Step 1: Gather materials

- Check the expiry date on QR code label on your package. All supplies must be discarded after that date.
- You will need access to a digital camera (e.g., on a cell phone) and a smartphone, computer, or tablet with internet connection 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, 1 bottle of buffer solution, and 1 extraction tube and place them on a clean surface.
- 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 2: Prepare the extraction tube

- Assemble the cardboard tube rack to hold the extraction tube.
- Take one extraction tube and ensure the white cap is secured tightly at the bottom.
- Fill the extraction tube with 11 drops of the buffer solution up to the top of the line on the tube.

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

- 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 for disposal
- Secure a 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:
  https://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). Consult with your local municipality on how to dispose of these items.
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.

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
  - After you have a negative result, you can come on campus to pick up a new test supply package.
- If the second test result is inconclusive, book an appointment to be tested at

Resources

- YU COVID-19 Test Result form: https://yorku.ca/go/COVID19TestResult
- YU rapid antigen testing program (including pick-up location information): https://yorku.ca/bettertogether/rapid-testing/
- 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=RXIEz1YFDQ
  - Ontario Health Self-Collection training instructions: https://www.ontariohealth.ca/sites/ontariohealth/files/2021-03/How_to_Nasal_Swab_2-pager.pdf