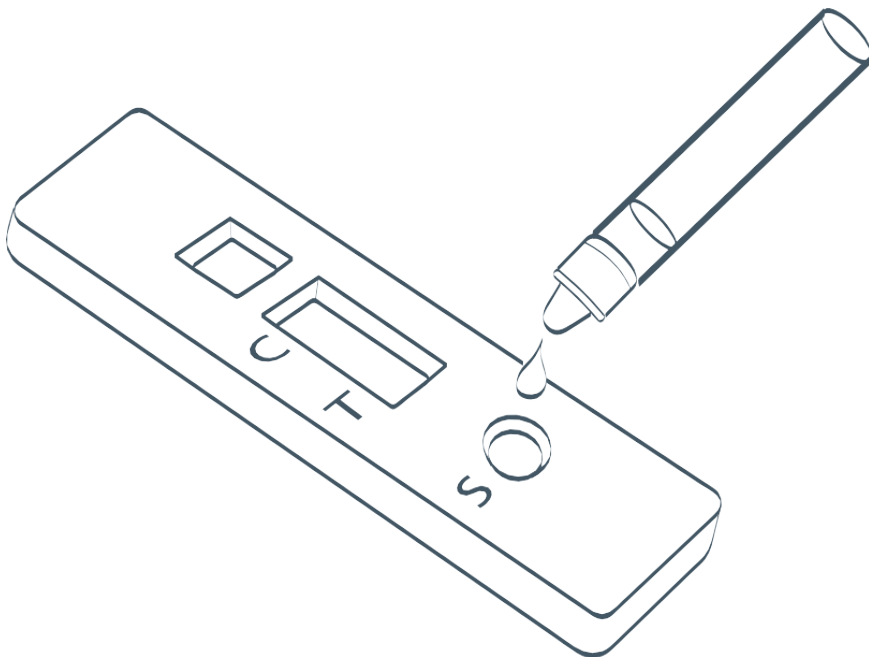


A guide for asymptomatic healthcare staff self-testing for coronavirus using a Lateral Flow Device (LFD)



This guide will help you remain well at work and keep your patients safe.
This test is suitable for healthcare workers.

About this test kit

This test is part of the government's response to the pandemic and its commitment to controlling infection and supporting our healthcare staff. Please follow this information leaflet that has been specifically designed to support this, rather than the technical instructions that are included in the box from the original manufacturer.

Overview

You should test yourself twice a week, every 3 to 4 days, to fit your shift pattern – for example, every Monday and Thursday or Wednesday and Sunday.

Remember, only test on days you are coming into work, not when you are leave, nor when working from home.

The optimal time to perform the test is within a few hours before you come into work, so the time of day will depend on the time your shift starts.

You must only use this test kit if you are **asymptomatic**. If you have any symptoms of COVID-19, you must stay home, contact your line manager and contact EWS to request a PCR test.

Here is a quick checklist of the steps you will take when using the COVID-19 LFD tests. It is really important that you follow these steps in the correct order.

1. Prepare your test area and unpack your equipment
2. Take your swab sample (nasal swab only but swabbing both nostrils)
3. Process your sample and wait 30 minutes
4. Read your result
5. Record and report your result
6. 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 and pets.

Important access information

- **Result recording details**
 - onto the e-form at <https://bht.healthcareservice.online/LFD>
 - The **password** is the same for everyone and is: **BHTLFD19**
- **Employee Wellbeing Services**
 - electronic link <https://weshare.bartshealth.nhs.uk/coronavirus-staff>
 - e-mail: Bartshealth.occhealth.covid19testing@nhs.net
- **Website**
 - <https://www.bartshealth.nhs.uk/lateral-flow>

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 the video at: <https://www.bartshealth.nhs.uk/lateral-flow>



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..



Nozzle cap



Extraction buffer bottle



Swab, inside sealed wrapper



Extraction tube



Rapid test strip

There are two things not provided in the kit that you will need.

- A clean one-inch deep lid or other small container (e.g. clean egg cup) to keep the extraction tube upright and prevent spillage
- A timing device to time the 30 minutes before you read the result. A kitchen timer or a phone timer can be used, but make sure it has an alarm to alert you so you read the test accurately.

