



Asymptomatic COVID-19 Screening Programme – named individuals within each testing pool

For the organisation of the Asymptomatic COVID-19 Screening Programme, there are two instances where an individual needs to be highlighted or nominated within each testing pool:

- 1) An individual named on the testing kit envelope, to provide an “address” for distribution of the testing kit
- 2) A pool lead, who will collect the testing kit, take responsibility for pooled sample collection, deliver the sample to the collection box, and report the number of swabs in the sample

Please note that these do not need to be the same person.

1) Individual named on the testing kit envelope

An individual has been named on the testing kit envelope to provide an “address” for distribution of the testing kit, typically to their pigeonhole or equivalent drop-off point.

This is the only “role” for this named individual, who was selected arbitrarily (simply the first person listed for each testing pool in their College database). However, if you would like this to be changed, please ask your College to amend their database accordingly.

Please note that the testing kit labels, by necessity, are printed up to 2 weeks in advance. There will therefore be a delay before any changes to the database are translated into changes in testing kit labels. This also means that this named individual may have declined to participate in the programme, or not yet consented.

2) Pool lead

Each testing pool should have a pool lead (and, preferably, a nominated deputy). Members of each testing pool should decide amongst themselves who this will be. Note that this person is not fixed and may change each week depending on individual circumstances.

The role of the pool lead is to co-ordinate pooled sample collection, and in particular to: collect the testing kit, take responsibility for pooled sample collection, deliver the sample to the collection box, and report the number of swabs in the sample. Further details are provided on the next page.

It is not necessary for the programme to have a central record of the pool leads in the data management system, but Colleges may like to keep records for internal purposes. Because of the challenges organising this before the start of term, pool leads may be decided once students have arrived in College, especially for students in their first year of study.



Asymptomatic COVID-19 Screening Programme – [further information for pool leads](#)

Each testing pool should have a pool lead (and, preferably, a nominated deputy). Members of each testing pool should 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. In the first week of the programme, which will operate at reduced scale, the pool lead should be one of the 1 or 2 students asked to provide swabs.

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 pigeon hole of the individual named on the testing kit envelope)
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 **BEFORE 11AM** on the correct swab day!
3. At the agreed time, remind all members of the testing pool who are due to take a swab. In the first week of the programme, this will be only 1 or 2 students
4. Set up the rack and sample tube, as shown in the image on the right
5. Once all members of the pool have placed their swabs into the sample tube, ensure the lid is securely screwed on, 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. Enter some further information onto a dedicated University website, using the QR code on the test kit envelope. This will take you to the webpage. Follow the simple instructions to enter the number of people in the testing pool who have been swabbed (i.e. the number of swabs in the sample tube). This is important to help us interpret the results, and monitor participation across the University.
8. Take the sample to the collection point in your College **BEFORE 11AM**, so that it can be taken for testing.



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