



Information for pool leads – Michaelmas Term 2021

Each testing pool should have a pool lead (and, preferably, a nominated deputy). Members of each testing pool may decide amongst themselves who this will be. In the event of absence or illness, the nominated deputy should take over the role. The pool lead is not fixed, and may change depending on the circumstances in the pool each week.

The role of the pool lead is to co-ordinate pooled sample collection:

1. Collect the testing kit from the designated location in College (e.g. the porters' lodge).
2. Agree a time for pooled sample collection when everyone is available to take their swab at the same time. Many will find that first thing in the morning works best. It must be on the correct swab day, and leave enough time to drop the sample off at the designated College collection point or drop-box!
3. At the agreed time, remind all members of the testing pool who are due to take a swab.
4. Set up the stand and sample tube, as shown in the image on the right. If necessary, collect a new sample tube rack from College in advance of your first swab day.
5. Once all members of the pool have placed their swabs into the sample tube, securely screw on the lid, so no liquid can leak.
6. Ensure the sample tube is appropriately packaged: place it into one of the plastic bags with the absorbent pad, gently squeeze out any excess air, then seal well; next, place the bag containing the sample tube into the second bag (so the sample is "double bagged"), squeeze out any excess air, then seal well. Do **NOT** return it to the envelope. An example of a completed pack is shown in the image on the right.
7. Ensure that **ALL STUDENTS** in the testing pool who contribute a swab also scan the QR code or follow the weblink on the test kit envelope. This is absolutely essential to ensure that the right students are informed of the right result! If a student doesn't scan, we will not know that they have taken part, and they won't receive a result!
8. Take the sample to the designated College collection point or drop-box, so it can be delivered to the lab for testing:
 - Students in College accommodation should drop pooled samples at College collection points by **12:00**.
 - Students in private accommodation or from one of the Houses of the Cambridge Theological Federation should drop pooled samples at one of the drop-boxes also used for the collection of individual confirmatory tests by **13:30**.



Thank you to everyone who volunteers to be their pool lead!