

College Checklist - LFT Testing (CATa)

Pre-Testing

Testing

	Kit Logistics	Testing Facility	Training for College Staff	Student Booking	Student Testing	Results Recording
Key Points	Test kits will be sent to you to distribute to students	A physical test facility is needed to run the first round of tests	Train the trainer sessions are run remotely and also now in person for some sessions	Students must book a test using the EAS (Early Alert Service) system	Students self-test in the testing facility supervised by trained trainers	See University guidance here on what to do after getting a test result: https://www.ox.ac.uk/coronavirus/students/christmas-vacation (within Testing sub-heading)
	Three test kits in a test kit bag and the buffer solution will be provided separately	First aid/student welfare assistance needs to be available, in case help is required during a session	Trained staff can provide training for other volunteers if they feel confident to do so	Students collect test kits from college which must be cross referenced against a booking in EA	After performing the test, students must remain in the testing facility while they wait for their result to become visible	Results should be logged in EAS here: https://earlyalert.medsci.ox.ac.uk
	Supply of buffer solution is limited but we are expecting more supplies, please bear with us	All staff need to be aware of fire drills, emergency exits etc		The college CAT-SPOC will have access to see all the bookings in EAS	Symptomatic students will not be allowed to use the LFT test and should instead book a PCR test	
	All used test kits need to be disposed of as clinical waste	Light PPE is needed to run the testing facility i.e. face mask, gloves and apron (if available)				
	Test kits need to be stored between 2-30C but at room temperature when used for testing	The following need to be available to students and staff: hand sanitiser (entrance and exit to venue), sterile wipes, pens, tissues (on tables where tests are taken)				
Check list	Have you let the CAT Project Team know how many students need a test?	Has the training facility location been selected?	Have you sent list of trainers to CAT Project Team? Deadline: Thursday 26th November	Have booking sessions slots been sent to CAT Project Team? These should include location, start time, end time, session length Deadline: Thursday 26th November	Testing can start from Sunday 29th November	
	Have you advised students how to dispose of used tests appropriately?	Has the testing station layout been decided?	Have you received training session details from the training team? Training happening on Thursday 26th November and Friday 27th November	Are session slots available in EAS?	Have test kits been delivered to your college? Kit delivery from Thursday 26th November	
	Do you have a suitable storage location for the test kits?	Have you confirmed that your testing facility and planned testing sessions have the capacity to test the number of students who want to be tested?	Have your staff trainers completed their training?	Have you told students to book into a session using EAS?	Have all students picked up a test kit?	
				Have you provided the SSOs of a college staff who need to check bookings when students pick up kit?	Have you organised for testing stations to be cleaned after each testing session?	
	Have you ordered PPE equipment to run the training facility?			Has college CAT-SPOC got access to EAS bookings?		