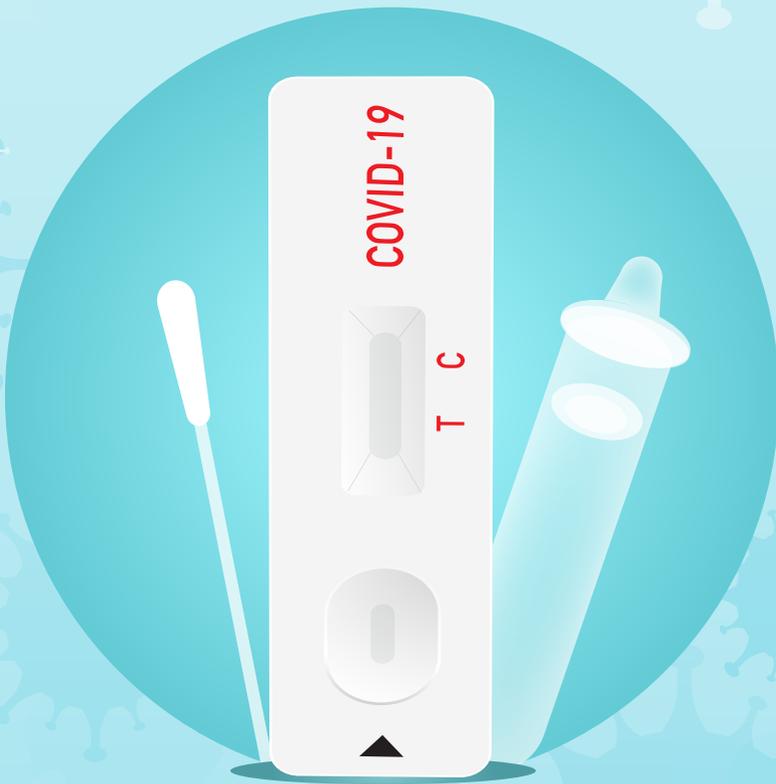


# Step-by-Step Guide

Your **step-by-step guide** for your journey from deciding to take a **Rapid Antigen Test (RAT)** for Covid-19 through to reporting your results to the **My Covid Record website**.



Read this entire guide carefully before beginning your test.

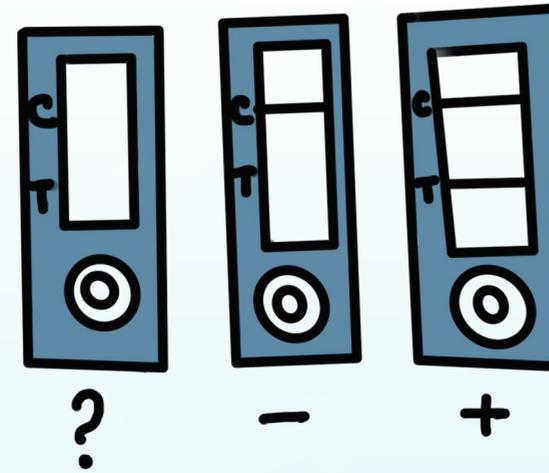
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## Why should I take a Covid-19 test?

Taking a Covid-19 rapid antigen test (RAT) will tell you whether or not you have been infected with the SARS-CoV-2 novel coronavirus (Covid-19). Knowing that you have Covid-19 and then isolating for seven days will help limit the spread of the virus and keep your friends and whānau safe.

Testing for Covid-19 is one way to help manage Covid-19 in Aotearoa New Zealand (Ao NZ).



Your test results will be either invalid, negative or positive. See page 10 for more information.

## Who should test for Covid-19?

**Symptomatic:** Anyone with Covid-19 symptoms should take a test. See page 4 of this guide for a list of Covid-19 symptoms.

**Household Contact:** If someone in your whanau has tested positive for Covid-19, you are a household or close contact. You should test for Covid-19.

**Other exposure:** If you've been notified by the NZ Covid Tracer App that you have been exposed to Covid-19, you should take a test.

**Surveillance:** If your workplace requires that you take a test or if you need a negative test to attend a work or social event, you can take a RAT.

