

Covid-19 Rapid Antigen Test (RAT) Self-Testing



1. Purpose

The purpose of this document is to guide Spraymarks employees on when and how to complete a Rapid Antigen Test (RAT) self-test for Covid-19.

2. Responsibilities

Employees: Responsible for ensuring that rapid antigen self-tests are performed as per this SOP.

Managers: Managers are responsible for communicating the need for a RAT test for their staff.

Note: RAT tests will be distributed from the Compliance Team as required and available.


Managers are also responsible for ensuring their employees complete RAT Self-Testing SOP training in ELMO, understand the testing instructions and are confident in completing the self-test as per this SOP.

3. Procedure

Step 1	Details
When to Test	<ul style="list-style-type: none">As part of our Covid-19 Response Protocols RAT tests will be required by Spraymarks employees when:<ul style="list-style-type: none">They are feeling unwell.They are a close contact of someone who is confirmed of having Covid-19.They have been at a location of interest and may have been exposed to Covid-19.Prior to returning to work after self-isolating due to confirmed exposure to Covid-19.When clients have requested you provide a negative test result prior to working on their sites.At any time on request of management.Completing a RAT test as requested will be considered as providing consent.Failure to provide consent will be considered as a Positive test result and the person will not be permitted to enter a Spraymarks site until a negative test result is received.STOP: Stay at home if you are feeling unwell.If you start feeling unwell you must immediately isolate and get a Rapid Antigen or PCR test from your GP or community health provider.

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Step 2	Details
<p>Frequency of Tests:</p>	<ul style="list-style-type: none"> • If you are required to take a RAT test your manager will instruct you on the timing of the tests. • You must test at the time(s) requested and advise your manager of the test result asap. • Vaccinated employees who are Critical Workers can keep going to work instead of isolating as a close contact if they have no symptoms and return a negative RAT test prior to starting work every day (24 hours) for 7 days during phase 3 of the Omicron response. <ul style="list-style-type: none"> ○ This exemption from isolation only allows you to go to work and return to your place of isolation – you can not to go anywhere else like the supermarket, petrol station, or a relative or friend’s place. ○ You must wear a face mask at all times while at work. Those working in the same work area as you must wear a face mask also. • To avoid business disruption any Spraymarks employee may be asked to complete a RAT test every 3 days (72 hours) as part of our Covid-19 surveillance scheme. • Vaccinated employees who work alone in a ‘bubble of one’ can keep going to work without undertaking a RAT test as long as they have no symptoms and don’t have contact with anyone else. • Please advise the Ministry of Health that you are a Critical Worker and have been completing RAT testing if you are identified as a close contact or having been at a location of interest. • If at any point you return a positive RAT test result you will need to take a Rapid Antigen or PCR test from your GP or community health provider and isolate.

Step 3	Details
<p>Testing:</p>	<ul style="list-style-type: none"> • At Spraymarks we aim to minimise contact with employees who have possible or confirmed exposure to Covid-19. • If an employee is required to undertake a RAT test, they should do this themselves at home. • Managers may be required to do a contactless drop-off of a RAT test to the employee’s home if they are required to test prior to returning to work. • To provide instruction a copy of the QR Code for ‘How to Self-Test Video’ should be included with every RAT test given to an employee. Note: This may cease once the employee is competent in RAT self-testing. <div style="text-align: center;">  <p>How to Self-Test Video</p> </div>

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Take a RAT Self-Test:

STOP: Do not take a RAT Test if:

- You do not know how to do it correctly
- You are subject to nose bleeds
- You have had facial or head injury surgery with the last 6 months.

Advise your manager and contact your doctor and arrange to take another test.

Check the Test Kit:

- Locate and scan the QR Code to view the 'How to Guide Video' for our test kits.
- Ensure the contents of the test kit are all there.
 - Swab
 - Test cassette
 - Extraction tube and fluid
 - Nozzle cap
 - Tube holder
 - Waste bag

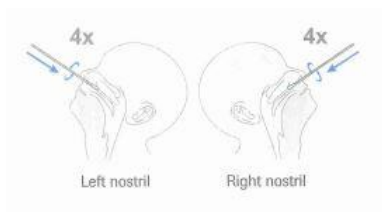
STOP: Do not use a RAT Test kit if you notice any contents damaged, broken or missing. Advise your manager and request another test kit

Prepare to Test:

- You will need a timer (a watch or clock), tissues, a permanent marker, a mirror and cleaner.
- Clear, clean and dry a flat surface to place the test kit on. This is to avoid contaminating the test.
- Wash your hands thoroughly for approx. 20 seconds, using soap and water, or hand sanitiser. This is to avoid contaminating the test.
- Unwrap the contents of the test kit – avoid spilling any fluid on your skin or in your eyes.
- Place the extraction tube with the fluid in it into the tube holder to avoid spilling it while you use the swab.
- Gently blow your nose into a tissue and throw it away in your general household waste. This is so that you get rid of excess mucus.

