

# Please read this important information - Antigen Test Kits

The Government has announced that Royal Mail will be a key partner in the delivery and return of coronavirus tests to NHS and social care frontline staff. This new initiative will enable NHS staff to do a coronavirus test at home, and then return their sample for testing.

These samples have a forty-eight-hour life span, so it is critical that they are collected and moved through our network at pace. Key workers will post their sample into one of 13000 priority post boxes by 9am during Monday to Friday only. We should see them in post boxes from Thursday.

## What the test kits packaging looks like:



## Process to follow for Northern Ireland Mail Centre:

1. Upon receipt, bags must be taken to the Tracked area for processing.
2. A red-sleeved York must be set up at the bullring for the customer – RANDOX HEALTH
3. There is no need to make a “MC Acceptance” scan. Switch PDAs to “Outdoor” mode and make a “DELIVERED” scan under the roof, then place into the allotted sleeved York.
4. The sleeved Yorks must be correctly labelled with Randox Health.
5. These Yorks must be despatched on the first available service. Provisional dispatch times are: 08:00, 10:00, 12:00, 14:00



Please note, whilst you should only receive test samples that have been bagged, should a test sample arrive at any other work area within the Mail Centre or unbagged, then the safe handling procedures shown below must be followed.

To ensure we are doing everything possible to keep you safe, we are issuing all units with plastic bags. If you receive any test kits that are not in a clear plastic bag, please follow the advice below.

1) Pull the bag over your hand inside-out (like you see servers do at the fish counter).



2) Pick up the item with your bagged hand.



3) Pull the rest of the bag over the item with your free hand and seal the bag. Place the bag into a separate tray or bag so that these items can be quickly passed to processing when they reach the plant.