Not sure if you should test for Covid-19? See pages 6-7 for a helpful diagram.

You might need a negative RAT to attend a work or social event.

## COVID-19 Symptoms

Symptoms can include one or more of the following:

- a new or worsening cough
- sneezing and runny nose
- a fever
- temporary loss of smell or altered sense of taste
- sore throat
- shortness of breath
- fatigue/feeling of tiredness.

Less common symptoms may include:

- diarrhoea
- headache
- muscle pain or body aches
- nausea
- vomiting
- malaise – a general feeling of discomfort, illness or unease
- chest pain
- abdominal pain
- joint pain
- confusion or irritability.

These less common symptoms almost always occur with one or more of the common symptoms.

These symptoms do not necessarily mean you have COVID-19. The symptoms are like other illnesses that are much more common, such as colds and flu.

**If you have any of these symptoms, contact your doctor, Healthline on 0800 358 5453 or your iwi health provider.**



### IMPORTANT

Shortness of breath is a sign of possible pneumonia and requires immediate medical attention.

Trust your instincts! Test if you think you have symptoms of Covid-19.

(This information is taken directly from the Unite Against Covid website at [www.covid19.govt.nz](http://www.covid19.govt.nz).)

## How should I test for Covid-19 using a home RAT?

Follow the instructions on pages 8-11 for a guide to administering your home RAT. You can test yourself or another person who needs assistance such as a child or elderly person.

## Where can I get a rapid antigen test to use for myself or whānau?

If you are symptomatic or a household contact, you can get RATs at no charge through the [RAT requester site](#). RATs are also available for purchase in chemists if you are not unwell or a household contacts but want a RAT for other reasons.

## Why should I report my test results?

Reporting the results of your Covid-19 RAT home tests helps health officials in Ao NZ to get a clear picture of how Covid-19 is affecting the country. Also, reporting your results mean you can get the help you need whilst isolating or help for yourself or whānau as early as possible.

## Who should report their test results?

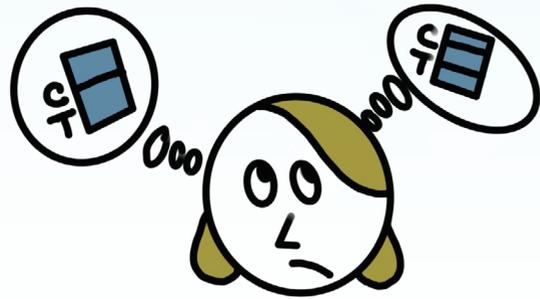
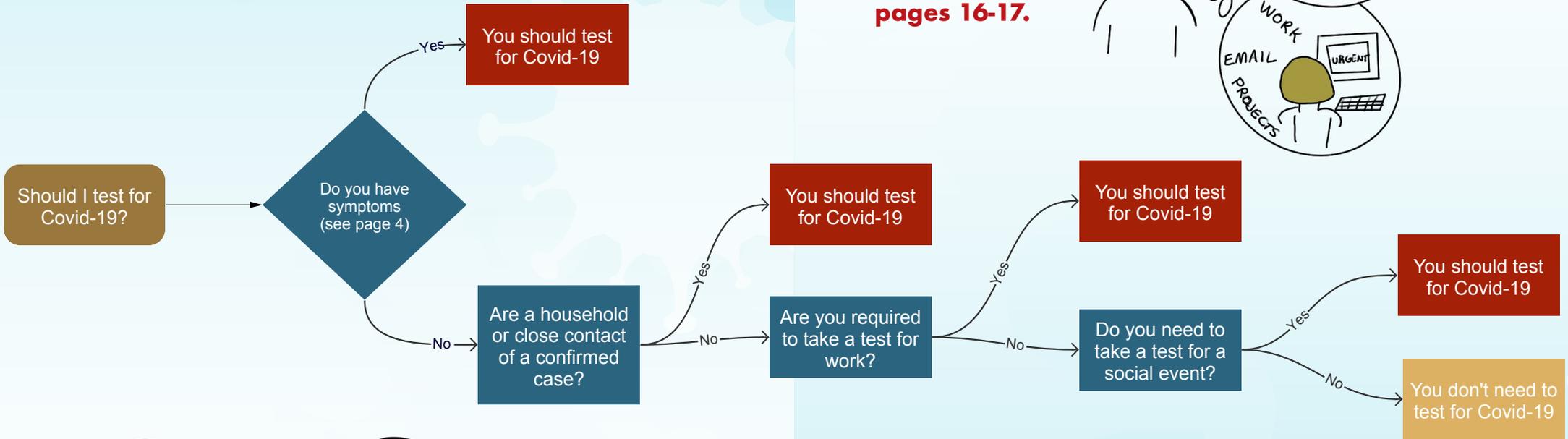
Everyone who takes a test should report their results regardless of why they've taken a RAT. Although it is particularly important that people with a positive results report their test results, negative results also give scientists and health officials important information about the spread of Covid-19 in Ao NZ.

