

Rapid antigen testing

Guide for Businesses



December 2021

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December 2021

FOR MORE INFORMATION
please visit www.health.govt.nz

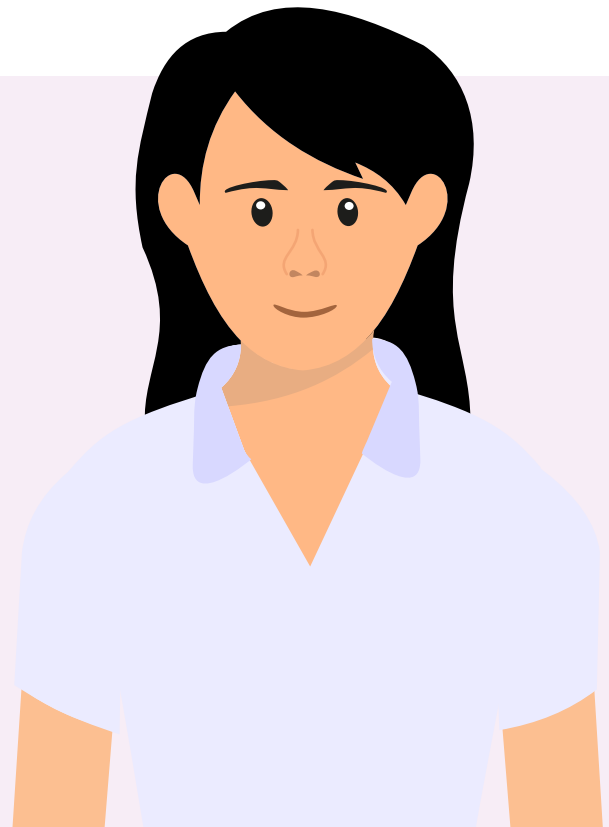
Introduction

The shift to the COVID-19 Protection Framework allows businesses to open and operate close to normal and enables businesses to take control and manage COVID-19 in their workplace. This supports our overall goal to keep individuals and our communities safe.

This enables businesses to take responsibility for providing protection from COVID-19 in their workplace, and the following guide provides some key information on how Rapid Antigen Tests can be another tool added to your 'COVID-19 Toolbox'.

RAT is a choice for you as a business. It is not mandatory. You can decide if it will work for your business. COVID-19 testing will continue to be available for those who are symptomatic at local community testing centres (CTCs) and General Practices at no cost.

Tools to protect against COVID-19



What are Rapid Antigen Tests (RAT)?

What is Rapid Antigen testing?

Rapid Antigen Tests are another tool to support you, your employees and your workplace to overcome COVID-19.

The use of rapid tests can help reduce the spread of COVID-19 by identifying individuals early before they spread the virus to their colleagues and in the community.

Rapid antigen tests are best used as a surveillance tool as part of a series of tests. We would advise individuals who have COVID-19 symptoms to seek a test via their local GP or CTC.

COVID-19

Rapid Antigen Testing Guide

Most rapid antigen testing kits follow these principles, but may differ slightly so please be sure to follow the instructions provided by kit provider.

Collecting your sample



1 Remove a nasal swab from the pouch.



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



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



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

Testing your sample



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



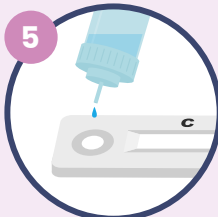
2 Place the swab into the extraction vial. Rotate the swab vigorously at least 5 times.



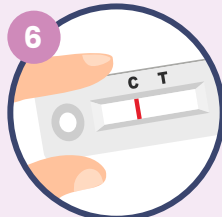
3 Remove the swab by rotating the swab against the vial, while squeezing the sides to release the liquid from the swab.



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



5 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.



6 After 10 minutes read and interpret the test result. The test result should not be read and interpreted after 15 minutes.

READ 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.



TO FIND OUT MORE
please visit www.health.govt.nz

New Zealand Government



Please be sure to read the instructions provided with the kits to ensure you're taking the right steps and reading your test result within the correct timeframe.

Key information

What happens if my rapid antigen test result is invalid?

- If your kit allows it, take a new unused test.
- If unable to or your second test is invalid, contact Healthline and follow their advice.

What happens if my rapid antigen test result is positive?

If you get a positive rapid antigen test result, you must:

- Self-isolate at your place of accommodation
- Go for a COVID-19 PCR confirmatory test as soon as possible – visit www.healthpoint.co.nz/covid-19 to find the closest testing provider
- Follow all COVID-19 public health measures
- Contact Healthline for any COVID-19 health advice on **0800 358 5453**

TO FIND OUT MORE
please visit www.health.govt.nz

New Zealand Government



Please be sure to read the instructions provided with the kits to ensure you're taking the right steps and reading your test result within the correct timeframe.

New Zealand Government



What are the benefits?

- RAT are able to provide a test result in a short amount of time
- The test itself can be self-administered – noting that a supervised test is recommended

Things to know about RAT

- It is a surveillance tool, and is not currently used to diagnose COVID-19
- If a test is positive, you will have to self-isolate and undertake a PCR test
- This may have an impact on day-to-day operations
- It is possible a RAT can be either false negative or false positive
- It is best used as a surveillance tool as part of a series of tests
- Businesses will need to fund RAT for surveillance testing in the workplace

How do I get access to RAT?

Under the COVID-19 Public Health Response 2020 (Point of Care) Order (the Order) a number of rapid antigen test kits and importers have been approved. A list of these can be found [here](#).

Applications for the importation and use of rapid antigen tests can be made via the [Epidemic notice and Orders section](#).

For approved kits and distributors see the [Rapid Antigen Testing page](#).

Things to do to prepare for RAT in the workplace

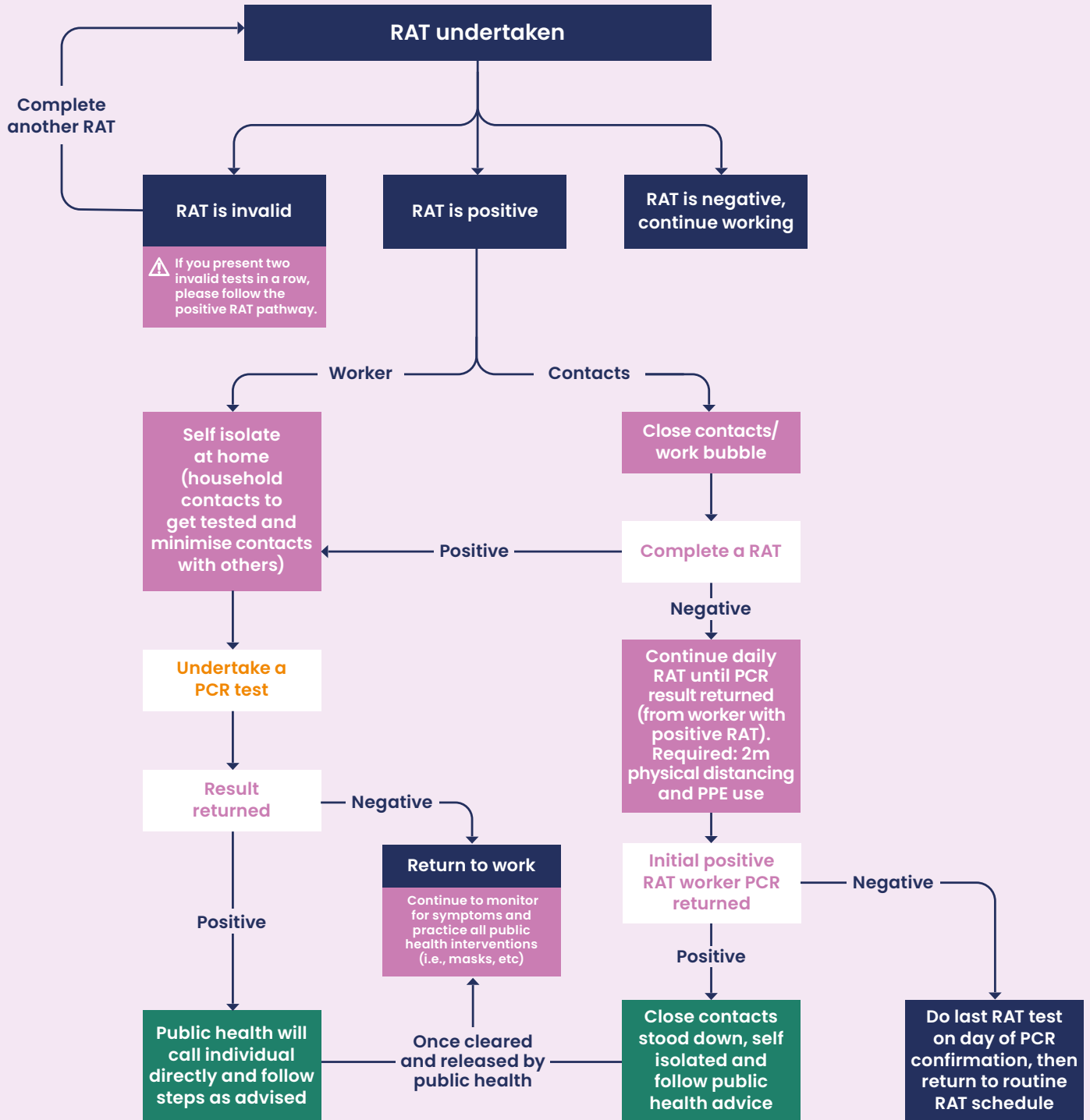
There are some key steps we recommend you take when preparing to use RAT in the workplace. These are:

- **Communicate** what is happening and why you're introducing RAT
 - This should include what happens if a positive test occurs
- **Prepare a Standard Operating Procedure** (attached is a template shared by MainFreight who were part of the MBIE RATS trial and revised this based on lessons learned)
- **Give it a go** – try a smaller group as a trial run to get a feel for it
 - This helps with the operations/logistics side of the testing
- **Create a site checklist** e.g. where, when, equipment needed
 - This helps on-training and gives people structure and guidance to follow
- **Allocate the necessary resources** in terms of number of supervised testers
 - Do you need to train one person in every bubble to perform the testing?
 - Or train 4-5 across a site?
- **Share the decision tree.** This can help people understand what it means for them as an individual if they have a positive RAT or if they are in a work bubble with someone else who tests positive, so they are well prepared.

What to do if you get a positive RAT test at work

If a worker is experiencing COVID-19 like symptoms the worker needs to undertake a PCR test and isolate at home until their results are returned.

RAT produce on average 4 false positive results per 1000 tests. Work surveillance schemes should always confirm positive results with a PCR test and record the number of false positives.



Appendix

Below are some useful links to find out further information about rapid antigen testing.

Ministry of Health – Rapid antigen testing

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/assessment-and-testing-covid-19/covid-19-saliva-testing>

Approved suppliers and rapid antigen test kits

<https://gazette.govt.nz/notice/id/2021-go4887>

Roche

https://diagnostics.roche.com/au/en_gb/c/covidqr-patients.html

CareStart

Arrow pharmaceuticals have some video tutorials available on their website.

VIDEO 1 – Health Professional Administering.

<https://vimeo.com/imageplay/review/586122621/153f8b6267>

VIDEO 2 – Patient Self-Administering

<https://vimeo.com/imageplay/review/586123696/cbc426f459>

Panbio (Abbott)

[Panbio™ COVID-19 Ag \(nasal\) Brochure](#)

[Panbio™ COVID-19 Ag \(nasal\) IFU – incl. asymptomatic & self-collected data](#)

[Panbio™ COVID-19 Ag \(nasal\) Quick Reference Guide](#)

[Panbio™ COVID-19 \(nasal\) Demo Video](#)

[Panbio™ COVID-19 Ag \(nasal\) Live Action Demo Video](#)

[Panbio™ COVID-19 Ag Rapid Test Device – Customer presentation](#)

[Panbio™ COVID-19 Ag Rapid Nasal vs Nasopharyngeal Equivalency](#)

[Technical Brief – Detection of SARS-CoV-2 Genomic Variants by Abbott Tests](#)

[Panbio™ COVID-19 Antigen Tests and Emerging Variants Information Sheet](#)

Additional training support

[Panbio COVID-19 Ag Rapid Test Device \(Nasal\) – Training Checklist](#) – to assist your site with local training to ensure all the important aspects of the test procedure are covered.

[Panbio COVID-19 Rapid Test Device \(Nasal\) – Quiz Assessment](#) – Quiz Assessment form to use in the event the link contained within the training presentations cannot be accessed.

Posters for businesses and organisations

<https://covid19.govt.nz/posters/#posters-for-businesses-and-organisations>

FOR MORE INFORMATION
please visit www.health.govt.nz

COVID-19

The following is information related to rapid antigen testing and screening in workplaces. This has been pulled from a wider document that is the Interim Guidance Framework for the Provision of Rapid Antigen Screening for COVID-19 in Clinical and Non-Clinical Settings. This is information as at 29 November. To ensure you're accessing the most up to date information, please be sure to visit the Ministry of Health's website for any updates.

COVID-19 rapid antigen testing and screening in workplaces

Information for employers

Benefits of rapid testing

Rapid antigen tests are important screening tools to help you protect your employees, customers, their families and the community where they live.

Not everyone who has COVID-19 will show symptoms. It is possible to transmit COVID-19 if you are asymptomatic and can help reduce the risk of outbreaks by regularly testing and screening your employees.

Regular rapid antigen tests provide an extra layer of defence against the spread of the virus, along with COVID-safe behaviours such as vaccination, wearing a mask, proper ventilation, physical distancing, and handwashing.

To ensure more workers have quick and easy access to COVID-19 rapid tests, Ministry of Health is supporting industry partners to provide rapid antigen tests for use as part of workplace screening initiatives. Rapid antigen tests are quick, easy and safe. They provide results in 10 to 15 minutes.

Rapid antigen test kit access and conditions

The use of rapid antigen tests as a screening tool is another layer of protection. It's not a substitute for testing requirements set out in legislation or Health Order(s) or other public health measures such as vaccination, wearing a mask, proper ventilation, physical distancing, and handwashing. Employers can implement rapid antigen testing screening for their workforce. The Ministry of Health has established guidance for workplaces conducting rapid antigen screening. Industry partners who provide rapid antigen testing for workers need to:

- procure authorised rapid antigen test kits as prescribed by the Director General Health
- screen employees according to the guidelines in line with advice from the Ministry of Health
- collect and report on usage if requested by the Ministry of Health

Industry partners may be requested to provide information collected to help streamline and improve the rapid antigen testing process.

COVID-19

Following a positive, indeterminate, or invalid rapid antigen test, a person must have a standard PCR COVID-19 test and self-isolate (home quarantine) until they receive a negative PCR result or until advised by Public Health.

As the initial pilot progresses, the Ministry of Health may continue to provide guidance to support industry in implementing rapid antigen testing.

Information for employees

Why rapid antigen testing is being implemented in your workplace

Your employer has implemented a regular workplace screening initiative to protect you, your whānau, your colleagues and customers.

Screening employees at least twice a week can help to quickly identify and isolate those who have COVID-19, including those who don't have any symptoms. Early identification helps to prevent the spread of COVID-19 in your workplace and in your community.

Rapid antigen tests detect proteins from the virus that causes COVID-19. They're quick and easy to use. Results are provided in 10 to 15 minutes.

If you've been vaccinated, you should still take part in your workplace screening initiative. The vaccines are safe and effective and can significantly reduce your chance of spreading the virus to those around you.

How is rapid antigen testing different to other testing

There are two kinds of tests, diagnostic and screening tests.

Rapid antigen tests are a screening test that are used to potentially identify positive cases earlier to help reduce the spread of the virus and prevent outbreaks. When used regularly, rapid antigen tests may help identify individuals who may be infectious early on. Individuals can be pre-symptomatic or asymptomatic but still carry the virus and may transmit it to others.

A standard test such as polymerase chain reaction (PCR) tests, is a diagnostic test, and can confirm if someone has COVID-19, with results typically available in 24 to 48 hours. These tests take a deep nasal sample and throat sample and are tested in laboratories.

A positive rapid antigen test doesn't mean you necessarily have COVID-19, it means you need to get a standard (PCR) test straight away.

COVID-19

If I get a positive test result

If you get a positive rapid antigen test result, you must immediately self-isolate and get a PCR test at a CTC or through your GP, to confirm the result of your screening test.

If I get a negative test result

Continue to follow the latest health advice and restrictions in your area. If you develop any symptoms, even if mild, you must immediately get a standard COVID-19 test (nasopharyngeal swab and PCR test) and isolate until you get a negative result.

If you have symptoms of COVID-19 or are a contact of someone with COVID-19

Do not undertake a rapid antigen test and do not attend the work site. You must immediately get a standard COVID-19 (PCR) test and isolate, including from your household members, and follow the advice given by Ministry of Health. The only way to rule out COVID-19 is to have a PCR test, even if you have only mild symptoms.

Is personal data collected

Any testing data collected will only be used to help Ministry of Health make public health decisions. None of your personal health data is used without your consent.

COVID-19

Question and answers for small businesses on rapid antigen testing

Requirements following a positive rapid antigen test result

If you get a positive rapid antigen test result, you must:

- Self-isolate away from your workplace
- Book a standard COVID-19 PCR test to confirm the result. Visit healthpoint.co.nz/covid-19
- Follow all public health measures
- If the second test is negative, repeat a rapid antigen test the next day.

What happens if a PCR test confirms a positive rapid antigen test result?

Self-isolate and follow the advice of Public Health. They will also provide guidance on the requirements for testing and isolation for other workers along with family members and contacts of the person who has returned the positive PCR test for COVID-19.

How should staff be managed in the event of a positive RAT result?

We are currently working on guidance for businesses. This will include details on how to set up processes around staff management so that in the event of a positive RAT result not all staff necessarily need to be stood down.

Requirements following an invalid rapid antigen test result

If a rapid antigen test is invalid, you can take a second test as per manufacturer's instructions. The most likely reason for an invalid result is the sample was too small or there were not enough drops on the testing strip.

If the second rapid antigen test is invalid or positive:

- You must self-isolate away from your workplace
- Book a standard COVID-19 PCR test to confirm the result. Visit healthpoint.co.nz/covid-19
- Follow all public health measures

If invalid results are happening often, further training may be required on how to collect an accurate sample for the rapid antigen testing.

What happens if a PCR test is positive after an invalid rapid antigen test result?

Self-isolate and follow the advice of Public Health. They will also provide guidance on the requirements for testing and isolation for other workers along with family members and contacts of the person who has returned the positive PCR test for COVID-19.

COVID-19

Requirements following a negative rapid antigen test result

A negative rapid antigen test result does not guarantee you are COVID-19 free. Continue to follow all public health measures and get tested if you are unwell or develop COVID-19 symptoms.

Disposal requirements

Used rapid antigen test kits are considered medical waste, so need to be disposed of safely. Test and swab disposal will depend on the volume of testing being conducted and whether the kits used for the rapid antigen test returned a positive or negative result.

For PPE, swabs, and kits from negative rapid antigen tests:

- a biohazard bin is recommended for large volumes at a single site where rapid antigen testing is being undertaken frequently and on a continuing basis; or
- a sealed zip lock bag placed in a refuse bin is suitable for small companies or one-off testing.

If the rapid antigen test was positive, the swab and kit should be put in a zip lock bag and disposed of with normal rubbish.

PPE (Personal protection equipment) requirements

PPE requirements will vary depending on the rapid antigen test kit being used. Please follow the recommendations provided by the supplier of the kit.

As a minimum, a mask and gloves should be worn when administering a rapid antigen test. This also applies to a support person overseeing testing.

Other general questions

Can we use rapid antigen testing kits that use saliva as the sample for the test?

Currently no rapid antigen tests that use a saliva as a sample for the test have been approved for supply and use in New Zealand.

There are three rapid antigen tests authorised for import and supply under the COVID-19 Public Health Response 2020 (Point of Care) Order and approved by the Ministry of Health for use in New Zealand in specific settings.

These tests all use a front of the nose nasal swab to collect the sample for the rapid antigen test.

Do we need to record the batch number/lot number against each test conducted?

The batch/lot number does not need to be recorded against each test. However, record keeping for when a batch/lot is opened and used should be in place.

Is there a “Ministry of Health’s Collection Management System (CMS)” where we need to register participating employees?

The Ministry of Health does not have a register for participating employees.

SOP Template – a guide for new businesses wanting to undertake Rapid antigen testing

SAFE OPERATING PROCEDURE (SOP)			
Shallow Nasal Rapid Antigen Testing			
This Protective Equipment MUST BE WORN		This Protective Equipment MAY BE REQUIRED:	

Purpose

To ensure that team members, owner drivers, drivers’ drivers and contractors undertaking Nasal Rapid Antigen Testing can do so safely and avoid becoming infected with COVID-19.

Definitions

Name	Definition
COVID-19	A highly infectious respiratory and systemic illness caused by exposure to aerosols or airborne droplets containing SARS-CoV-2 coronavirus particles.
Rapid antigen test kit	A test kit intended for the qualitative detection of the antigen of SARSCoV-2 in human nasal samples. Rapid antigen tests are treated as an intended an individual might have COVID-19, with a follow-up PCR test required for confirmation.
PCR test	The Polymerase chain reaction test (PCR test) is a highly accurate laboratory test that shows if a person is currently infected COVID-19. PCR tests may use either nasal/throat or saliva samples.
Positive test result	The rapid antigen test kit has indicated that a person may have COVID-19.
Negative test result	The rapid antigen test kit has indicated that a person doesn’t have COVID-19.
Invalid/indeterminate test result	The rapid antigen test kit has been used incorrectly giving a null and void result.
MBIE	Ministry of Business, Innovation and Employment.
MOH	Ministry of Health.
RAT	Rapid Antigen Testing.
Administrators	The Mainfreight team members who have been trained and approved to oversee the testing process.

Responsibilities & Authorities

Rapid Antigen Testing (RAT) does not replace or interfere with any existing public health requirements.

It is the responsibility of Mainfreight to provide appropriate and safe equipment and the necessary safe systems of work.

The Rapid Antigen testing is used in conjunction with the additional controls we have in our workplace. The team will follow all protocols like cleaning, sanitising, masks, distancing whilst using this testing measure.

The Rapid Antigen testing is not compulsory, however, Mainfreight has an expectation that all team, owner drivers, drivers’ drivers and contractors engage in the process.

Mainfreight will allow team to take paid sick leave or paid special leave if they do return a positive, indeterminate or invalid RAT result. This will enable them to self-isolate while waiting for the outcome of a PCR test.

All Mainfreight testing team members (administrators) must be trained in how to conduct a nasal rapid antigen test as per the manufacturer’s material provided, to ensure the testing protocols are followed.

