

## INSTRUCTIONS and FAQs

### Invitation for Staff and Pupils who do not have symptoms to test for Covid-19

#### 1) Who is being tested

We are asking all pupils in years 11-13 in secondary schools and colleges, and year 14 in some schools, as well as all staff at both primary and secondary schools and colleges to get tested for COVID-19. Family members who live in the same home as a member of staff or pupil in those year groups are also welcome to take a test and return to one of the collection points on Thursday 7<sup>th</sup> January – more details below.

Amongst these age groups in secondary schools, it is though around 1 in every 3 people who test positive for covid-19 do not have any symptoms. It is therefore important to identify people without symptoms to help prevent them from passing it on unknowingly to other, potentially more vulnerable, people.

#### 2) Do I have to take the test?

Taking the test is completely voluntary. The Department for Health and Social Care has arranged for these tests to be made available through our local distribution in Havering to help protect our most vulnerable residents. If you are not showing any symptoms, taking one of these tests and finding out if you are positive will help stop the spread of the virus to other people and slow the rate of infection.

#### 3) Do I need to go online to register my test kit?

**Yes.** Please don't follow the instructions that are included in the kit, as these might be a little confusing. This programme for Havering and the other north east London boroughs has been set up specially because of the current high case rates and with a dedicated collection service. Therefore, you will need to register your kit at: <https://test-for-coronavirus.service.gov.uk/register-home-test> and indicate that this is part of community testing. This will make sure you receive your results by text in a timely manner.

When you get to the screen that says "What's your order ID", you will need to click on a link that says "Register your kit in a different way" at the bottom of the screen. You will then be asked to add your unique test kit barcode. The barcode number can be found stuck to the vial or to the bottom of the return box or on the instructions. Please follow the step by step guide given at the end of this FAQ, on page 4.

Letter to Parents - Azyr COVID-19 Asymptomatic Home kit use for local o Cases | Coronavirus in H

k/register-home-test/order-id

**GOV.UK** Get a coronavirus test

ALPHA This is a new service – your feedback will help us to improve it.

< Back

### What's your order ID?

You'll find your 10-digit order ID at the top of the confirmation email you received when your test kit was ordered.

Entering your order ID is the quickest and easiest way to register your kit - you will not have to enter information previously provided.

Your order ID looks like this in the confirmation email. The email was sent from "Coronavirus Home Testing":

Your 10-digit order ID is: 0123456789 (example)

Order ID

Continue

If you did not receive an order ID, you need to [register your kit a different way](#). Please do not use the link if you have an order ID.

Click here at the bottom on "Register your kit in a different way" instead of having an order ID

#### 4) When do I take the test?

Please take the test on Thursday 7<sup>th</sup> January.

## 5) I have previously tested positive for Covid-19. Do I need to test again?

If you have tested positive for COVID-19, you will probably have developed some immunity to the disease. However, it cannot be guaranteed that everyone will develop immunity, or how long it will last. It is possible for PCR tests to remain positive for some time after COVID-19 infection.

Anyone who has previously received a positive test result for COVID-19 should only be re-tested within a 90-day period if they develop any new symptoms of COVID-19.

If you develop COVID-19 symptoms at any point after ending your first period of isolation you and your household should follow the steps in this guidance again.

If you develop COVID-19 symptoms and had a positive test result more than 10 days ago, you should stay at home and seek medical advice.

## 6) Where do I return my testing kit?

Please **DO NOT** send these test kits back in the post. We have set up 4 community collection points in Havering for you to return your completed test kit to, which are listed below. If you choose to take a test, please complete a swab on the following dates:

Please wear a **FACE MASK** when returning your completed test kit to one of these collection points

When the kit should be used	Thursday 7 <sup>th</sup> January	What time is the collection centre open till?
Where can I return it to? (DO NOT SEND IN POST)	1. Havering Adult College, Bower Park Centre, 472 Havering Road, Romford, RM1 4HR (see map on page 5 for directions)	9am to 3pm
	2. Havering Adult College, Brittons Centre, Ford Lane, Rainham, Essex RM13 7BB (see map on page 5 for directions)	9am to 3pm
	3. Central Park Leisure Centre, Gooshays Drive, Romford, RM3 9LB	9am to 3pm
	4. Sapphire Ice and Leisure Centre, 24 Western Road, Romford, RM1 3JT	9am to 3pm
	5. Main Reception, Romford Town Hall, Main Road, Romford RM1 3BB  Please do NOT take your kit to the testing centre at the back of the town hall – these kits must be returned to the <b>Town Hall Main Reception</b>	3pm to 5pm

## 7) When and how will I get my results back?

Usually within 24 to 48 hours by text message if you have registered your kit online beforehand, but sometimes a little longer, up to 5 days.