## How should I report my results?

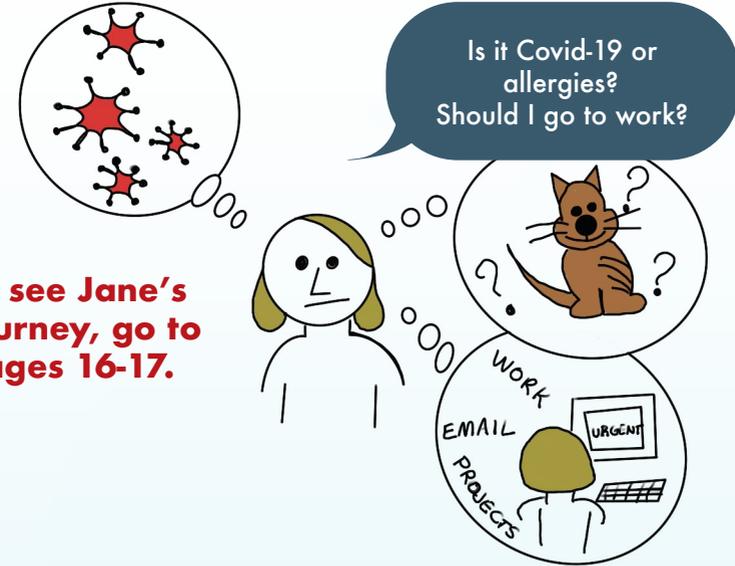
You can report your test results online through [My Covid Record](#) or by calling the helpline at 0800 222 478 - choose option 3. Follow the instructions on pages 14-15 to report your results. If you need more information you can go to the [Unite Against Covid website](#). See page 12 for a six-step guide to reporting your results.

## Should I Test Myself for Covid-19

There are a few reasons why you should test yourself for Covid-19 using a home RAT. Check the flow chart below. You may think that your symptoms are seasonal allergies but you may have Covid-19. You have been exposed without realising it. Knowing that you have Covid-19 means that you can get the help you need. You can monitor and manage your symptoms. You can also inform any close contacts and your employer of your positive results. You will need to start self-isolation and isolate for seven days from your onset of symptoms or from the date of your positive test.



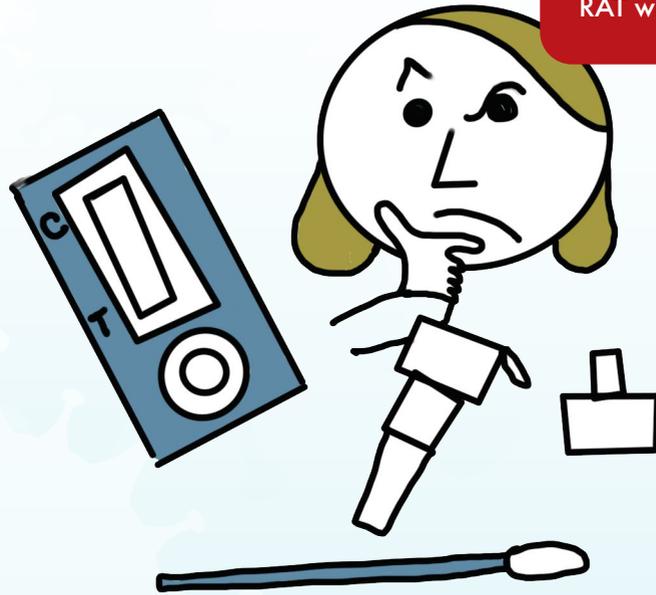
To see Jane's journey, go to pages 16-17.



# How To Test

## How to use your RAT in 6 steps

### 1. Prepare your test kit



Lay out your test kit items (instructions for use - this document, tube of solution, box with tube holder hole, test strip in sealed pack, stopper for tube, swab inside sealed wrapper, waste bag) on a clean bench top or table.

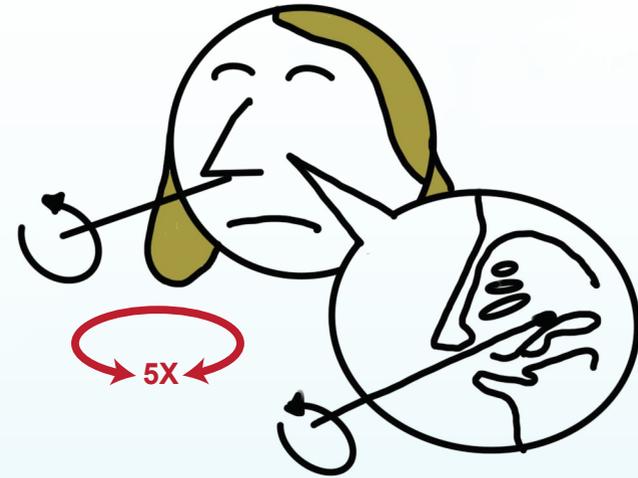
Open the tube of solution and place it in the tube holder hole in the box. Open the wrapper for the swab.

**WARNING**  
Don't touch the cotton end on your swab to your hands or clothing.

**TAKE CARE**  
Take care whilst opening or storing the tube of liquid.

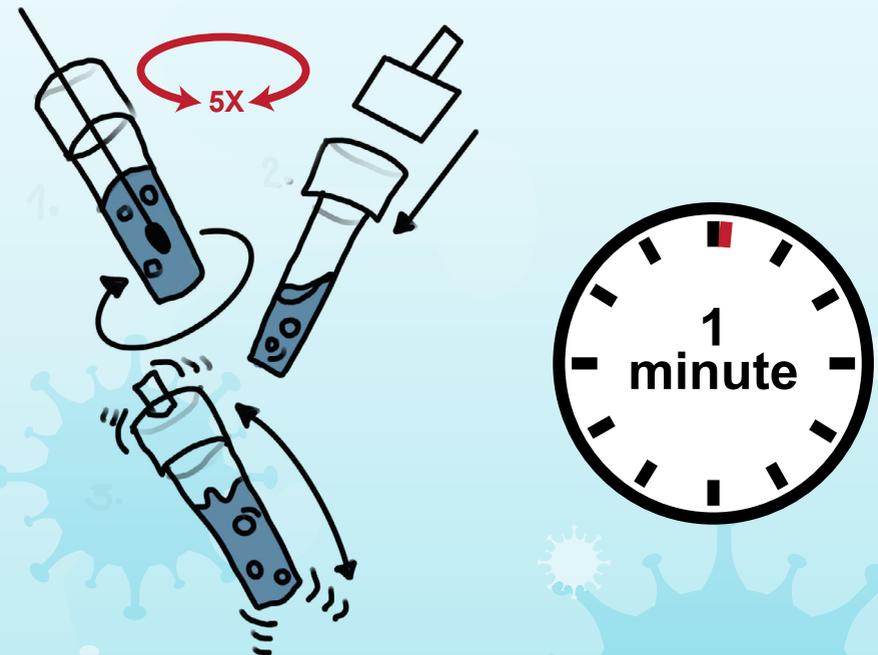
### 2. Swab your nostrils

Slowly insert the cotton end of the swab into one of your nostrils. Twirl the swab 5 times and then do the same in your other nostril.



