This new protocol is for pooled screening test kits in brown envelopes with blue stickers. These test kits will not have the names of students in your testing pool on the front. Instead, they must be assigned to your testing pool by scanning the QR code on the test kit envelope, or typing in the website URL on the test kit envelope (Step 15).

**Step 1** – Your pool lead should ensure that everyone in your testing pool is ready, and that everything is in place to start swabbing. The sample tube should be located in a shared area, such as a kitchen or bathroom. Remember to maintain social distancing throughout!

**Step 2** – Your sample should be taken in your own room or bathroom, by yourself, with the door closed.

**Step 3** – Gently blow your nose and cough into a tissue. Throw the tissue away.

**Step 4** – Wash your hands.

**Step 5** – Remove the swab from its wrapper.

**Step 6** – Open your mouth wide and gently rub the fabric tip of the swab over both tonsils at the back of your throat, rotating as you do so. Try not to touch your tongue, teeth, cheeks, gums, or any other surfaces with the tip of the swab.

**Step 7** – Insert the same end of the same swab gently into your nostril about 2.5cm (1 inch), or until you feel some resistance. Rotate the swab and slowly remove it.

**Step 8** – Return the swab to the inside of its wrapper, taking care not to touch it on anything else.

**Step 9** – Wash your hands.

**Step 10** – Carry the swab into the room with the sample tube, ensuring that it remains inside its wrapper.

**Step 11** – Remove the swab from its wrapper, snap off the unused end, and place the end with the fabric tip in the sample tube. Make sure the fabric tip is facing down. Dispose of the unused end and the wrapper in a waste bin, in the same way you would dispose of dental floss. You and the other members of your testing pool should take it in turns, until all your swabs are placed in the same sample tube.

**Step 12** – Wash your hands.

**Step 13** – Once you and the other members of your testing pool have placed all your swabs in the sample tube, your pool lead should securely screw on the lid.

**Step 14** – Place the sample tube into the clear plastic bag, together with the absorbent pad. Squeeze out any air and seal the bag. Place this sample bag into the second bag, squeeze out any air and seal the second bag. The sample is now “double-bagged”.

**Step 15** – Using the camera app on their mobile phone, your pool lead (or you/another student from your testing pool) should then scan the QR code on the test kit envelope, and follow the instructions on the screen. Alternatively, they may type in the website URL on the test kit envelope. They will need to authenticate using their CRSid (the first part of their University email address). This is absolutely essential to allow us to assign the test kit to your testing pool! Only one student from your testing pool needs to do this.

**Step 16** – Take the double-bagged sample to your College collection point before 11am.
Diagram of completed stand for sample tube

For further information, including an instructional video on how to successfully complete a swab, please visit the University of Cambridge asymptomatic Covid-19 screening programme website at: