

## **Guide to Ordering COVID-19 Home Testing Kits for staff, pupils and their families in Bedford Borough, Central Bedfordshire, and Milton Keynes**

### **How can I access order a home testing kit through the national testing web portal?**

On the website, when prompted you should select:

- “no” to being an essential worker,
- “no” to having symptoms, and
- “no” to being part of a trial or pilot.
- Then select “My local council or health protection team has asked me (or someone I live with) to get a test, even though I do not have symptoms”

Selecting these options will allow you to request a home testing kit for COVID-19. More detailed instructions with screenshots are provided at the end of this guide.

### **When should I order the test?**

Please try to order the test as soon as possible to ensure that we can identify any people who are positive but asymptomatic. This is to try and prevent the spread of infection and ensure that anyone who is positive takes the appropriate action. Details of this can be found at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

### **The website says “You cannot use this service to get a test if: your employer or school has asked you to get a test but you have no symptoms.” Can I still get a test?**

Yes. We have made special arrangements with NHS Test & Trace in light of the high number of infections locally. Please follow the instructions in the link below to book a test:

<https://www.gov.uk/get-coronavirus-test>

### **The website says “There is a problem. We cannot process your request for a home test kit.”**

Please try again later. The service is experiencing a high level of demand but if you keep trying you will be able to place your order.

### **Should students, families, and staff self-isolate whilst waiting for their test result?**

No – as long as they have no symptoms or have not already been confirmed as a ‘close contact’ who is needing to self-isolate.

### **What should I do if I test positive?**

If you have received a positive test result **you, and your household must self-isolate for 10 days from the date of your positive test**; this is the only way to guarantee you will not pass COVID-19 to others, will help to stop the spread of the virus, and protect our friends and family, our community, and the NHS.

If you are told to self-isolate, you should start self-isolating straight away.

For help and support to self-isolate please visit: <https://www.milton-keynes.gov.uk/>

You will also be contacted by NHS Test & Trace – please provide them with the information requested so that we identify your contacts and contain the virus. If a student or staff member tests positive, it is important to notify the school/college so that any close contacts in the educational setting can be identified and asked to self-isolate. Don't forget to let the school/college know the date that the student took the test.

### What if I test negative?

Anyone who tests negative does not need to self-isolate; but remember that the test means that **you are negative - only on the day of the test**; it does not guarantee that you will be negative for the whole of the holiday period.

### Why aren't you offering this to the families of younger children?

The rate of infection is much lower among younger children, and evidence suggests that they are also much less likely to transmit COVID-19 to others. There are a limited number of home testing kits available and therefore, we are targeting them to where they will make the most difference.

## A guide to ordering home testing kits

The screen shots below help illustrate the process but do not include all the pages you will need to complete.

**Is the person who needs a test an essential worker?**

Essential workers include NHS staff, teachers and transport staff. Check the [full list of essential workers on GOV.UK](#).

Yes

No

I don't know

[Continue](#)

**Does the person who needs a test have coronavirus symptoms?**

The main symptoms of coronavirus are:

- a high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

Most people with coronavirus have at least one of these symptoms.

Yes, at least one of these symptoms

No, none of these symptoms

[Continue](#)

## Is the person who needs a test part of a trial or government pilot project?

For example, they:

- are taking part in community testing
- have been invited to take part in the Contact Testing Study
- were told to get a test by the COVID Symptom Study app (by ZOE)

- Yes
- No

Continue

## Why are you asking for a test?

- I've been told to get another coronavirus test
- I'm ordering for someone I live with who has coronavirus symptoms
- My local council or health protection team has asked me (or someone I live with) to get a test, even though I do not have symptoms
- I'm part of the National Tactical Response Group (NTRG), or someone I live with is
- None of the above

Continue

## Do you or someone you live with have a car, small van or motorbike?

We are asking this so we can include a drive-through test as one of your options.

You can still choose a walk-through test or a home test if you prefer.

It's safe to visit a drive-through test site if you're self-isolating.

- Yes
- No

Continue

This will ensure that you get the home testing kit option.

## How do you want to get the coronavirus test?

Based on your answers, these testing services are available to you.

**!** If no tests are available online, do not call helplines to get a test. You will not be able to get a test through the helplines.

At a walk-through test site

There are currently no appointments available. Please try again in a few hours.

**Home testing**

- you can get a test kit for yourself and up to 3 other people you live with
- it is posted to your home and should arrive the day after you order it
- it's important that you return your test as soon as possible after doing it

[Continue](#)

## Order a home test kit: what you need to know

### About the test

- the home test kit is free
- it contains a swab test and instructions
- it's posted to your home and should arrive the day after you order it
- it's important that you return your test as soon as possible after doing it

### Who can have it

You can get a test kit for yourself and up to 3 other people you live with who have coronavirus symptoms.

Some people may be asked to get a test even if they do not have symptoms.

In England, Scotland, Wales and Northern Ireland, a child can have a test whatever their age.

[Continue](#)

## Confirm people for testing

You can add up to 3 people you live with for testing.

A maximum of 2 people can arrive on the same motorbike. If you plan to travel by motorbike, you can only get a test for you and one other person you live with.

Once you've confirmed who needs testing, you can continue.

**!** People you live with who do not have symptoms are not eligible for this test. Do not order tests for them, unless you've been asked to. Ordering unnecessary tests is wasting NHS resources.

[Save and continue](#)

[Add person you live with](#)

It is at this point that you can add additional household members. If your household has more than 4 people, please complete the process separately for each adult.

You will be sent a code via your email address which you need to use to complete the order.

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