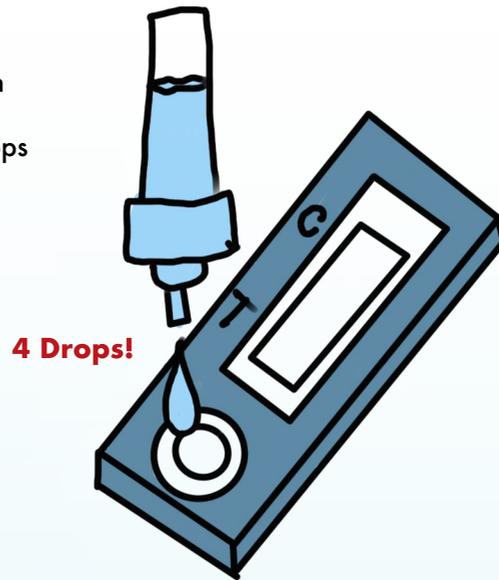
### 3. Put the cotton end of the swab into the tube of solution

Insert the swab into the solution and swirl 5 times. Put the stopper in the tube and gently shake the tube of solution. Wait one minute.



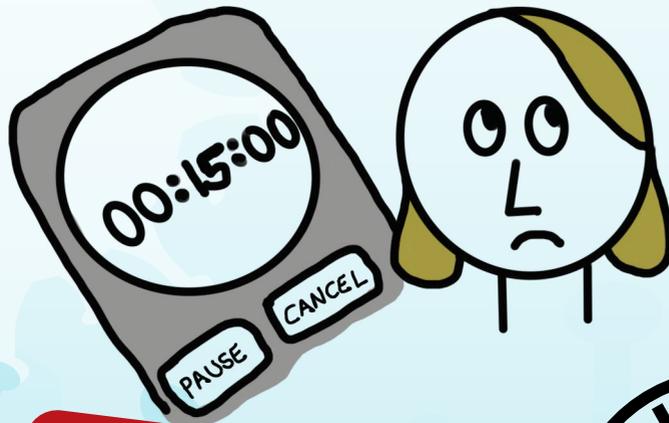
#### 4. Put 4 drops of the solution on the test cassette

Turn the tube of solution upside down over the test cassette well area and gently squeeze the tube. Allow 4 drops to fall into the well area of the test cassette.



#### 5. Wait 15 minutes

Set a time for 15 minutes. Wait for the full 15 minutes before reading your test.



**IMPORTANT**  
Don't move the test cassette whilst you are waiting for your results.



#### 6. Check your results

##### Invalid result

If there is no line at the C then the test did not work. This test is invalid. You will need to do another test.

##### Negative result

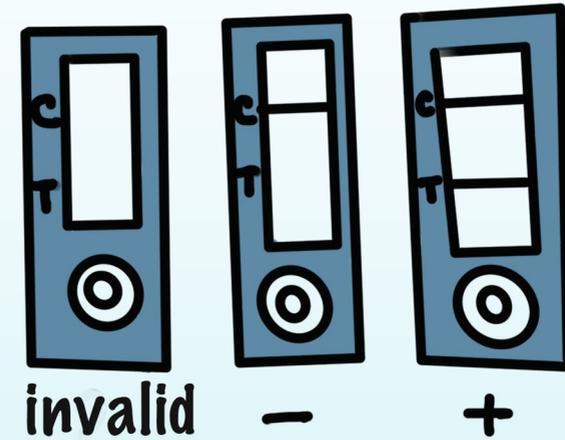
If you see a single line at the C and no line at T, you are negative for COVID-19.

##### Positive result

If you see 2 lines, one at C and one at T you are positive for COVID-19. You and your household will need to isolate for at least 7 days from the day of your positive test or from the day you began to be symptomatic, whichever came first.

C = control

T = test



**IMPORTANT**  
Wash your hands when your test is complete!

Place your used test items in the provided waste bag, seal the bag and place in the rubbish bin.

