

PLEASE NOTE

Please do not send asymptomatic (symptom free) weekly swabs **after 30th June 2021**.

If you have symptoms of COVID-19 please contact your study team for advice on testing.
If you have leftover swabs packs after 30th June 2021 these can only be used if you have been advised to have an NHS home test and not for asymptomatic (symptom free) testing **and** if the test kit components have not passed their expiry date.

Swabbing instructions follow on the next page

These instructions regarding Covid-19 home swab kits are *only* for the participants of the Covid-19 Oxford Vaccine Trial.

There are multiple versions of home swab kits so your kit may look different to the pictures in the instructions. If you have any questions please contact your study site.

If you are a member of the public seeking information about booking a Covid-19 test please go to: <https://www.gov.uk/get-coronavirus-test> or if you are unable to use the online service please call:

- 119 if you're in England, Wales or Northern Ireland
- 0300 303 2713 if you're in Scotland

Lines are open 7am to 11pm.

There are two sets of instructions below:

1. 'Use these new labels and stickers to return your COVID-19 test kits'

You will also have received these instructions by post with the new labels and stickers. These are instructions on how to use the new labels to ensure your test kits reach the correct lab.

2. 'COVID-19 Home test instructions'

These are standard instructions on how to take your home test kit.



Instruction set 1

'Use these new labels and stickers to return your COVID-19 test kits'

Use these new labels and stickers to return your COVID-19 test kits

Important:

Royal Mail has made some changes to how you return your kit, so you need to follow these new instructions carefully (see other side for details).

Do not use the Royal Mail return labels in the test kits that you received. Use the enclosed Royal Mail return labels in this package instead.

You also need to attach the enclosed purple stickers, which will help Royal Mail identify these kits.



**COVID-19
Test Kit**

This package contains:

- 20 white Royal Mail return labels
- 20 purple COVID-19 test kit stickers

How to apply labels and stickers

Each time you do your weekly test, apply 1 white Royal Mail return label and 1 purple sticker on the return box:

1



Wash your hands with soap and warm water for **20 seconds**.

2

old return label



Stick 1 white Royal Mail return label on the return box.

You **must cover the old return label**, if there's already one there.

Do not cover the test kit barcode sticker on the box.



3

**COVID-19
Test Kit**

Stick 1 purple sticker onto any free space on the return box.

**Thank you for taking part in the
COVID-19 Oxford vaccine trial and
helping us fight this virus**

Instruction set 2

'COVID-19 Home test instructions'

COVID-19

Home test instructions

This is a swab test to check if you have coronavirus (COVID-19) now.
Take this test as soon as possible. Return the test on the same day you take it.
Keep this booklet as a record of your test.

Test kit barcode:

Stick barcode here

Name:

Before you start

It's very important that you read these instructions and follow the steps in the correct order.

1

Check test kit contents

1



Wash your hands (with soap and warm water) for **20 seconds**.

2



Clean and dry a surface and place the home test kit contents on it.

3

Check test kit contents. If anything's broken or missing, call the customer contact centre (see back page) to ask for a new kit.



Swab, inside sealed wrapper



Leak-proof bag



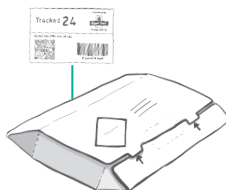
Plastic tube, containing a small amount of liquid



Security Seal, for the return box



White absorbent pad



Return box with pre-paid Royal Mail return label

The test is suitable for the following people:

Adults aged 18 and over	Self-test (unless unable to do so)
Teenagers aged 12 to 17	Self-test with adult supervision
Children 11 and under	Adult to test (see page 5 for tips on how to test a child)

2

Check collection times at a priority postbox

Important:

Post your completed test kit on the same day you take the test and no later than 1 hour before last collection.

Do not take or post your test on a bank holiday.

The screenshot shows the 'Services near you' section of the Royal Mail website. It features a search bar with a dropdown menu. The dropdown menu is open, showing three options: 'Show my nearest priority postboxes' (which is selected and has a checkmark), 'Use my location' (with a location pin icon), and 'Find by postcode' (with a text input field containing 'e.g. N7 0RN').

Visit www.royalmail.com/services-near-you

Click the 'Show my nearest priority postboxes' tickbox.

Enter the postcode of where you're staying and select the address.

View priority postboxes near you.

Unable to get to a priority postbox?

Call the customer contact centre (see back page) for guidance on when to take your test and **how to book a courier collection** if you're:

- Unable to get to a priority postbox without using public transport.
- Unable to follow the government's social distancing guidelines.
- Shielding, classed as vulnerable or too unwell to leave your home.

3

Register the test kit online



Important: Register the kit before you take the test.

You must register the test kit online to get the test results.

If you're testing more than one person in your household, you must **register each person's kit**.



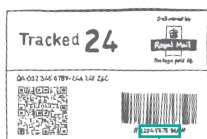
To register online, visit:
<https://test-for-coronavirus.service.gov.uk/register-kit>

You'll need your:



Example of test kit barcode and reference:
AAA12345678

- **11 character test kit barcode** (see front page). Check this barcode is the same on your booklet, plastic tube, leak-proof bag, and return box.