Team members conducting testing must ensure that the SOP is followed in a safe manner and do not endanger themselves or other team members.

The team, owner drivers, drivers’ drivers and contractors are to employ infection control techniques to avoid contracting COVID-19 off any potentially positive team members.

SAFE OPERATING PROCEDURE (SOP)

Shallow Nasal Rapid Antigen Testing

The Training and Development team will be responsible for the storage and distribution of RAT kits, these will be stored as per the manufacturer's instructions.

ALERT LEVEL TESTING GUIDE**		
Level	Situation	Testing Guide
Alert Level 1	The virus is contained in New Zealand. We all need to be ready in case COVID-19 reappears in our community.	Random tests may be carried out in key locations
Alert Level 2	There is a low risk of community transmission.	Random tests may be carried out in key locations
Alert Level 3	There is medium risk of community transmission with active, but managed, clusters.	Identified locations are to maintain a testing programme of all team members. Considerations: <ul style="list-style-type: none"> • Number of cases • Region • Volume • COVID-19 variants
Alert Level 4	The virus is not contained and there is sustained and intensive community transmission.	Identified locations are to maintain a testing programme of all team members. Considerations: <ul style="list-style-type: none"> • Number of cases • Region • Volume • COVID-19 variants

****For all Alert levels, if there is a positive case at a site the testing frequency will increase****

	Task
	<p>Information</p> <ul style="list-style-type: none"> • Tests are only for use in individuals who are asymptomatic for COVID-19. • Rapid antigen testing does not override any public health advice that would require an individual to get a PCR test. • All test kit batch numbers, results and the history of team members tests will be recorded in ecoPortal. • All team will read and sign the Mainfreight consent form, which will be held on file.
1.	<p>Training RAT will only be administered by a trained and competent team member (Administrator). <u>Training will include, but is not limited to:</u></p> <ul style="list-style-type: none"> • How to administer the specific tests. • Avoiding common issues or errors in test administration. • Record keeping for supply chain management and records of test results. • Referral and escalation requirement for positive, invalid, or indeterminate results. • Management of private health information. • Infection prevention and control measures. • Safe disposal of test kits.

SAFE OPERATING PROCEDURE (SOP)

Shallow Nasal Rapid Antigen Testing

	<ul style="list-style-type: none"> What is in their branch RAT test kit and the use of the equipment.
2.	<p>Pre - Operational Site Checklist (Refer to Checklist following the SOP)</p> <ul style="list-style-type: none"> Identified sites will be provided a RAT test kit, this will be tailored to their requirements. Key spaces will be identified to allow for safe testing. Test frequency and site will be determined by the Alert Level Testing Guide. Date and time of testing will be communicated and pre-arranged with the responsible site administrator. Team member details will be maintained on ecoPortal. <p>Pre – Operational Administrators Checklist</p> <ul style="list-style-type: none"> Administrators must ensure they have sufficient test kits available for the expected number of tests to be conducted. Administrators must ensure they have sufficient stocks of PPE available for use prior to the commencement of testing. Administrators must check there is enough team trained to assist with the testing on the day. <p>On The Day – Operational Checklist</p> <ul style="list-style-type: none"> Administrators must be tested and have a negative result before commencing testing other team members. Equipment required (RAT pack) <ul style="list-style-type: none"> RAT units Device (for recording of batch numbers, team) Appropriate PPE (masks, face shields, disposal gloves, hand sanitizer, bio hazard bins, designated bins) User instruction cards Team members conducting the nasal rapid antigen testing must be on site and ready to commence 30 minutes before the start of each shift. Team members must be dressed in the required PPE before commencing testing (refer task #10 for a detailed list).
3.	<p>Site Safety Checklist</p> <p>Team members conducting testing are to inspect the area they will be using and ensure:</p> <ul style="list-style-type: none"> The designated space is secure and team cannot access the rest of the site. The area is free of ground obstacles. The walk-in testing area is sign posted, chairs are 2m apart. Systems are in place to ensure traffic can move freely safely (traffic flow). We will have one way entry/exit points. Sufficient protection is in place to protect the team from variations in the weather. Sufficient light is available to undertake the task.
4.	<p>Check-In Area</p> <ul style="list-style-type: none"> All team arriving on site for testing must be stopped at the check-in area. Team members are to remain in their vehicles (if applicable). Administrator is to undertake screening questions:

SAFE OPERATING PROCEDURE (SOP)

