

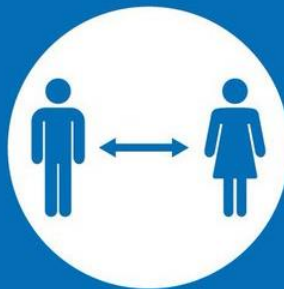
**St Mark's CE Primary School**  
**Staff Rapid COVID-19**  
**Lateral Flow Device (LFD) Test**



**HANDS**



**FACE**



**SPACE**



**REPLACE**

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## Key Points

- The tests are voluntary – you can opt-in or opt-out and you can change your mind at any time. **We are asking all staff members to let us know if they are **opting in** or **opting out**** by filling out our online form here by Monday 25th January at noon - [www.stmarksprimary.net/result](http://www.stmarksprimary.net/result)
- It's a swab to the throat and nose (one nostril). Thrown away in the normal bins at home.
- Don't eat or drink 30mins before the test.
- Tests are done at home, administered by yourself, and results must be read at 30 minutes, not before or after.
- You'll get given a pack of tests to take home.
- Tests are done twice a week – Monday PM and Thursday PM, by 7:30pm.
- You must submit all results on the two forms found here
  - [www.stmarksprimary.net/result](http://www.stmarksprimary.net/result)
- Positive Tests will mean you need to book a PCR Test and your Bubble will close immediately until the PCR result is known.
- Positive Tests must be reported to SLT by Teams immediately.

[www.stmarksprimary.net/result](http://www.stmarksprimary.net/result)

## Information about the tests

There are two types of COVID-19 tests:

LFD Test (Lateral Flow Device)	PCR Test (Polymerase Chain Reaction)
	

The Government has announced that from Monday 25<sup>th</sup> January 2021 all primary school staff are being asked to opt-in to twice-weekly LFD tests in order to try and manage the COVID-19 infection rates. Approximately 1 in 3 individuals are asymptomatic when they contract COVID-19 and it is believed that the use of regular LFD tests amongst staff will help to identify those who may be positive for COVID-19 and are still infectious yet are asymptomatic. We are still waiting for official guidance to be released but the following information is based on two webinars we have attended this week and the slides that have been released alongside these.

## Opting in/out

Involvement within the LFD bi-weekly testing is **optional** and is open to all staff members regardless of your role. It will require staff members to pick up a test or tests as soon as possible but by the end of the day on Wednesday 27th January (we are just waiting for them to arrive). We will ensure that the next batch of LFD tests

will be made available as soon as possible so you will always have the correct amount of tests for each week. As you are aware, Charles has already sent you an opting in or opting out form. **We are asking all staff members to let us know if they are opting in or opting out.** Please do so by filling out our [online form](#) by Monday 25th January at noon.

## Kit Contents

Your kit should contain the following items:



SWAB INSIDE SEALED WRAPPER



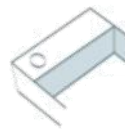
TEST STRIP IN SEALED PACKAGING



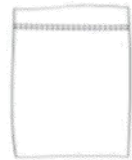
EXTRACTION BUFFER SACHET



EXTRACTION TUBE



EXTRACTION TUBE HOLDER (attached to the box)



PLASTIC WASTE BAG

## Instructions

Full instructions on how to administer the LFD tests are given alongside your test kit. Inside your testing kit is an **old** set of instructions which should **not** be used. Please recycle the old instructions and follow the new set of instructions.





Each test takes approximately 5 minutes to administer and 30 minutes for a result to show. Please read the instructions carefully.


Staff are required to take their LFD test at home after school on a Monday and a Thursday, before 7:30pm. The rationale for the Monday and Thursday evening is this will allow enough time to let parents and staff know if a bubble needs to close.

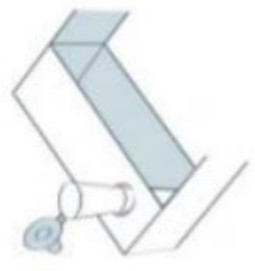
# How To Test: Set up your test after washing your hands


- 1** Take the test strip out of the sealed packaging and place onto a cleaned flat surface. Once opened, start the test within 30 minutes.



- 2** Carefully twist or snap open the sachet.

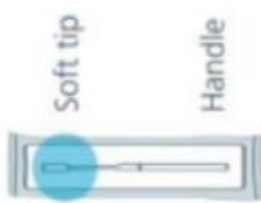

- 3** Open the extraction tube and gently squeeze all of the liquid from the buffer sachet into the tube.



- 4** Place the filled tube in the extraction tube holder (attached inside the box) to avoid spilling the liquid.


- 5** Gently blow your nose into a tissue and throw the tissue away in a closed bin.


- 6** Wash your hands thoroughly for 20 seconds using soap and warm water (or use sanitiser).