Example of Royal Mail barcode and reference:
ZD 1234 5678 1GB

- **13 character Royal Mail barcode on the prepaid return label** (enter numbers and letters only and not the # hashtag symbol).

4

Prepare to do the test on yourself or someone else

Prepare to take the sample

Taking the test may feel a little uncomfortable and unusual.

If you're doing the test on a child or someone else, talk through the steps together. Remain calm and confident as you go through the process.

Watch how to take a swab test at

youtu.be/zCqo7MhQT6U

Watch how to test a child at

youtu.be/Xaw8DsF2Igc

(for UK home test kits. Exact models may vary).



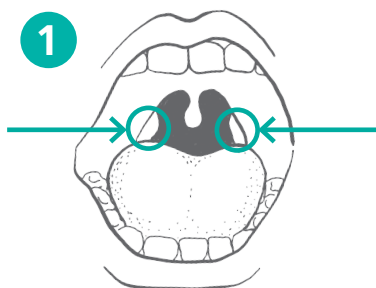
Tips for testing a child

- Do not do this test if you do not feel confident or if the child has any pain or asks to stop. If you cannot do the test, continue to self-isolate as a household and follow the latest government guidance.
- Try to explain the test to the child in words they can understand.
- Some children may feel more comfortable sitting on a caregiver's lap.
- See back page for how to find further advice on coronavirus in children.



5

Take a swab sample



Tip for a child: If you cannot swab their tonsils, swab both of their nostrils for 10 to 15 seconds instead. *Note: The result may be less accurate.*

Look inside the mouth and find the tonsils (or the area where they would be if you do not have them) at the back of the throat. This is where you'll take the swab sample.

You can use a torch and a mirror to help you.

If testing someone else, ask them to say 'ahhhh' loudly for 5 seconds, so that you can see their tonsils.



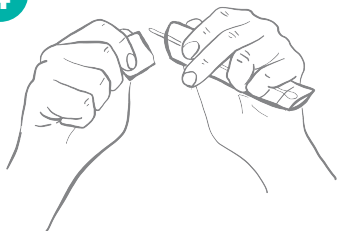
Gently blow the nose and cough into a tissue so excess mucus does not spoil the test.

Throw the tissue away in a closed bin.



Wash your hands thoroughly for **20 seconds** using soap and warm water before handling the test kit to avoid contaminating it.

4



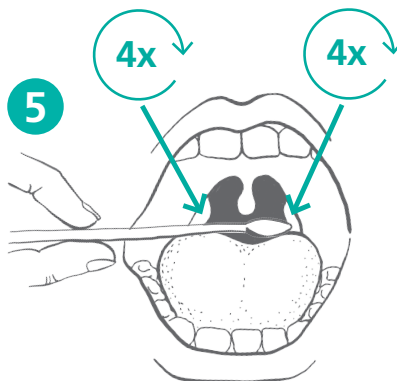
Open the package and gently take out the swab. **You'll use this for both tonsils and nose.**

Important: Try not to touch your tongue, teeth, cheeks, gums, or any other surfaces with the swab's fabric tip, as this may spoil your sample. If this does happen, complete and return the test anyway.

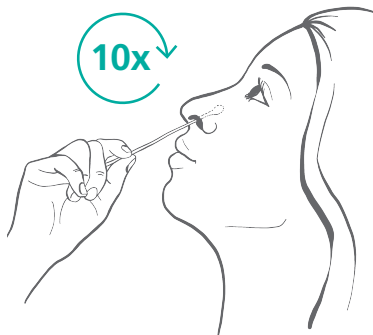
Holding the swab between your fingers, open the mouth wide and gently rub the swab's fabric tip over both tonsils. Do this with **firm contact 4 times on each side** (use a torch and/or mirror to help you).

If testing someone else, get them to say 'ahhh' loudly while you take the sample.

When the swab touches the tonsils, it may cause some gagging or brief discomfort, but it should not hurt.



6

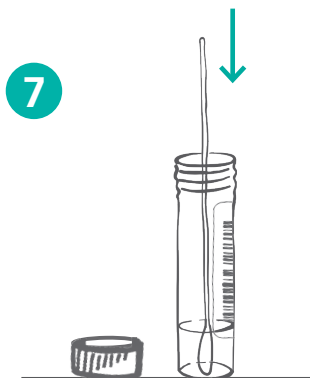


Put the same end of the same swab gently into the nostril about 2.5cm (1 inch) or until you feel some resistance.

Roll the swab firmly around the inside of the nostril, making 10 complete circles and slowly remove it.

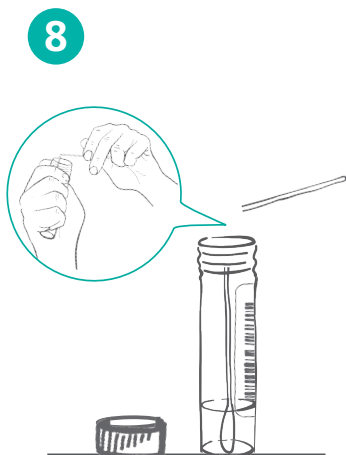
If you/they have a piercing, use the other nostril.

