

Coronavirus Testing

Swab • Register • Post

We are now able to undertake COVID testing for all staff on a weekly basis. You should have, or will soon receive your test kit, usually distributed 4 per person. Detailed instructions on completing, registering and posting the test are included in each kit, and a brief summary including important information that you will need for registration, is included below.

You must register your test before you post it

Testing days are Thursday through Sunday. This is to spread the national load on testing centres. Please do not start your test until asked or instructed to do so.

Here’s how to take the swab: <https://youtu.be/zCqo7MhQT6U>

If your sample tube has a bar code, you do not need to affix another one.

Package the swab according to the instructions on pages 13 & 14.

Now register your test. You must register the test as *Testing on site as an organisation* – the blue box and link on page 7.

You will need:

- Your own details including mobile phone number
- Our Unique Organisation Number (UON)
- Our COVID testing email address
- The letters and numbers from the BARCODE on your test box

All these details are on the next page. Follow the instructions at the link below and use the company email on the next page to register the test. You will also get results to (your own) telephone number that you register.

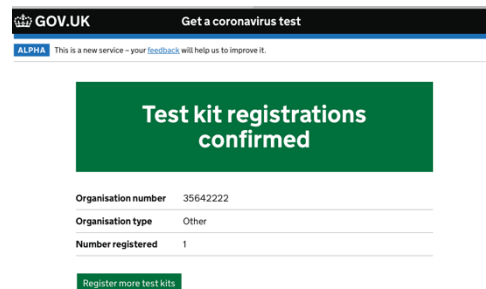
<https://gov.uk/register-organisation-tests>



Use the letters and numbers form the bar code on your test box

In this case AAF44329310

Be careful to follow the registration all the way to the end, including completing any captcha. Your final screen should look like this





Now post your test. If required stick the postage label to the test box without covering the bar code. Use a priority post-box, and you should post your test on the same day that you took the swab - if at all possible before the collection time for that location. There are many priority post-boxes, and you can find your nearest one here:

<https://www.royalmail.com/services-near-you#/>

You should post your test the same day that you took it, and must post it within 24 hours of taking the swab.

Details you will need to register your test kit

My Branch or Department	UON	Test Registration Email
Reablement	47345475	hbrs-testing@libertas.co.uk
Gainsborough	45296282	gbro-testing@libertas.co.uk
Louth	41763947	louth-testing@libertas.co.uk

Quick Links

Take a Swab



<https://youtu.be/zCqo7MhQT6U>

Register a Test



<https://gov.uk/register-organisation-tests>

Find a Post-Box



<https://www.royalmail.com/services-near-you#/>

Do not take a Coronavirus test if you have tested positive in the last 90 days

