THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES

achieving
for children

LONDON BOROUGH OF
RICHMOND UPON THAMES

17 December 2020

Christmas COVID-19 Home Testing Kit

Dear Colleague

Thank you for all your tremendous efforts this year to support the pandemic response and help keep our children, young people and school communities safe. Despite everyone's best efforts we know cases of COVID-19 (coronavirus) continue to rise across London.

At the time of writing there are 340 cases in Kingston per 100,000 per week (above the London average and rising) and 219 cases in Richmond per 100,000 per week (rapidly rising). Trends in the local area have been replicated in schools and we have several schools completely closed, over 260 positive cases reported to us in just the last week and a number of staff in hospital.

To help break chains of transmission of the virus and assist with planning for the start of the Spring Term we are asking you, to take a COVID-19 Test at home before the start of the new term. Your school has received an allocation of these home testing kits and you have or will be given one. Boroughs across South West London are taking part in this initiative.

Participation is voluntary, but we know the more staff who take up this offer, the easier it will be to ensure our schools are COVID safe places at the start of term. The test takes about 5 minutes to complete and is not painful. Full details on how to complete the test are given in this letter. Please read it through before making a start, so you have the full information.

Unpacking your test - please wash your hands before unpacking the test - these are the contents
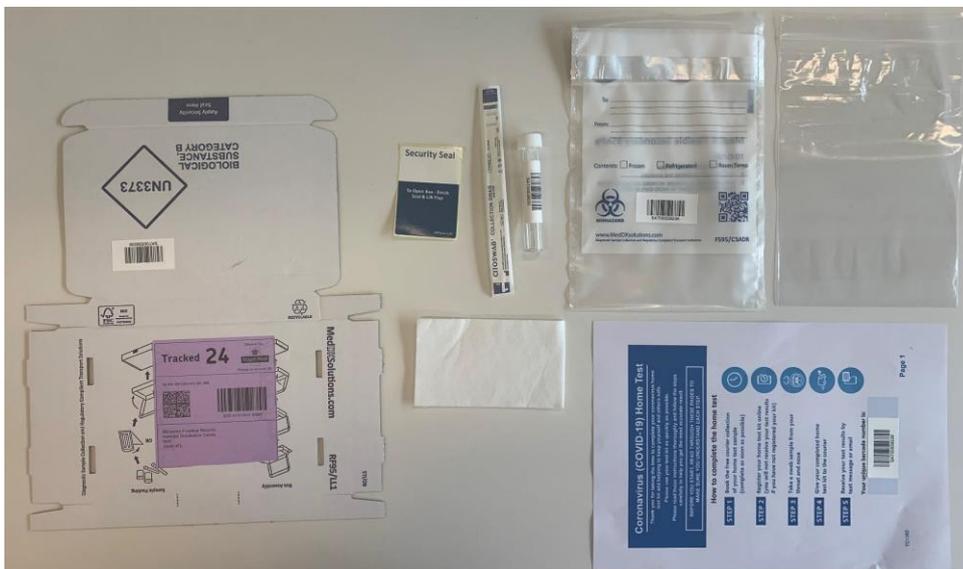
- There are instructions with the test kit.
- Some kits may have a spare barcode label that needs to be affixed to the vial, if so there will be details in the instructions.

Registering your test kit

- Because this is a special allocation of COVID-19 Home Test Kits, there are some specific instructions for registering the test kit.
- You will not have a code to enter – Go straight to Step 3.

1

Register a home test kit

You can register a coronavirus (COVID-19) test for you or someone else. You must register your kit so that we can send your test results to you.

Check what you need

You should only register a home test kit after you've:

- received it
- found your nearest Royal Mail priority postbox or booked a courier to collect it
- got your order confirmation email containing your bold 10 character order ID (you received this when you ordered your test kit)

If you are taking a test before your hospital visit, you need to register your kit here.

If people you live with have received a test kit

- you should register their test kit too
- each person must use the test kit they have registered to receive the correct results

How we use your data

To find out how we use your personal data when you register for a coronavirus test, read the coronavirus privacy note.

[Start now >]

It is essential that citizens register their kits to receive their test results.

2

< Back

Do you know how you'll return your test kit?

It's very important that you follow the enclosed paper instructions on how to return your test kit.

You'll either need to find your nearest Royal Mail priority postbox or book your courier.

