

## FAQs REGARDING REGULAR TESTING IN COMPANIES AND SCHOOLS

### PLEASE NOTE THE CANTONAL GUIDELINES. CANTONAL POLICIES MAY RESULT IN DIFFERENCES IN PROCESSES.

## Contents

1		Glossary	. 3
2		Questions on testing procedure	. 4
	2.1	What is sent to the lab?	. 4
	2.2	Which companies can participate?	. 4
	2.3	Who can participate in the repetitive testing?	. 4
	2.4	How much does it cost to participate?	. 4
	2.5	Do employees have to pay anything?	. 4
	2.6	What do participating companies need to do?	. 4
	2.7	Does the company have to procure the material itself?	. 5
	2.8	Can a company headquarters register with the canton and order material for branches in other cantons?	. 5
	2.9	Can employees be obligated to take the test?	. 5
	2.10	Do the protective measures at the workplace/school remain in place despite repetitive testing?	. 5
	2.11	How can a company with three or fewer employees take action?	. 5
	2.12	Where can I return surplus, unused material?	. 5
	2.13	Where can I find further information, graphics and basic principles?	. 6
3		Questions on working from home	. 6
	3.1	What about employees working from home?	. 6
	3.2	Are employees working from home included in the workforce?	
4	3.2	Are employees working from home included in the workforce? General questions on the test procedure	. 6
4	3.2		. 6 . 7
4		General questions on the test procedure	. 6 . 7 . 7
4	4.1	General questions on the test procedure How does the company/school testing work?	. 6 . 7 . 7 . 7
4	4.1 4.2	General questions on the test procedure How does the company/school testing work? How often is testing carried out?	. 6 . 7 . 7 . 7 . 7
4	4.1 4.2 4.3	General questions on the test procedure How does the company/school testing work? How often is testing carried out? What kind of test is carried out?	. 6 . 7 . 7 . 7 . 7 . 8
4	4.1 4.2 4.3 4.4	General questions on the test procedure How does the company/school testing work? How often is testing carried out? What kind of test is carried out? How are the tests carried out?	. 6 . 7 . 7 . 7 . 8 . 9
5	4.1 4.2 4.3 4.4 4.5	General questions on the test procedure How does the company/school testing work? How often is testing carried out? What kind of test is carried out? How are the tests carried out? How are the tests carried out? How are the pool managers informed about the results of the pool tests? How are the employees or students registered on the platform informed about the results of the	. 6 . 7 . 7 . 7 . 8 . 9
	4.1 4.2 4.3 4.4 4.5	General questions on the test procedure How does the company/school testing work? How often is testing carried out? What kind of test is carried out? How are the tests carried out? How are the pool managers informed about the results of the pool tests? How are the employees or students registered on the platform informed about the results of the pool tests?	. 6 . 7 . 7 . 7 . 8 . 9 . 9 . 9
	4.1 4.2 4.3 4.4 4.5 4.6	General questions on the test procedure How does the company/school testing work? How often is testing carried out? What kind of test is carried out? How are the tests carried out? How are the pool managers informed about the results of the pool tests? How are the employees or students registered on the platform informed about the results of the pool tests? Specific questions on testing in schools	. 6 . 7 . 7 . 7 . 7 . 8 . 9 . 9 . 9
	<ol> <li>4.1</li> <li>4.2</li> <li>4.3</li> <li>4.4</li> <li>4.5</li> <li>4.6</li> <li>5.1</li> </ol>	General questions on the test procedure	. 6 . 7 . 7 . 7 . 7 . 8 . 9 . 9 . 9 . 9

# TOGETHER WE TEST 📀

	5.5	Is consent required from parents/guardians?	10
	5.6	Which students can participate?	10
	5.7	Can testing be made mandatory for pupils?	10
	5.8	What happens if a pool tests positive?	10
6		Using the platform	10
	6.1	Can I import colleague lists/class lists?	10
	6.2	Why do I not see the barcodes during pooling?	11
	6.3	Can I transfer material from one profile to another?	. 11
	6.4	How can proxies be activated?	. 11
	6.5	The person responsible for the company has already ordered test material and imported a list of employees. Can the pool manager still take over pooling?	. 12
	6.6	Can the number of participants (willing to be tested) be changed?	. 12
	6.7	How can I dissolve a pool on the platform?	. 12
	6.8	How can I unsubscribe from the TOGETHER WE TEST platform/delete my profile?	. 12
7		Questions on pool managers	. 13
	7.1	What exactly must pool managers do?	. 13
	7.2	How big should a pool be?	. 13
	7.3	When can I compile a pooling list?	. 13
	7.4	What is the easiest way to carry out pooling?	. 13
	7.5	Where should employees take the test?	14
	7.6	How can Covid-19 certificates be issued?	14
	7.7	What should I take note of during pooling?	14
	7.8	What must I do when the lab results are made available?	14
	7.9	What must I do if a pool tests positive?	15
	7.10	What must I do once after notification of the test result?	15
	7.11	At what intervals must employees take a test?	15
	7.12	How long does it take before the test result is available?	15
	7.13	Who gets the test results?	15
	7.14	Are employees able to continue working or pupils able to continue attending classes while they was for confirmation of the result of a positive pool?	
	7.15	Can I order materials to keep in stock?	. 15
	7.16	Can I order collection containers and vacuum tubes separately?	. 16
8		Questions on dissolving pools	16
	8.1	How long can I wait before sending the pool sample?	16
	8.2	Are pool results forwarded to the contact tracing body?	16
	8.3	When is a pool officially dissolved?	16
	8.4	Can employees who have tested positive come to work provided they take safety precautions?	. 16



