

# 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:



### Segregated Arrivals:

1. The return test samples will have been identified by our Collection colleagues and the correct safe handling procedures would have been followed. This will mean items have been identified and placed into a sealed bag with these bags placed into letter trays or a bag labelled 'KITS' for transport to the Mail Centre.
2. At primary sort area, keep these items separate if at all possible so that they can be prioritised for processing.
3. Transfer to the manual Tracked processing area.
4. At the Tracked processing area, set up a DBF as a receptacle for these items. Scan items using PDAs only. These items must not be presented to automation.
5. When scanned, place into the bag allotted.
6. When bags are full, tie them and attach the following label:
7. Items must be dispatched either in a direct BT York or consolidated on top of an existing BT York with the following York cards:
8. Items must be dispatched on the normal network connection to air hub or via XD unit.



### Non-segregated Arrivals:

Should any of the test samples arrive at any work area within the Mail Centre unbagged, then the step-by-step safe handling procedures below must be followed and forwarded without delay. These items may need to be extracted from any mech processing equipment if they have not been extracted on collection.

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.