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 your site point of contact (see page 8). Any problems or concerns with this device can also be reported to MHRA <https://coronavirus-yellowcard.mhra.gov.uk/about>

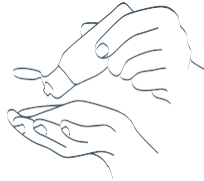
Prepare your test

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).

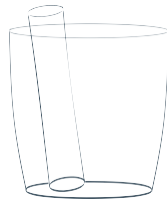
3



Soft tip Handle

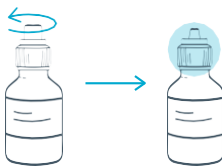
Check the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab.

4



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

5



Unscrew the small top cap of extraction buffer pot. **DO NOT** unscrew the bigger lid as you will not be able to use it as a dropper and it will spill on your surface when you perform the next step.

6



Place 6 drops only of the extraction buffer into the extraction tube. Try to avoid touching the tube with the bottle.

Reseal the extraction buffer for future use.

Take your swab sample

7



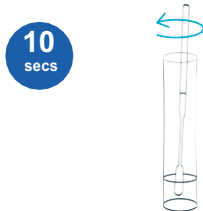
Open the package and gently take out the swab. Try not touch the soft fabric tip -end of the swab.

8



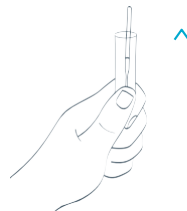
Put the swab gently into one nostril, you may feel a slight resistance (insert about 1.5cm or about half an inch). Roll the swab 10 times slowly along the inside of the nostril. Remove the swab and repeat 10 times in the other nostril with the same swab.

9



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 while gently squeezing the tube, and rotate the swab around the tube for 10 seconds to squeeze as much fluid out as possible.

10



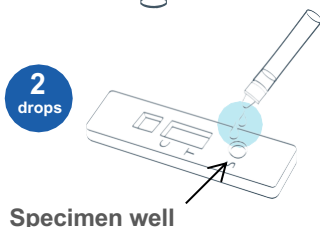
Take out the swab while squeezing the tube and fabric end of the swab. Place the swab back into the wrapper and dispose of it at home in your household rubbish bin.

11



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

12



Turn the tube upside down and lightly squeeze two drops onto the specimen well, the small circular hole labelled with an 'S'.

13



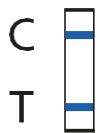
Place the Rapid Test Strip on a flat surface for 30 minutes. Set a clock, timer, or watch and wait 30 minutes to read the results. Do not read your results until the 30 minute mark as it can lead to falsely negative result.

Reading your results

Leave your test for the full development time to get an accurate result. Do not read your results until **30 minutes**. If the test device is left to develop longer you may receive a false positive result and you will need to repeat the test. If the test device is read too soon you may receive a false negative result and you will be falsely reassured.

The test device cartridge has 2 possible areas where lines might appear after 30 minutes. They are the “C” (control) area and the “T” (test) area.

If you see a line in **both the “C” (control) and the “T” (test) area** of the LFD, then the test is **positive**. This is the case even if the line on the “T” (test) area of the LFD is quite faint, so long as you read the test result at 30 minutes and don't leave it longer before reading



Positive result

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

If you see a **line in the “C” (control) area but not in the “T” (test) area** of the LFD, then the test is **negative**. This is true so long as you read the test result at 30 minutes and not before.



Negative result

No T 'test' line indicates the test is negative.

A line has to present in the “C” (control) area for the test to be valid. If **no line appears in the “C” (control) area** then the test is **invalid**. Something has gone wrong with the test control and the test cannot be interpreted. This is irrespective of whether there is a line or not in the “T” (test) area.



Invalid result

The test has failed and should be retaken.

Once read, carefully dispose of the test device and equipment in your household rubbish

Recording your results

Once you have performed your test you will need to **upload** your results, whether positive, negative or invalid onto the e-form at <https://bht.healthcareservice.online/LFD>

The **password** is the same for everyone and is: **BHTLFD19**

You will need to have your mobile number and NI number, as these are mandatory fields to be completed.