## 8) Can I still come in to work or school if I haven't had my test result back?

**Yes.** If you are not showing any symptoms you can continue your normal activities, including going to work or school.

**You only need to isolate if you get a positive test result back or you are showing symptoms of Covid-19.**

If you do get a positive test result, the school will need to conduct its risk assessment and contact tracing within the school environment only, as per any positive result. The school would not be responsible for contact tracing contacts before their return to school.

#### 9) There was something wrong with my kit, what do I do now?

Occasionally some of the test kits are faulty. If you would like to get a replacement test, or wish to get a test in a different way, there are a number of options available:

- Request a home test kit from <https://www.gov.uk/get-coronavirus-test> . Click on 'Start Now' then Click 'Yes' as an essential worker (whether you are staff or pupil); then 'No' to symptoms (unless you have symptoms), the 'Yes' to taking part in community testing.

The test kits will be delivered directly to your home, and you can return them directly to the community collection sites on the nominated days.

- Go to one of the local Mobile Testing Units. These are walk-in sites which are situated across the borough. See our web page for regular updates on where these units are located: [www.havering.gov.uk](http://www.havering.gov.uk) . The MTUs will process their own tests separately from the school staff and pupil testing described here.

#### 10) I don't live in Havering – can I return my kit by post?

**No.** As this is a special testing process that has been set up especially for North East London, with reserved lab capacity to test the kits as quickly as possible, **all kits** need to be returned to the community collection points. The collection points in Havering are listed above.

# Registering kits

**1**

**Register a home test kit**

You can register a coronavirus (COVID-19) test for you or someone else. You must register your kit so that we can send your test results to you.

**Check what you need**

- you should only register a home test kit after you've:
  - received it
  - found your nearest Royal Mail priority postbox or booked a courier to collect it
  - got your order confirmation email containing your 11 character order ID (you received this when you ordered your test kit)

**How we use your data**

To find out how we use your personal data when you register for a coronavirus test, visit [our privacy notice](#).

**Start now >**

It is essential that citizens register their kits to receive their test results.

**2**

**Do you know how you'll return your test kit?**

It's very important that you follow the enclosed paper instructions on how to return your test kit.

You'll either need to find your nearest Royal Mail priority postbox or book your courier.

Yes

No

**Continue**

**3**

**What's your order ID?**

You'll find your 10-digit order ID at the top of the confirmation email you received when your test kit was ordered.

Entering your order ID is the quickest and easiest way to register your kit - you will not have to enter information previously provided.

Your order ID looks like this in the confirmation email. The email was sent from "Coronavirus Home Testing".

Your 10-digit order ID is: 023456789 (example)

Order ID

**Continue**

If you did not receive an order ID, you need to register your kit a different way. Please do not use the link if you have an order ID.

The 'register your kit a different way' option must be selected. This action will launch a separate screen.

**4**

**Register a coronavirus test**

Use this service to register a coronavirus (COVID-19) test for you or someone else.

You need to register your coronavirus test so you can get your results.

**To complete this form, you'll need:**

- the barcode for the test you're registering
- a mobile number (for you or the person you're registering it for)

**How we use your data**

To find out how we use your personal data in the coronavirus service, visit [our coronavirus privacy notice](#).

**Start now >**

**5**

**Where are you taking your test?**

At a test site

At home

**Continue**

The 'At home' option must be selected.

**6**

**Enter your unique test kit barcode or Randox URN**

There are 2 types of home test kit, one of which is branded Randox. If you have a non-Randox home test, use the camera on your phone or computer to scan one of the identical barcodes inside your home test kit. You'll either find them attached to the plastic vial, cardboard bag and return box or loose for you to stick on yourself (please read instructions).

These are different from your pre-paid Royal Mail return package barcode on your box.

You can also manually enter the 11 character reference below the barcode.

If you have a Randox test kit, manually enter the 9 or 10 character unique reference number (URN) on the label.