Important: This may feel uncomfortable. Do not insert the swab any deeper if there's a feeling of strong resistance or pain.



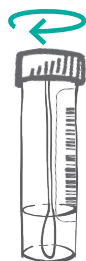
Screw the lid off the plastic tube, while keeping it upright so the liquid stays inside.

Put the swab into it with the fabric tip facing down.



Snap off the stick end of the swab, so that it fits inside the tube without bending.

Securely screw the lid on so no liquid can leak.



Important: The liquid must stay in the tube.



✗
Lid not
secure



✗
Bent
stick



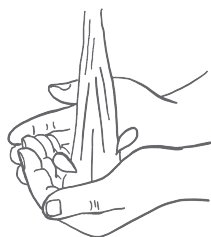
✗
Too
short



✓

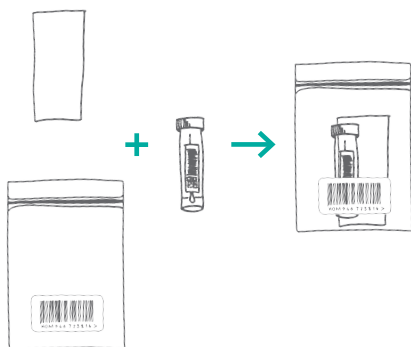
6

Package the test kit



1

Wash your hands thoroughly for **20 seconds**, using soap and warm water.



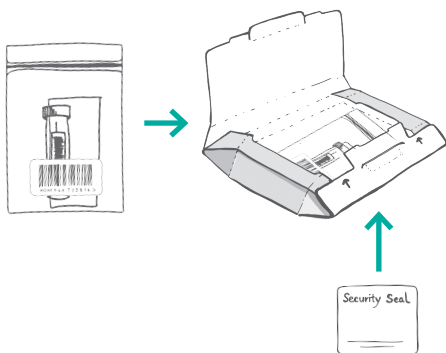
2

Make sure the barcodes on the plastic tube and the leak-proof bag match.

Place the absorbent pad into the leak-proof bag.

Put the tube next to the absorbent pad in the same bag.

Let some air out of the leak-proof bag and then seal it using its adhesive seal.



3

Follow the assembly instructions on the return box. If you can, wipe down the bag and box with an antiseptic wipe.

Put the leak-proof bag into the box and close the box.

Apply the Security Seal as directed.



4

Take a picture or note of the barcode on your Royal Mail return label, so you can track the delivery.

You're now ready to post your test kit.

Have you been harmed or had a reaction while using this kit?

If you are in England, Wales or Scotland, please report here:

<https://coronavirus-yellowcard.mhra.gov.uk>

Only use this website to report injuries and reactions.

If you are in Northern Ireland, please report with the forms found here:

www.health-ni.gov.uk/articles/reporting-adverse-incident

Tel: 028 9052 3868

Email: niaic@health-ni.gov.uk

7

Post the completed test kit

Post the completed test kit on the same day you take the test and no later than 1 hour before the last collection time (weekend times may differ from weekdays). Do **not** take or post the test on a bank holiday, take it on the following day instead.

Only use a Royal Mail priority postbox with the label and one of the NHS logos below:



Follow the Government's social distancing guidelines, wear a mask and do **not** take public transport. You must **not** enter any Post Office with your test kit.

Some priority postboxes have a Sunday collection. They'll show one of these labels:

PRIORITY POSTBOX
SATURDAY & SUNDAY

BLWCH POST BLAENORIAETHOL
DYDD SADWRN
A DYDD SUL
PRIORITY POSTBOX
SATURDAY & SUNDAY

Track your delivery using your Royal Mail return label barcode at www.royalmail.com/track-and-trace

When will you get the test results?

You should get the results by email and text within 2 days of returning the kit. However, due to the volume of tests, it may take longer. If you haven't received the results after **5 days** call the customer contact centre (see back page).

Help and contact details

Coronavirus in children

Get more advice about coronavirus in children at:

www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children

Get help if you're worried

Visit NHS 111 online at www.111.nhs.uk or call 111 if:

- You, or someone you live with, gets worse over the next few days or your symptoms do not get better after 7 days.
- You're worried about a baby or child who is ill.

Call 999 in a medical emergency, if:

- You think there's something seriously wrong.
- The baby or child seems very unwell or is getting worse.

Do not delay getting help if you're worried. Trust your instincts.

Visit www.111.nhs.uk/service/COVID-19 to check if you have coronavirus symptoms and find out what to do next.

Customer contact centre number

If you need help or have a complaint, call us:

- England, Wales and Northern Ireland: call **119** (free from mobiles and landlines)
- Scotland: call **0300 303 2713** (charged at your standard network rate)

Lines are open **7am to 11pm** every day.