Take the Swab Sample:

- Tilt head back slightly (approx. 70° angle).
- Place the fabric tip of the swab 2-4cms inside one of your nostrils.
- Gently wipe the swab around the inside of your nostril in a circular motion 4 times for about 15 seconds.
- No force is needed, do not push the swab deep into the nostril, make sure there is good contact between the fabric tip of the swab and the inside of your nostril.
- Using the same swab take a sample from your other nostril.

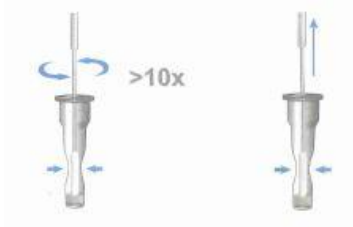


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STOP: Do not continue swabbing if you get a nosebleed. The swab cannot be tested if it is contaminated by blood. Advise your manager and request another test kit. Consult your doctor if bleeding persists.

Process the Swab Sample:

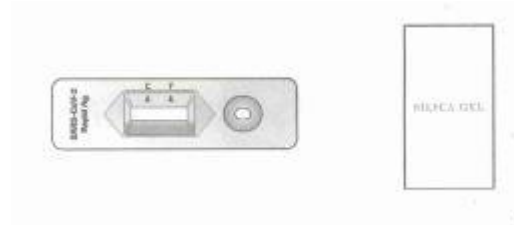
- Place the fabric tip of the swab into the fluid in the extraction tube.
- Gently squeeze the extraction tube so that the tip rolls around the edge of the extraction tube while rotating it around the tube
- Rotate the swab more than 10 times.
- Withdraw the swab from the extraction tube while gently squeezing the extraction tube to extract the liquid from the swab.
- **Warning** – Failure to squeeze the tube can lead to incorrect results due to excess buffer in the swab.



- Place the swab into a waste bag.
- Press the nozzle cap tightly onto the extraction tube.



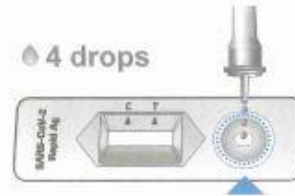
- Take the test cassette out of its foil pouch and put it and the desiccant package (Silica Gel) on a clean flat surface.
- Ensure the test cassette is undamaged and that the desiccant status indicator shows valid (yellow).
- If the desiccant status indicator shows invalid (green) use another test cassette.



- Use a permanent marker to write your initials and the date on the test cassette (there is room for this by the specimen well)

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- Gently apply 4 drops of extracted sample at a 90° angle to the specimen well of the test cassette – be careful not to overfill the well.



- Set a timer and wait 15 minutes to read the results of the test.

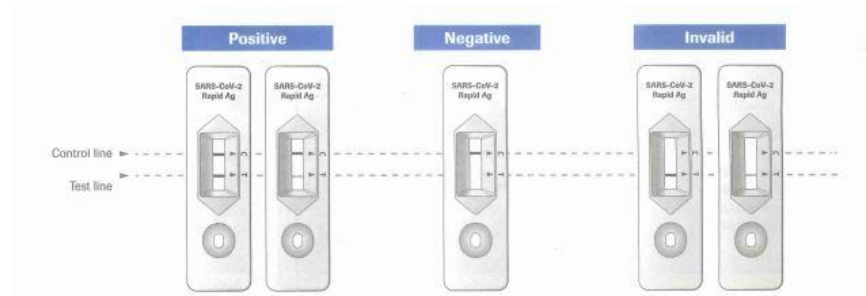


- As the test is developing a red line should appear on the control line.
- Do not leave the test for more than 30 minutes as the test results will be void and will not be able to be used.

Interpreting Results:

STOP: Advise your manager if you do not understand the results you have received.

- Results will be displayed in the result window of the test cassette.



Positive Result

- The presence of two lines, a control line (C) and a test line (T), even a faint line, within the result window indicates the test is positive.

Negative Result

- The presence of only a control line (C) within the result window indicates the test is negative.

Void Result (the test cannot be used)

- If the control line (C) is not visible within the result window after performing the test, the result is considered void. If you get a void result, you must perform a new test.

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STOP: The presence of any test line no matter how faint, together with the control line, should be considered as a Positive Result.

STOP: If you test Positive for Covid-19 you must:

- Self-isolate
- Contact the Ministry of Health and follow their instructions
- Advise the point of contact for either the Ashburton or Christchurch Branch.
 - Emma Bonnington 027 558 7518 (Ashburton)
 - Fiona Macdonald 027 244 5625 (Christchurch)

Send Results Through:

- Take a photo of your test result and txt it to 027 267 6650 or email it to compliance@spraymarks.co.nz.
- The results will be loaded against your personal records.

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