# How To Report

## How to report your test results

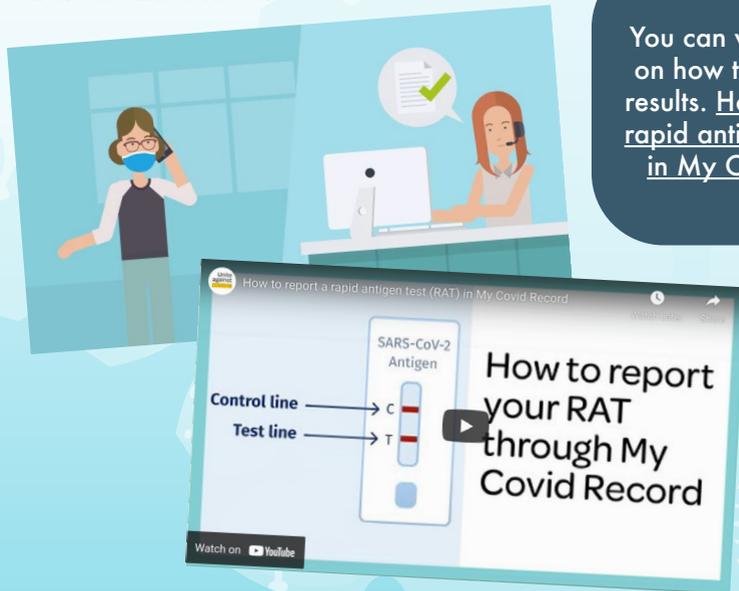
You should report the results of your RAT regardless of whether your test results were negative or positive. All results provide important information for health officials and scientists when assessing the spread of Covid-19 in Aotearoa New Zealand.

You can report your results online at [My Covid Record](#) or by telephone by calling 0800 222 478 and choosing option 3.

To report your results online:

1. If you have not signed up for My Covid Record, do so now at the [signup page](#). Anyone in Ao NZ who is 12 or over can sign up for My Covid Record.
2. If you have already signed up for My Covid Record, [log in to the site](#).
3. Under 'Report a Rapid Antigen Test (RAT) result', tap or click 'Report a test result'. Read the information provided and click continue. You can then report a result for yourself or for another person.
4. Enter your mobile number and agree to the privacy statement.
5. Enter the details of your test results.
6. Click on "Enter Result".

You can watch a video on how to report your results. [How to report a rapid antigen test \(RAT\) in My Covid Record](#)



# Tips

## Tips on helping someone take a RAT

If someone in your whanau needs help taking their RAT, you can administer the test for them.

Give yourself plenty of time and don't rush. Allow 20 minute or more to complete the test.

Let them know that it might be uncomfortable so they know what to expect.

Consider practicing with a small cotton bud before the actual test so they know what to expect.

For tamariki, you can ask them to lay their head on a pillow or for small children have them lay their head in your lap. This can make them more comfortable.

## Frequently Asked Questions

### Should I report a negative RAT result?

**Yes.** Regardless of whether you test positive or negative, you should report the results of your RAT. Reporting a negative result helps public health authorities understand how the outbreak is progressing in Aotearoa New Zealand. To report your test results:

1. Login to My Covid Record.
2. Click 'Report a test result'
3. Follow the steps on the website.

If you are having trouble with the My Covid Record website, please report your RAT results over the phone. Call 0800 222 478 and choose option 3. Reporting your result means that you can get the support you need if you are SARS-CoV-2 positive.

### Should I trust the results of a RAT?

**It depends.** Positive results from a RAT are very reliable. Negative results from RATs do not rule out a SARS-CoV-2 infection. A negative RAT result may not be reliable, especially if you have symptoms. Invalid results from a RAT mean the test did not work properly, and the test should be repeated.

Additional RATs are available for free from your doctor or community testing centre. RATs are also available at a reasonable price at your local chemist.

### If I take a test without symptoms or without having been a close contact (e.g. if a RAT is required to go to an event) and get a negative result, should I report my result?

**Yes.** All results, whether positive or negative, help public health authorities develop a clear picture of the current state of SARS-CoV-2 infection levels in Aotearoa New Zealand. To report your test results:

1. Login to My Covid Record.
2. Click 'Report a test result'
3. Follow the steps on the website.

If you are having trouble with the My Covid Record website, please report your RAT results over the phone. Call 0800 222 478 and choose option 3.

### If I have symptoms and my test is negative how soon should I test again?

**Even if your test result was negative you may still need to test again.** If you continue to have symptoms, then take another test in 24 hours. If you feel better and do not have symptoms within that 24 hours, then you do not need to test again.