## **1** Glossary

Responsible person for the company/school:	Registered the company or school with the canton for approval and on the platform. They can designate pool managers or may be a pool manager themselves.
PCR saliva test:	Testing involving collection of saliva samples and subsequent detection of the SARS-Cov-2 virus through multiplication of the viral genetic material in the lab.
Participant:	Person who agrees to submit a saliva sample for a PCR saliva test.
Pooling:	Process for creating the collective sample, whereby 4-10 people submit their individual saliva samples in one pool collection con- tainer.
Pooling list:	List of people who have submitted their individual saliva samples in a pool. The pooling list is created by the pool manager.
Pool manager:	Designated person who orders the test material, takes responsi- bility for pooling in compliance with the protective measures, re- ceives the results from the lab and passes these on to test indi- viduals.
Protective equipment:	Contains disposable gloves, mask and protective goggles.
Saliva sample set:	Contains instructions, a label, a piece of absorbent fabric, an ampoule with saline solution, a funnel and the sample tube for the test person.
Pool test kit:	10 saliva sample sets, 1 mixing container and 1 laboratory vac- uum sample tube labelled with a barcode, plus one return enve- lope.
Pool/pool sample:	Laboratory vacuum sample tubes with collective saliva sample from 4-10 people, labelled with a barcode.
mTan:	A six-digit code sent by SMS that is used to authenticate the per- son when logging in.
Personnel/pupil no.:	Number assigned to the test person for the purposes of testing.
Single test kit/ emergency set:	10 saliva sample sets, 10 laboratory order forms with barcodes, 10 sets of instructions for using the emergency set in case of a positive pool.



## **2** Questions on testing procedure

#### **2.1 What is sent to the lab?**

**NO individual samples** should be sent to the lab. Tubes with white or red lids are destroyed by the lab and will not be tested! **Only pooled samples** in vacuum tubes/vacuum containers with yellow stoppers and barcodes are processed by the lab.







WRONG

#### **2.2 Which companies can participate?**

Participation is open to companies with:

- Company headquarters (head office or branch office) in the canton (if the relevant canton approves repetitive testing).
- A minimum of four employees (branch) must be able to take part in the repetitive testing regularly.

#### 2.3 Who can participate in the repetitive testing?

As a general rule, all employees of companies and all pupils/students at educational institutions can participate in testing. Please note, however, that individuals who have recently suffered from Covid-19 will still exhibit inactive viruses, which can lead to a false-positive result for the pool. In order to avoid false-positive pools, individuals who have contracted Covid-19 should not participate in the testing for the first **six weeks after recovery**.

Fully vaccinated individuals (two vaccinations or one if they have contracted Covid) should not undergo repeat testing, but this is permitted if they so wish.

#### 2.4 How much does it cost to participate?

The costs of testing are borne by the canton and the federal government. Bespoke solutions (e.g. express reverse logistics, external pooling staff or courier collection at specific times) will be paid for by the company itself.

#### 2.5 Do employees have to pay anything?

No, the costs of repetitive testing are borne by the canton and the federal government.

#### 2.6 What do participating companies need to do?

The aim of repetitive testing is to test a significant proportion of the population regularly and in a targeted manner. The participating companies must register, inform their workforces and motivate them to ensure the broadest possible participation (voluntary for employees). For the on-site organisation, the company must designate pool managers, who will then provide the material, merge the individual samples to create pool samples and coordinate delivery to the lab. The canton will provide materials (flyers, posters, video, website) for the purposes of internal communication.



By registering on TOGETHER WE TEST, the company accepts the terms and conditions for repetitive testing and the additional effort involved. In return, with regular testing, the company can be exempted from quarantine obligations.

#### 2.7 Does the company have to procure the material itself?

Information material, protective equipment and pool test kits are supplied according to the orders placed by pool managers and are sent in the mail directly to the designated location.

# **2.8 Can a company headquarters register with the canton and order mate-rial for branches in other cantons?**

In principle, it is necessary to implement the respective cantonal concept for each location of a nationally active company. There is an exception for companies with more than 500 employees throughout Switzerland: These companies can introduce the cantonal test concept of the head office at all locations (in consultation with the head office canton). If the cantonal concept of the head office canton is not suitable, the company can introduce the cantonal concept of the canton of another branch; with the consent of the canton whose concept is to be applied to all locations. Large companies can turn to the FOPH for support (<u>COVID Testung@bag.ad-min.ch</u>).

