

How to Test for COVID-19

Posting your test

Ensure you know where your local priority Royal Mail post box is located and check the times of collection, you can do this at royalmail.com/services-near-you (page 5).

Check the collection times before you take the swab as some do not collect later in the day - you must be able to send on the same day and be able to place in the box at least 1 hour before the last collection time of the day.

Register your kit

You must register your completed test kit on the same day the swab is taken or you will not receive the results (page 6) gov.uk/register-your-test
<https://test-for-coronavirus.service.gov.uk/register-kit/barcode>

NB.

*The easiest way to register your test kit is to open your camera on your smartphone and scan the [Testing on site at an organisation QR code in your book on page 7](#) this will direct you to the site where you can enter the **barcode** (see [page 6 for what this looks like](#)) for your test kit and complete your registration.*

You will also need our Unique Organisation Code (UON) which is:

48560148

Know the process before you start

Please read the book carefully before starting the test, if you are only testing yourself then read pages 1 to 15 and refer to page 26 for posting instructions.

Please ensure you only use a **PRIORITY post box** to post your test kit.

1. Take your sample using the directions from page 9 through to page 12 of your book - follow these carefully to ensure you do not damage the sample.
2. Package the swab following the directions on pages 13 and 14 of your book
3. Refer to page 26 of your book for instructions on posting.
4. You must ensure you test on the same day each week.

See overleaf for frequently asked questions

Frequently asked questions

When should I complete my test?

You must complete and post your test between Thursday and Sunday only as this is the quietest time in the labs and means your results will be on average 30% quicker than average on these days.

You must complete this on the same day each week.

Can I carry on working whilst I wait for my test results?

Yes - if you are asymptomatic (not displaying coronavirus symptoms) then you can continue to work whilst you await your results.

If you are showing symptoms you should self isolate and follow current Government guidance which can be found at.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If at any time you become symptomatic, then you must self isolate and take another test immediately.

Do I still need to self isolate if I have been on holiday.

Yes you do as symptoms may not show immediately.

Is there a time when I should not test?

The only time you should not test is if you have tested positive in the last 90 days as some of the virus cells can remain in your body for this time, although quite harmless.

I am struggling to take my own test, can I come into the office for support.

If you are unsure of what you need to do, we are more than happy to help if you telephone in advance to check if someone is available in the office - we cannot help on a Saturday/Sunday or Bank Holidays.

Is the test compulsory?

No, there is no legal requirement for you to complete these tests, we can only encourage and recommend you do to help keep yourselves, your family and our clients safe - please talk to us if you are considering not taking these tests weekly.