Additional RATs are available for free from your doctor or community testing centre. RATs are also available at a reasonable price at your local chemist.

### What does an invalid test look like?

A valid RAT will always have a line next to the C (control) on the test window.

A RAT with two lines, one next to C and one next to T (test) (even faint lines) indicate that your result is positive. A RAT with a line just next to the C indicates that your result is negative. No line next to C indicates the test is invalid. With an invalid result, you should retest.

Additional RATs are available for free from your doctor or community testing centre.

RATs are also available at a reasonable price at your local chemist.

### If my test has a faint line under T (test), is that a positive test or is it invalid?

**As long as your RAT has a line next to the C (control) on the test window, your test is valid.** Any line next to the T indicates that your test is positive even if the line is faint. To report your test results:

1. Login to My Covid Record.
2. Click 'Report a test result'
3. Follow the steps on the website.

If you are having trouble with the My Covid Record website, please report your RAT results over the phone. Call 0800 222 478 and choose option 3.

### If my RAT is invalid, what should I do?

**If the result is invalid, you will need to get another RAT and repeat the test.**

You can get additional RATs from your doctor or community testing centre at no charge. RATs are also available at a reasonable price at your local chemist.

### Can I reuse the test kit?

**No.** You cannot reuse a RAT. The RAT testing swab and the vial of solution should go in the rubbish bin.

You can get additional RATs from your doctor or community testing centre at no charge. RATs are also available at a reasonable price at your local chemist.

### Can I use one test for the whole family?

**No.** Use one test for each family member. Using the RAT for more than one person will produce unreliable results.

RATs are available for free from your doctor or community testing centre. RATs are also available at a reasonable price at your local chemist.

### I feel fully recovered but am still testing positive. What should I do? Am I still infectious?

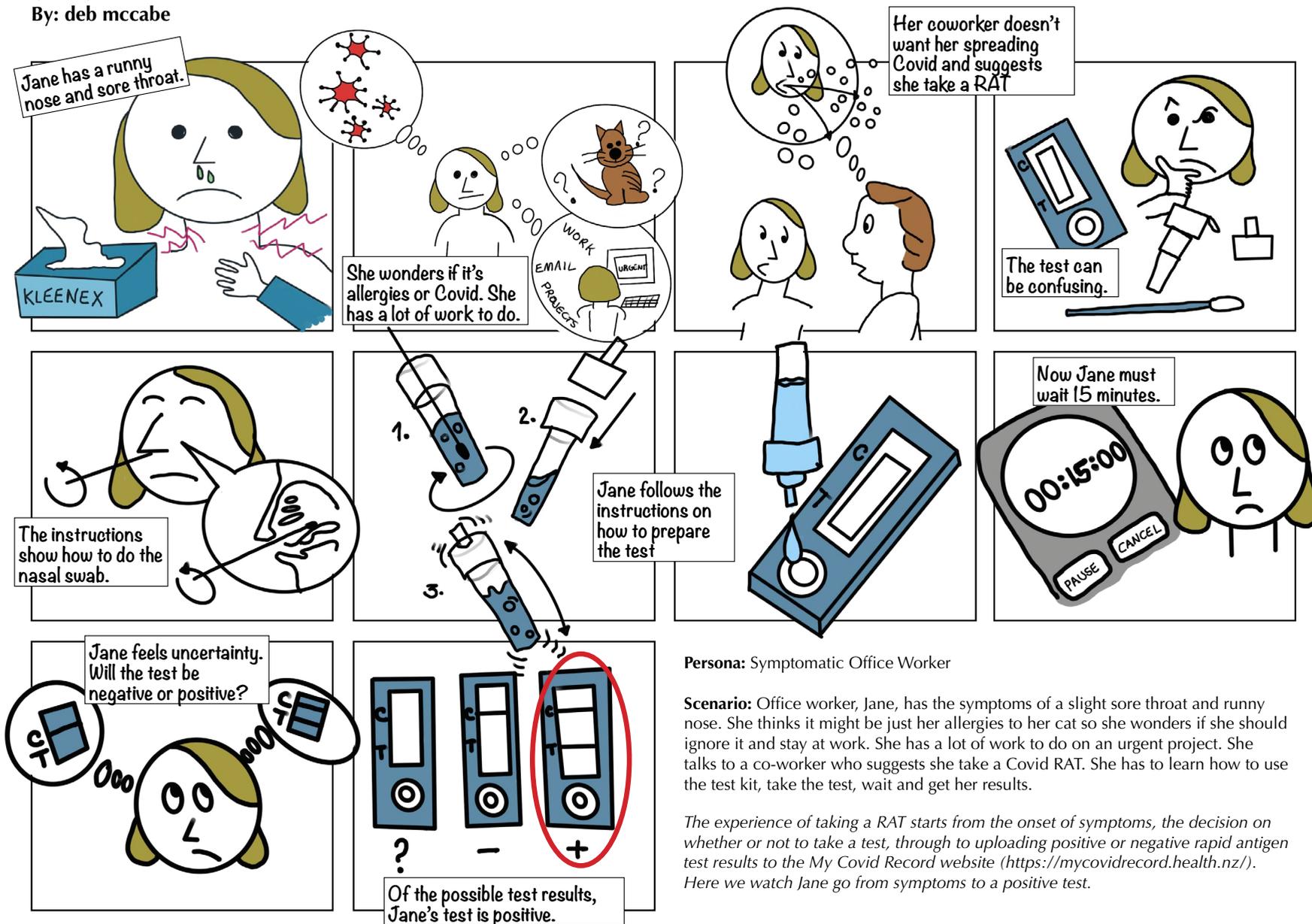
**Some people will test positive even after they feel recovered and are no longer infectious.** You should isolate for seven days from the first date of a positive test regardless of symptoms. But if you are no longer experiencing symptoms after those seven days, you do not need to test again or continue to isolate.