- 7** Find the swab in a sealed wrapped in front of you.


- 8** Peel open the swab packaging only when you are ready to use and gently take out the swab.



## How To Test: Swabbing and processing your sample

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Holding the swab between your fingers, open your mouth wide and rub the fabric tip of the swab over both tonsils (or where they would have been). Do this with firm contact 4 times on each side.



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Put the fabric tip of the same swab gently into 1 nostril until you feel slight resistance. Roll the swab firmly around the inside of the nostril, making 10 complete circles.



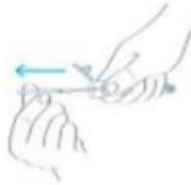
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Pick up the extraction tube and place the fabric tip of the swab into the extraction tube so it is in the liquid. Press the tip against the edge of the extraction tube with force, while rotating it around the extraction tube for 15 seconds. This is to transfer your sample into the liquid.



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Pinch the extraction tube against the swab as you remove it. Make sure you remove all the liquid from the soft tip of the swab. Place the swab into the plastic waste bag provided.



13

Press the cap tightly onto the extraction tube to avoid any leaks.



14

Gently squeeze the extraction tube to place 2 drops of the liquid onto the specimen well (S) on the test strip. Place the extraction tube in the plastic waste bag along with the swab.



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Check the time and set a timer if you have one. Wait 30 minutes before you read your result.





## How To Test: Quality checkpoints (1)

### General Guidance

1. You can only use each item in the test kit once. Do not re-use the items.
2. If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process.
3. If you have a nose piercing, swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing.
4. If you've had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours.
5. Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.
6. Throat and nostril swab is best but if there is a reason why you can't take a throat swab, then swab both nostrils.

### Storage

1. Store the test kit at room temperature or in a cool dry place (2°C to 30°C). Do not leave in direct sunlight and do not store in a fridge or freezer.
2. The kit should be used at room temperature (15°C to 30°C). If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using.



## How To Test: Quality checkpoints (2)

### Self-swabbing

1. You should open your mouth and visually identify the left and right tonsils (or where they would have been) and swab each tonsil four times.
2. The swab tip should be inserted up to 2.5 cm (1 inch) from the edge of the nostril and rolled alongside the lining of the nose.

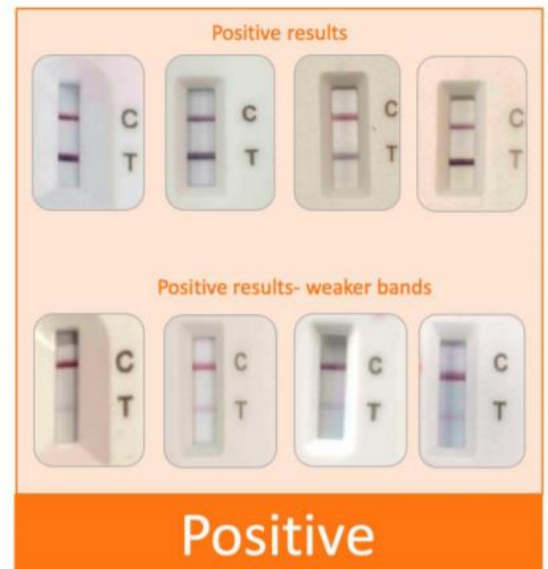
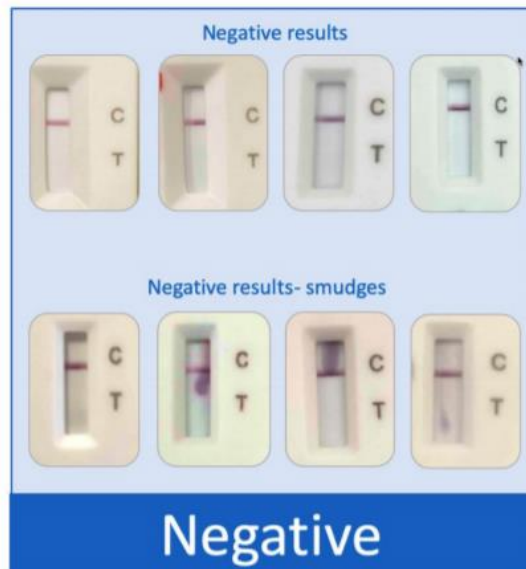
### Sample processing and analysis procedure

1. All of the extraction solution in the pouch should be poured into the extraction tube.
2. Squeeze out all liquid from the soft tip of the swab when removing the swab by pressing on the tube from the outside.
3. Drop 2 drops of the prepared sample into the well of the LFD cartridge.
4. Re-check that the liquid can be seen seeping through the cartridge (not an air bubble).
5. Reading should be taken at 30 minutes, not before, not after.
6. Watch out for weak positive samples - the line of T can be faint.



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## Results



You must update the [government portal](#) each time you take the test which is similar to the system used to update your car tax.