Shallow Nasal Rapid Antigen Testing

	<ul style="list-style-type: none">○ Do they have any flu like symptoms○ Have they been in self-isolation or been a house-hold contact to a positive case● If the answer is yes to any of the questions, they will be directed to a MOH COVID-19 testing station for a PCR test.● The administrator will log a new test for the team member into ecoPortal and will be given a test kit along with instructions.● The administrator will enter the test kit details against the team member in ecoPortal.● The team member will be directed to the designated space to perform the test and await results.
5.	Designated Space - Walk In Area <ul style="list-style-type: none">● For any person who has not arrived in a vehicle or if the branch is unable to provide a carpark option, they will be required to enter through the walk-in pathway. The area will be seated.● If a team member is in a vehicle that cannot be parked in the designated space, they will be required to park outside the site and enter through the walk-in testing pathway.
6.	Designated Space - Carpark <ul style="list-style-type: none">● Once at the designated space and parked their vehicle they will complete the test (following the user instruction card).● The team member must remain in their vehicle while completing the test.● Once they have a result, the administrator will verify the result for confirmation.
7.	Testing Procedure (see figure one for the steps below) <ul style="list-style-type: none">● Get timer ready on your phone, watch or car clock.● Remove the test device from the foil pouch prior to use. Place on a flat, horizontal and clean surface.● Hold the buffer bottle vertically and fill the extraction tube with buffer fluid, until it flows up to the fill line of the extraction tube. <p><i>If the amount of buffer fluid is excessive or insufficient, an improper result may occur</i></p> <ul style="list-style-type: none">● Place the extraction tube in the tube rack.● Tilt your head back.● Insert the swab approximately 2cm into the nostril (until you feel some resistance).● Rotate the swab 5 times against the nasal wall, then slowly remove from the nostril.● Using the same swab, repeat the procedure with the second nostril. <p><i>If the swab stick breaks during collection, a new swab will need to be used.</i></p> <ul style="list-style-type: none">● Remove the swab and insert into the extraction tube.● Swirl the swab tip in the buffer fluid inside the extraction tube, pushing into the wall of the tube, at least 5 times and then squeeze out the swab by squeezing the tube with your fingers.● Break the swab at breakpoint and close the cap of the tube.● Open the dropping nozzle cap at the bottom of the extraction tube.● Release 5 drops of liquid vertically into the specimen well on the drive.

Note:

Do not handle or move the test device until the test is complete and ready for reading.

Bubbles that occur in the tube can lead to inaccurate results.

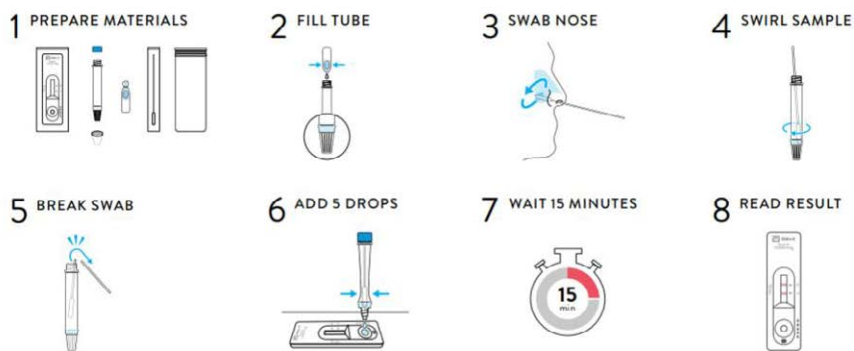
If you are unable to create sufficient drops, this may be caused by clogging in the dispensing nozzle.

SAFE OPERATING PROCEDURE (SOP)

Shallow Nasal Rapid Antigen Testing

- Re-close the nozzle cap and start your timer.
- Read your results after 15minutes (**do not read results after 20minutes**)
- Once you have your results, put your **hazard lights** on, this notifies the administrator that you have completed the test.
- If you are in the walk-in area notify the administrator.
- Dispose of the used device into the designated biohazard bin.

Figure One



8. Administrator – Post Test

- Once a team member has completed their test, the administrator will confirm the result.
- The administrator will take a photo of the test taken, fill out the additional fields in ecoPortal under the team members' name.
- At no point are administrators to handle the used test equipment.

9. Result Process

If there is a positive result, Mainfreight will inform Healthline **special #** as soon as reasonably practicable, or seek urgent advice from the closest general practice or urgent care clinic.

Negative Result

- If the test result is negative, the team member who has been tested can exit their car or walk-in area, dispose of all testing equipment in the designated biohazard bin and commence their normal shift.

