



Unitec Covid-19 Rapid Antigen Testing Guidance

Rapid Antigen Tests (RAT)

Overview

Omicron has changed how we approach Covid-19. It is more transmissible than previous variants with a high infection rate.

Polymerase chain reaction (PCR) testing has been the primary method of diagnosing whether someone was infected. That method takes time and requires a specialist healthcare worker to administer.

Rapid antigen tests (RATs) are increasingly being used because they are quicker to deliver results and can be self-administered.

Purpose

The purpose of this document is to outline how we will allocate RATs to Unitec kaimahi (staff) and how they will use them.


Allocation

With a limited number of RATs available, priority will go to situations where the kaimahi is:

- a. Needing to provide assurance to the people they are meeting in person for crucial work reasons that they are not infected
- b. Required by an external PCBU to provide proof of a negative Covid-19 result

Use process

Head of Schools and Department Managers have assessed their areas and requested RATs for their areas. Kaimahi will self-administer the test using manufacturer's instructions. Kaimahi will self record the result of the test on My Covid Record and in the Unitec Contact Tracing form (if positive) and contact their line Manager to confirm the test result.

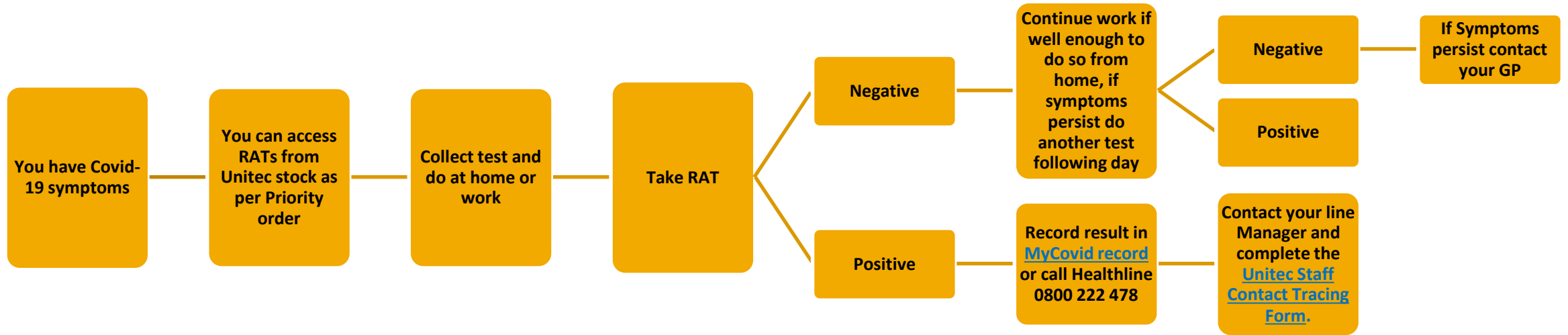


Who at Unitec can access RATs from the central stock?

Frontline workers – staff who work in ‘front facing’ roles

Priority order	Roles	Principles for accessing stock
Priority 1 <i>(stock dependant)</i>	Lecturing that require practical teaching onsite <ul style="list-style-type: none">• Architecture, Applied Business, Building & Construction, Community Studies, Computing Electrical & Applied Technology, Creative Industries, Environmental Animal Sciences, Healthcare and Social Practice, Trades & Services• UPC Critical Support Functions: <ul style="list-style-type: none">• Infrastructure (Copy Centre, In Goods, Security, Gym, Facilities Management, Support staff on campus)• Health & Safety• Information Technology• Operations• Research• Student Success <i>(Te Puna Waioira – MOH supplied)</i>	<p>If you are unable to retrieve stock from the government supply, through your General Practitioner or at Community testing stations then Unitec stock can be used to determine if you are positive or negative.</p> <p><i>If you feel unwell and are unsure if you should come to campus, you can take a RAT test.</i></p> <p>If you return a negative test, as long as you follow health advice, social distancing and wearing proper face masks you are able to continue working on site.</p>
Priority 2 <i>(stock dependant)</i>	Non front facing support functions <ul style="list-style-type: none">• Office based support roles	<p>If you are unable to retrieve stock from the government supply, through your General Practitioner or at Community testing stations then Unitec stock can be used to determine if you have symptoms or are feeling unwell.</p> <p>If you are in roles that are not critical to teaching but in a support or retail type role you may have access to the Unitec central stock, this must be agreed on with your line Manager and the H&S Manager.</p>
Priority 3 Back Office Staff	Staff who work in non front facing roles and have little interaction with members of the public or students	Please retrieve stock from the government supply, through your General Practitioner or at Community testing stations.

How do you know when to request an RAT?



Positive results – You should immediately return home, follow [Ministry of Health \(MOH\) advice](#) and isolate for 7 days. Your Household Contacts will also need to self-isolate.

Disposal of RAT test kit – please dispose of the RAT according to manufacturer’s instructions and good practice. Please use a biohazard disposal point if you are able to do so.

How to use a Rapid Antigen Test

Collecting a sample



Remove a nasal swab from the pouch.



Insert the swab into one of your nostrils up to 2-3cm from the edge of the nostril.



Slowly roll the swab 5 times over the surface of the nostril. Using the same swab, repeat this collection process in the other nostril.



Check the kit box instructions to confirm the correct time frame to read your result. This may vary depending on the kit.

Testing the sample



Peel off aluminium foil seal from the top of the extraction vial, which contains the extraction buffer.



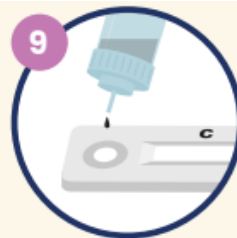
Place the swab into the extraction vial. Rotate the swab vigorously at least 5 times.



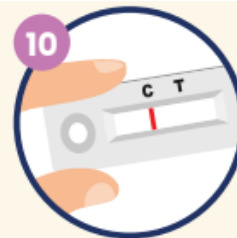
Remove the swab by rotating the swab against the vial, while squeezing the sides to release the liquid from the swab.



Close the vial with the provided cap and push firmly onto the vial. Mix thoroughly by flicking the bottom of the tube.



Turn vial upside down and hold sample over sample well. Squeeze vial gently. Allow the required drops according to the kit instructions, to fall into the sample well.



Please check on the kit instructions and follow the confirmed time to check for your test result.

Reading your result

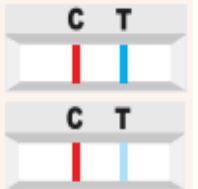
Negative

One line next to the **C** indicates the test is negative.



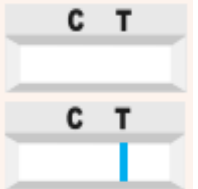
Positive

Two lines, one next to **C** and one next to **T** (even faint lines) indicate the test is positive.



Invalid Result

No line next to **C** indicates the test is invalid.



Reporting your result

You need to report your result (negative or positive), this can be done on [My Covid Record](https://mycovidrecord.health.nz). Log into mycovidrecord.health.nz or call 0800 222 478 and press option 3.

Unitec reporting process

All positive tests must be reported, log onto the Nest and click here [Unitec Staff Contact Tracing Form](#).

You will need to self-isolate for 7 days. [Click here](#) for more information on if you test positive.