You will need the Test ID number which can be found underneath. School cannot view the results on the portal so you will also need to inform school of your result

[www.stmarksprimary.net/result](http://www.stmarksprimary.net/result). You must also let us know if you have been unable to take your test for any reason. You can dispose of your test in the waste bag provided in your normal household waste.

### If the LFD test shows negative

If the LFD test is negative, complete the two forms above and you can come in to school as normal.

### If the LFD test shows positive

- 1) Stay calm! A positive LFD test may not necessarily mean you are positive for COVID-19. You must complete the two forms above and use your COVID Results Team Channel to let SLT know.
- 2) You and your household must begin your self-isolation and [arrange a PCR test](#) at a drive-in centre (preferred) or via a home testing kit (organised online) or issued by school. Drive in centres have the quickest turn around for results so is the



preferred option – you must inform us if you are not going to a drive-in centre.

3) Please see below for how to book this:

## Is the person who needs a test an essential worker?

Essential workers include NHS staff, teachers and transport staff. Check the [full list of essential workers on GOV.UK](#).

- ☒ Yes  
☐ No  
☐ I don't know

## Does the person who needs a test have coronavirus symptoms?

The main symptoms of coronavirus are:

- a high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

Most people with coronavirus have at least one of these symptoms.

- ☐ Yes, at least one of these symptoms  
☒ No, none of these symptoms

## Has the person been asked to get a follow-up test?

For example, their first test was unclear or they need to confirm a possible positive result.

- ☒ Yes  
☐ No

## Why has the person been asked to get follow-up test?

- ☒ They got a positive result and were told to confirm this with another test  
☒ Their previous test was unclear (void)  
☐ Another reason

☒ Choose this option if you had **two** void tests.

## Is the person who needs a test part of a trial or government pilot project?

For example, they:

- are taking part in community testing
- have been invited to take part in the Contact Testing Study
- were told to get a test by the COVID Symptom Study app (by ZOE)

- ☒ Yes  
☐ No

## Tell us which pilot or trial it is

- ☐ The person was told to get a test by the COVID Symptom Study app (by ZOE)  
☒ The person is taking part in community testing  
☐ The person has been invited to take part in the Contact Testing Study



### If the LFD test has one 'void'

You must use one of the other test kits to repeat the test immediately. If the test works the second time round, please follow the instructions above for either a positive/negative test result. You must also still update the online [portal](#) and complete the school result form at [www.stmarksprimary.net/result](http://www.stmarksprimary.net/result) to inform us of a void test. It is important you do this as we may need to report faulty tests to the DFE.



### If the LFD test shows two 'voids'

This is very uncommon. In the event of two voids, you will need to [organise a PCR test](#). This is treated the same as receiving a POSITIVE result so please see step 1-3 of the positive test steps. Again, you and your household must begin your self-isolation.

### For those opting in

We will let you know when each bubble can pick up your testing kit as soon as possible, and where from. If you are unable to pick up your kit, it will be kept in the main office for when you are next in. The kits will be labelled by your USN (unique staff number) and surname. It is essential that you pick up your test and the new set of instructions. You will also need to sign for your tests; in order to reduce the risk of transmission, please bring your own pen. Please remember to socially distance whilst waiting to collect your testing kit.

## FAQs

### **Should I use the LFD test if I have started to develop COVID-19 symptoms?**

No, the LFD test should only be used if you are asymptomatic. If you have developed COVID-19 symptoms, you must self-isolate immediately, let us know and [organise a PCR test](#).

### **Should staff members continue testing if they have already contracted COVID-19 or if they have received the vaccine?**

If you have been vaccinated, then yes, please continue to take the test for now.

If you have already had Covid, you do not need to have the test until 90 days after you tested positive.

### **Can I give one of the LFD tests to another household member?**

No, the LFD tests must only be used by the named staff member. Other household members should access PCR tests in the normal way if they are symptomatic.

### **Does a negative test result mean I can stop my isolation period early if I previously tested positive and it hasn't been ten full days?**

No, government self-isolation advice should be followed at all times. This test does not remove the need to self-isolate.

### **Do the tests need to be stored in certain conditions?**

Tests can be stored in normal household conditions (between 2°C and 30°C). They do not need refrigeration but should be kept out

of direct sunlight and not be exposed to heat. When using they should be at room temperature.

### **Questions**

If you have any specific questions, please come and speak to us! We are happy to help 😊

### **Privacy Notice & Further Information**

Although the DFE would like us to begin this as soon as we can, we are still awaiting further information including answers to specific questions such as *“Does the entire bubble need to isolate when a positive LFD test result is shown and the staff member is awaiting a PCR test?”* and *“How is my data stored?”*. The purpose of this draft guide/booklet is to give you some time to think about whether you are likely to opt in/out before Monday.