▶ [What does the barcode look like?](#)

▶ [What does the Randox URN look like?](#)

**Scan my barcode**

Test kit barcode reference or URN

Confirm test kit barcode reference or URN

**Continue**

- The barcode used to register can be found stuck to - the vial or to the bottom of the return box or on the instructions
- For language or any other additional assistance, citizens can contact 119



[www.haveringadultcollege.co.uk](http://www.haveringadultcollege.co.uk)



**DIRECTIONS TO HAVERING ADULT COLLEGE  
BOWER PARK CENTRE – FRONT OFFICE**

Address: Havering Adult College, Bower Park Centre, 472 Havering Road, Romford, RM1 4HR

Telephone: 01708 434955

**By Bus** - There are four main bus routes that pass within easy walking distance. After getting off the bus there will be a short walk into and along Havering Road, past Bower Park Academy.

103 from Rainham to Romford - stop required: Chase Cross Road (End of route)

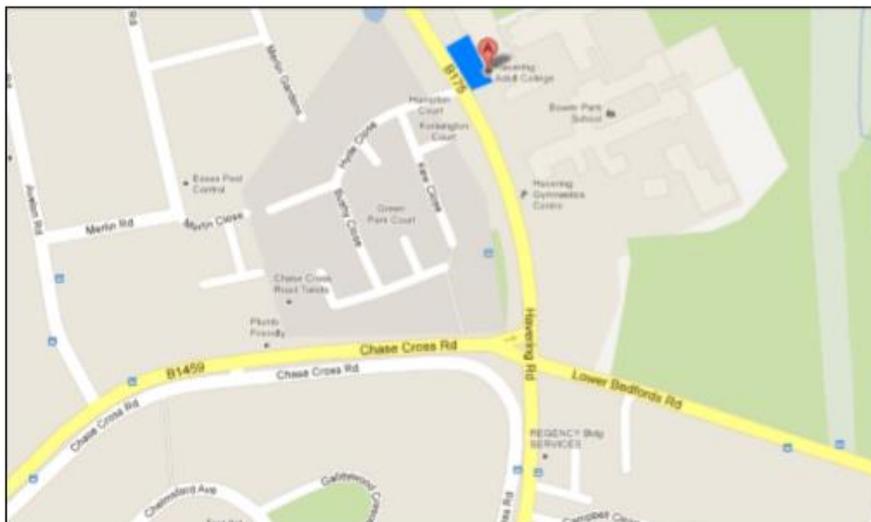
175 from Dagenham to Hillrise Estate - stop required: Avelon Road

499 from Gallows Corner to Beacontree Heath (or vice versa) - stop required: Havering Road Chase Cross.

575 from Romford to Harlow (or vice versa) - stop required: Chase Cross.

**By Car** – Bower Park Centre can be accessed by Havering Road, which also meets with Lower Bedford Road and Chase Cross Road at the traffic lights. When at these traffic lights turn so you are heading up the hill toward Havering-atte-Bower and Bower Park front office is the building with the small car park at the front, just further on from the school.

**Please note:** The main reception is the building on the right, which is signed.



The Blue rectangle in the picture is the Centre. The blue dots are the local bus stops.



[www.haveringadultcollege.co.uk](http://www.haveringadultcollege.co.uk)



**DIRECTIONS TO HAVERING ADULT COLLEGE  
BRITTONS CENTRE**

Address: Havering Adult College, Brittons Centre, Ford Lane, Rainham, Essex RM13 7BB

Telephone: 01708 554016

**By Bus** - There are four main bus routes that pass within easy walking distance. After getting off the bus there will be a short walk into Ford Lane.

103 from Romford to Rainham - stop required: Thorogood Way.

165 from Romford to Rainham Clocktower - stop required: Ford Lane.

372 from Hornchurch to Lakeside - stop required: Ford Lane.

365 from Romford to Mardyke Estate or Wennington - stop required: Ford Lane.

**By Car** – Ford Lane is accessed via Rainham Road (A125) or South End Road (continuation of Abbs Cross Lane). Coming from Rainham Road it's the first road on the left.

**Please note:** We are **NOT** situated within the main school complex but have our own driveway alongside the school with car park facilities. **You will see a blue sign for the Havering Adult College at the top of the drive (please follow the signs for the Army Cadets and artificial turf pitches)** – this will lead you around the main school campus to the Brittons Centre. We are based in the last building on the right at the far end of the car park.

The Blue arrowed shape in the picture is the car park. The dots in the red circle are the local bus stops.