Positive Result

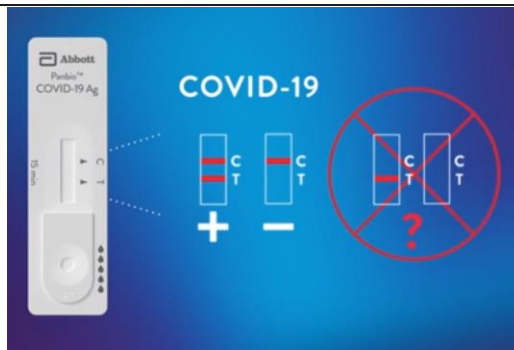
- If the test result is positive, the team member will be sent for a PCR test.
- The administrator will notify the Healthline **special #** and provide the team members name and date of birth.

Invalid or Inconclusive Result

- Team will be required to undergo additional testing to get a conclusive result.
- If unable to provide a conclusive result they will be sent for a PCR test.

SAFE OPERATING PROCEDURE (SOP)

Shallow Nasal Rapid Antigen Testing



10. Personal Protective Equipment (PPE) and Other Equipment

The minimum required PPE is:

Nitrile gloves

- Gloves to be changed a minimum of every hour or if a positive result is obtained.
- Gloves should be changed sooner if the gloves have become sweaty.
- Used gloves to be placed in the designated bin.

Surgical masks

- Masks are to be changed a minimum of every hour or if a positive result is obtained.
- Used masks to be placed in the designated bin.

Designated bin(s)

If deemed necessary, the below optional PPE can be utilized:

P2/N95 Filter mask

- If used, P2/N95 masks are to be changed a minimum of every hour or if a positive result is obtained.
- Used masks to be placed in the designated bin.

Plastic gown

- If used, plastic gowns are to be disposed of in the designated bin at the end of each shift.

Plastic face shield

- If used, face shields are to be changed at the end of each shift and sanitized before reusing.



11. Quality Control

- Every 100th RAT kit will be tested for quality.
- The RAT kits that are tested will be logged and reported.

12. Reporting and Recording

An agreed dataset will be supplied to MBIE and the MOH for reporting purposes on a weekly basis, which will include:

- Total number of rapid antigen tests.
- Number of positive results.
- Number of indeterminate results.
- Number of invalid tests.
- Number of testing kits that have undergone quality control.

SAFE OPERATING PROCEDURE (SOP)

Shallow Nasal Rapid Antigen Testing

A Mainfreight representative may attend meetings (as requested by MBIE, not to exceed weekly) to report back on lessons learned, including:

- How the rapid antigen tests are used in practice.
- Are there any impacts on the workflow in the operation of the business.
- Any behavioral changes with the team since introducing the testing (sick leave taken, perception and willingness).
- Support government agencies to produce guidance for future phases of the rapid antigen testing rollout.

Appendix on Result Process:

Negative Result

- If the test result is negative, the team member who has been tested can exit their car, dispose of all testing equipment in the designated bio-hazard bin and commence their normal shift.

Positive Result

- If the test result is positive, the team member will need to undertake a PCR test.

Invalid – Positive

- If the first test is invalid, the second test is positive, the team member will need to take a PCR test.

Invalid – Negative

- If the first test is invalid, the team member will need to take a second test, if the result is negative, dispose of all testing equipment in the designated bio-hazard bin and commence their normal shift.

Invalid – Invalid – Invalid

- If the first test is invalid, the team member will need to take a second test
- If the second result is invalid, the team member will need to take a third test.
- If the third test result is invalid, the team member will need to undertake a PCR test.

References

41FK11 – Abbott Panbio COVID-19 Ag Rapid Test Device (Nasal)

SAFE OPERATING PROCEDURE (SOP)

Shallow Nasal Rapid Antigen Testing

PRE-OPERATIONAL CHECKLIST

Pre-Operational Site Checklist	Checked
Has the date and time been communicated and pre-arranged with the site administrator	
Is there a RAT test kit on site	
Is the identified space safe for testing	
Access to ecoPortal	
Pre-Operational Administrator Checklist	Checked
Sufficient test kits available	
Sufficient stock of PPE available for use	
Are there enough trained team to assist with the testing	
Sufficient consent forms	

ON THE DAY CHECKLIST

Pre-Operational Site Checklist	Checked
Has the administrator completed their RAT with a negative result	
Is the designated space secure so team cannot access the rest of the site	
Is the walk-in testing area signage displayed, chairs at seating area 2m apart	
Will the traffic be able to move freely and safety (one entry and one exit point)	
Is there sufficient shelter from rain or sun	
Is the lighting sufficient	
Equipment Checklist	Checked
Equipped with RAT kits	
Device (for recording the details in ecoPortal)	

SAFE OPERATING PROCEDURE (SOP)

Shallow Nasal Rapid Antigen Testing

We appreciate all that you do to keep our communities safe and COVID-19 out.

To find out more please visit the Ministry of Health website.



December 2021

Please email covid-19poc@health.govt.nz if you have any questions or want to find out your eligibility for rapid antigen testing.