- (●) Yes
- ( ) No

[Continue]

3

< Back

What's your order ID?

You'll find your 10-digit order ID at the top of the confirmation email you received when your test kit was ordered.

Entering your order ID is the quickest and easiest way to register your kit - you will not have to enter information previously provided.

Your order ID looks like this in the confirmation email. The email was sent from "Coronavirus Home Testing":

Your 10-digit order ID is: 0123456789 (example)

Order ID

[   ]

[Continue]

If you did not receive an order ID, you need to register your kit a different way. Please do not use the link if you have an order ID.

The 'register your kit a different way' option must be selected. This action will launch a separate screen.

4 — Register a coronavirus test

Use this service to register a coronavirus (COVID-19) test for you or someone else.

You need to register your coronavirus test so you can get your results.

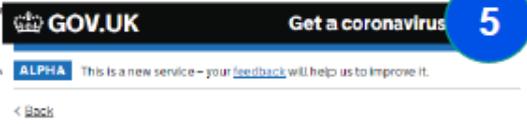To complete this form, you'll need:

- the barcode for the test you're registering
- a mobile number (for you or the person you're registering it for)

If you are taking a test before your hospital...

How we use your data

To find out how we use your personal data with the coronavirus privacy note.

Start now >

5 — Where are you taking your test?

The 'At home' option must be selected.

- At a test site
- At home

Continue
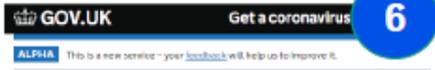
6 — Enter your unique test kit barcode or Randox URN

There are 2 types of home test kit, one of which is branded Randox. If you have a non-Randox home test, use the camera on your phone or computer to scan one of the identical barcodes inside your home test kit. You'll either find them attached to the plastic vial, biohazard bag and return box or loose for you to stick on yourself (please read instructions).

These are different from your pre-paid Royal Mail return package barcode on your box.

You can also manually enter the 11 character reference below the barcode.

If you have a Randox test kit, manually enter the 9 or 10 character unique reference number (URN) on the label.

▶ What does the barcode look like?

▶ What does the Randox URN look like?

Scan my barcode

Test kit barcode reference or URN

Confirm test kit barcode reference or URN

Continue

- The barcode used to register can be found stuck to - the vial or to the bottom of the return box or on the instructions

- For language or any other additional assistance, citizens can contact 119

Carrying out your test

- Tests should be carried out, at home on **Tuesday 29th** or **Wednesday 30th December**.
- Watch the Video guidance on how to use the test.
- Wash your hands.
- Carry out the test.

Packing up the test

Pack the test as detailed in the instructions.

Dropping off the test
Tests must be dropped off to any of the locations below:
- **Croydon** (28, 29, 30 December, 6am - 8pm)
  Bernard Weatherill House, 8 MInt Walk, Croydon, CR0 1EA
  Wait to be let in, wear a mask, drop the test in the box and then leave.

- **Kingston** (27, 28, 29, 30, 31 December, 9am - 4pm)
  Main Guildhall, High Street, Kingston upon Thames, KT1 1EU

- **Merton** (29, 30, 31 December, 9am - 5pm)
  Merton Civic Centre, Morden, Surrey, SM4 5DX

- **Richmond and Wandsworth** (28, 29, 30 December, 9am - 5pm)
  The Town Hall, Wandsworth High Street, London SW18 2PU

- **Sutton** (28, 29, 30 December, 8am - 5pm)
  Civic Offices, St Nicholas Way, SM1 1ST
  Enter the site via Gibson Road and drop your home test kit in the secure drop box and then

Results
By registering your test kit on-line you will receive your test result via the email address and mobile number you enter as part of the registration process. The time for the laboratory to process the test result is usually about 48 hours, which is why you need to do the test a few days before the start of the new term, to allow for this.

If you receive a positive COVID-19 result you must self-isolate for 10 days from the date of the test, and your household and support bubble will also need to self-isolate immediately for 10 days. There is help available if needed, for things like shopping and medicine collection, if you don't have a nearby friend or trusted neighbours.
- [Kingston residents](#)
- [Richmond residents](#)

Alternative testing
Asymptomatic school staff can now also access a test through www.nhs.uk/coronavirus, selecting '*my Council has asked me to get a test*'.

Many thanks for your support with keeping Kingston and Richmond safe