Step 1: Gather materials
- Check the expiry date on your test supply paper bag. All supplies must be discarded after that date.
- Ensure all supplies are stored at room temperature.
- You will need access to a digital camera (e.g., on a cell phone) and a smartphone, computer or tablet to upload your test result.
- Grab your phone or timer and a permanent marker.
- Wash your hands and ensure they are completely dry before handling test supplies.
- From your test package, grab 1 swab, 1 test device and 1 extraction tube and place them on a clean surface.

Step 2: Open test device
- Only open the test device right before using your test, as the device is only valid for two hours after it is opened.
- Make sure the testing device is laid on a flat surface with the reader facing up.

Step 3: Swab
- Open the wrapper of nasal swab like a Band-Aid®.
- Only hold the plastic end of the swab and keep cotton end facing upwards.
- Insert the cotton end into your nostril (about 2 cm deep) and swirl 5 times.
- Insert into second nostril and repeat.

Step 4: Mix
- While keeping the cotton end of the swab upright, take the blue lid off the extraction tube.
- Insert the cotton end of the swab into the fluid in the extraction tube.
- Swirl the cotton tip of the swab in the fluid for 5 rotations.

Step 5: Snap and Secure
- Slightly raise the swab and squeeze the cotton tip to release the fluid down into the tube.
- With the swab raised, find an indentation on the plastic handle and snap off the handle at the indentation.
- Set aside the snapped off piece to be disposed in the garbage.
- Secure blue cap on top of extraction tube with the remaining swab inside.
### Step 6: Drop
- Twist off the bottom white lid on the extraction tube.
- Hold the tube over the round well on the test device.
- Put 5 drops into the well.
- Put the white lid back on the extraction tube.

### Step 7: Wait
- Set a timer for 15 minutes.
- Wash and dry your hands.
- The test device reader window will turn completely pink – this is normal.
- Over the 15 minutes, the pink will fade to white and only the red result bar(s) will remain.

### Step 8: Read your result
- After 15 minutes, check the device for your test result.
  - 1 red line at “C”: negative
  - 2 red lines: presumed positive
  - No lines or 1 red line at “T”: inconclusive

### Step 9: Report your result
- With a permanent marker clearly write today’s date on the test device.
- Take a photo of your test device clearly showing the result and date.
- Go to the COVID-19 Test Result form: yorku.ca/go/COVID19TestResult
- Complete the form and upload the photo of your test device.

### Step 10: Disposal
- Dispose of all used test materials (device, extraction tube, wrappers and swab handle).

### Step 11: Next steps
**If a negative result:**
- Upload your result to the COVID-19 Test Result form: https://yorku.ca/go/COVID19TestResult
- If you are subject to mandatory testing, you may be physically on campus within 72 hours of a negative result.
Step 11: Next steps (continued)

If a positive result:
• Start self-isolation immediately. Complete the YU Screen form: https://yorku.ubixhealth.com/ and answer YES on the question: “In the last 10 days, have you tested positive on a rapid antigen test or home-based self-testing kit?” A designated staff member will follow-up with you to ensure public health guidelines are being followed.
• Next you should:
  • Upload your result on the COVID-19 Test Result form: https://yorku.ca/go/COVID19TestResult
  • Schedule a PCR test within 24 hours: https://covid-19.ontario.ca/assessment-centre-locations
  • Upload your PCR test result (positive or negative) to the COVID-19 Test Result form: https://yorku.ca/go/COVID19TestResult

If an inconclusive result:
• Repeat steps 1-10 with new test supplies from your package.
• If you are out of supplies, book an appointment to be tested at
  • the York Test Clinic: https://qrco.de/YorkU OR
  • an accredited COVID-19 testing site: https://covid-19.ontario.ca/assessment-centre-locations
• After you have a negative result, you can pick up a new test supply package.
• If the second test result is inconclusive, book an appointment to be tested at
  • the York Test Clinic: https://qrco.de/YorkU OR
  • an accredited COVID-19 testing site: https://covid-19.ontario.ca/assessment-centre-locations

Resources
• YU COVID-19 Test Result form: yorku.ca/go/COVID19TestResult
• YU rapid antigen testing program (including pick-up location information): yorku.ca/bettertogether/rapid-testing/
• In-person testing at the YU Testing Clinic: https://qrco.de/YorkU or 905-882-9797
Resources (continued)

- YU Screen: https://yorku.ubixhealth.com/

- YU Better Together FAQs on mandatory testing: https://www.yorku.ca/bettertogether/faqs/#Testing


- Ontario Health Self-Collection training video: https://www.youtube.com/watch?v=RXIEz1YZFDO

- Ontario Health Self-Collection training instructions: https://www.ontariohealth.ca/sites/ontariohealth/files/2021-03/How_to_Nasal_Swab_2-pager.pdf