Reading your results

Reporting your results

If your LFD test result is positive

- Record your positive result through the e-form link found at the bottom of page 2
- Inform your line manager immediately of the positive LFD result
- Contact EWS via the electronic form using the link found at the bottom of page 2 to arrange a confirmation PCR test
- Until the PCR result is known, you, and your household, to begin self-isolation as per PHE guidelines <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- If the positive LFD result is confirmed with a positive PCR test, you and your household should complete self-isolation as per PHE guidelines
- If the PCR result is negative, you and your household may stop self-isolation and return to work as normal after informing your line manager
- If your PCR test positive you should not undergo any further Lateral Flow Device testing for a period of 90 days from the date of the positive result.

If your LFD test result is negative

- Record your negative result through the e-form link found on page 2
- You can then attend work as usual provided you are asymptomatic
- If you have coronavirus (COVID-19) symptoms you should not be using this test as it is not sensitive enough and may miss some cases.
- If you have coronavirus symptoms as described in the COVID-19 Trust guidance on the intranet, please self-isolate and contact EWS using the electronic form using the link found at the bottom of page 2 to arrange the more sensitive and specific SARS-Cov-2 PCR test on a virus nose-throat swab

If your LFD test result is invalid

- Record your invalid result through the e-form link found on page 2
- Repeat the test with a new test cartridge from the same kit. If you do not have enough time to do a repeat test before work, delay the repeat test until the following day.
- Before repeating the test, read the instructions carefully and watch the instruction video again to ensure you are following the correct procedure.
- If you get a second invalid test result record this second result in the same as the first.
- Contact EWS to inform them you have 2 invalid tests using the electronic form using the link found at the bottom of page 2 or Email.
- You should report the invalid results to line managers who will be aware you haven't had a negative test that day.
- If you are asymptomatic then attend work as normal.
- The line manager should consider observing you performing the test to check correct technique.

Please remember you still need to follow PPE guidelines at work and during your travel to and from work if your LFD test is negative or invalid.

The LFD test has a lower sensitivity compared to PCR and means some positive cases will be missed with this test. It is therefore vitally important that staff still follow all the Trust PPE guidelines.

Need more help?

Please see the LFD Frequently Asked Questions section by visiting:

<https://www.bartshealth.nhs.uk/lateral-flow>

If you need more help using the LFD test kit contact us that provided you with the test kit.

The following people will be happy to help on each site:

Hospital	Points of Contact
St Barts	First Point of Contact: Nicole Coutts nicole.coutts@nhs.net Escalation: Ian Haig i.haig@nhs.net
Newham	First Point of Contact: Susan EMINA susan.emina@nhs.net Escalation: Michael MAGBAGBEOLA michael.magbagbeola@nhs.net
The Royal London	First Point of Contact: Arthur Jones arthur.jones@nhs.net Escalation: Craig Finch craig.finch@nhs.net
Whipps Cross	First Points of Contact: Simon Steward simon.steward@nhs.net Christopher Pinch christopher.pinch@nhs.net
Serco	Serco ST BARTS site lead: Eros Trevisan Eros.Trevisan@serco.com Serco Newham Site lead : Mahroof Nazir Mahroof.Nazir@serco.com Serco RLH Site Lead: Moira Hedley Moira.Hedley@serco.com Serco Whipps Site Lead: Neil Smith Neil.Smith7@serco.com Serco escalation: Lesley Juett Lesley.Juett1@serco.com
Linnet	Linnet ST BARTS site lead: Jan Karvey 07973 831307 jan.karvey@linet.uk.com Linnet Newham Site lead: Marlon Brown 07729 869795 marlon.brown@linet.uk.com Linnet RLH Site Lead: Tim Hopkins 07825 383182 tim.hopkins@linet.uk.com Linnet Whipps Site Lead: Matt Sullivan 07833 050836 matt.sullivan@linet.uk.com Linnet Escalation: Matthew Patterson 07773 007931 matthew.patterson@linet.uk.com

If you can't perform the test you should contact us and we will be able to help with our drop in areas at work or on the phone.

The following information may also be helpful

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. 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.