## Jane's Journey

### Storyboard: How and Why to take a Rapid Antigen Test (RAT) for Covid-19

By: deb mccabe





## Tools and Methodologies

The following tools and methodologies were used in the creation of this critical manual.

**Personas** (The persona of Jane is described on the storyboard on page 17)

**Hand-drawn Illustrations** (throughout the manual)

Pen and paper (used to create the initial illustrations)

Photoshop (used to digitise the illustrations)

Procreate (used to colourise and refine the hand-drawn illustrations)

**Journey Mapping** (used as a framework for the concept and use of the manual)

**Storyboarding** (See pages 16-17 for the storyboard)

**Miro Flow** (used to create the flow on pages 6-7)

**Object-Oriented Design** (I used this concept when considering my gap analysis)

**Gap Analysis** (My gap analysis informed the creation of the manual as a way for user to understand the why and how of testing and reporting. See it [HERE](#))

**Microsoft Excel** (used for the gap analysis)

**Notion** (used for the FAQ)

**FAQ** (see pages 14-15)

**InDesign** (This manual was created using InDesign and exported as an interactive .pdf)

**Illustrator** (used for editing illustrations and diagrams)

## Critical Analysis

This manual is for the journey the user will take from considering taking a Rapid Antigen Test (RAT) for Covid-19 through to reporting results to the My Covid Record website run by the government of Aotearoa New Zealand. The journey begins before the actual taking of the RAT and so this manual includes information on why a person would want to take a test for Covid-19 and includes a flow diagram that allows the user to make decisions based on individual circumstances.

The manual is for the Aotearoa New Zealand-based user and so focuses on a Ao NZ experience with the type of RAT available here and the recommendations as set out by the Ministry of Health regarding when to test, how to report and what the next steps might be depending on why the test was taken and the result of the test. The manual also uses Te Reo Māori when appropriate. I wanted the manual to be easy to use and user friendly and so used hand-drawn illustration and approachable language. I also made the manual printable but also useful as a digital booklet. I've organised the manual to have short answers available followed by longer instruction and more detailed explanations with illustrations. I've included a clickable (for the digital edition) table of contents.

The manual could be evaluated using user feedback (a QR code is provided but a live survey is not included as it was not in the scope of this project). Prototypes could be subsequently created based on user feedback.