The head office of the company must accordingly register with the canton of domicile, indicating that it wishes to register noncantonal sites as well. Once the canton has confirmed participation, the head office can also order material for branches in other cantons in accordance with the agreement with the canton.

#### 2.9 Can employees be obligated to take the test?

No. Employees should have the opportunity to participate – and should be motivated to do so. However, participation remains entirely voluntary for employees.

# 2.10 Do the protective measures at the workplace/school remain in place despite repetitive testing?

The applicable hygiene and protective measures remain in place, regardless of participation in company or school testing.

#### 2.11 How can a company with three or fewer employees take action?

Companies or branch offices with three or fewer employees may not participate in TOGETHER WE TEST. They do, however, have the opportunity to take rapid antigen tests carried out by qualified staff in pharmacies. Nevertheless, such tests are not as sensitive as PCR tests.

#### 2.12 Where can I return surplus, unused material?

Unused, originally packed material can be returned to the following address:

PostLogistics AG **Retourenbearbeitung Wareneingang** c/o Projekt "Together We Test" Allmendstrasse 8 5612 Villmergen



2.13 Where can I find further information, graphics and basic principles?

The latest instructions, documents and graphics can be found <u>on our cloud</u>:



## **3 Questions on working from home**

The current legal requirements regarding home office can be found <u>here</u>.

#### 3.1 What about employees working from home?

Repetitive testing of employees working from home is generally possible. To this end, office days should be coordinated in such a way that half of all employees can participate in the repetitive testing on each occasion on a day when they are all in the office. This way, over two test days each week the entire workforce can participate.

## **3.2 Are employees working from home included in the workforce?**

Yes.



## **4** General questions on the test procedure

#### 4.1 How does the company/school testing work?

The overall process of company testing involves the following:

- 1) The canton records the company's or school's registration.
- 2) The company/school registers for company testing on the TOGETHER WE TEST website. The company/school designates internal pool managers and enters their details on TOGETHER WE TEST. Here, data protection is guaranteed at all times.
- 3) The pool managers order the required test material via the website.
- 4) The number of pool test kits ordered are sent in the mail to the company/school or to the address entered by the person responsible for pool management.
- 5) Employees get their kits for the saliva test from the pool managers and carry out the test themselves either at home or at work at a designated test point. In schools, the test material is handed out to pupils taking part in the testing and the saliva samples are handed in directly in class.
- 6) On the weekday specified by those organising the testing, the employees or pupils hand in their saliva samples (taken as recently as possible) at the collection points or to the pool manager.
- 7) The pool manager creates the pool sample by merging a maximum of ten saliva samples in each case. They compile a pooling list, pack up the pool samples, and send them on to the relevant laboratory.
- 8) The pool samples are transported to the lab via the most convenient means of transport and are then analysed. Once the samples have arrived at the lab, the result is generally available within 24 hours.
- 9) The pool manager is informed of the result. In case of a negative pool test, the pool manager notifies participants according to the pooling list. In the case of a positive result, increased protective measures must be taken by the members of the relevant pool (FFP2 masks, no participation in meetings, no customer contact). These employees or pupils must carry out an individual Covid test immediately at a Covid test centre or on site if testing can be done within the company or school. The result of these tests is communicated to the employees or pupils directly by the lab.
- 10) In case of a positive individual test, employees must self-isolate. They will be contacted by the cantonal contact tracing body and informed about how to proceed. The procedure for schools in the case of a positive result is outlined under points 7.9 and 7.14.
- 11) With a negative test result, employees can resume working, maintaining the existing protective or hygiene measures.
- 12) The pool managers will organise the next test for employees within five to eight days.

#### 4.2 How often is testing carried out?

The FOPH recommends that repetitive testing be carried out at least once a week (every 5-8 days).

#### 4.3 What kind of test is carried out?

In order to ensure the whole process is as efficient as possible, PCR saliva tests are being used. These are extremely simple and safe to perform and can be carried out independently



without expert assistance and without any pain. Furthermore, transportation is straightforward and participants can take their own samples independently within around two minutes.

#### 4.4 How are the tests carried out?

- 1) Take the pool test kit: The pool test kit contains instructions, a label, an ampoule with saline solution, a piece of absorbent fabric, a funnel and the sample tube. Please note: The bag will be reused at the end, please leave the absorbent fabric inside.
- 2) Label the bag (companies): The bag with the test material contains a label. Write your first and last names or personnel number on the label and <u>stick it on the bag</u>.

**In schools** the bag does not need to be labelled if the samples are pooled directly in the class setting.

- **3) Obtain sample**: Put the saline solution from the ampoule into your mouth. Rinse your mouth well for 30-60 seconds (like tooth water, DO NOT gargle as there is a risk of aerosols).
- 4) Screw on the funnel: Screw the funnel onto the sample tube.
- 5) Spit into the sample tube: The liquid in the mouth and throat should be channelled carefully into the tube via the funnel. Remove the funnel and discard, screw on the lid and shake the tube well for 30 seconds to obtain an even solution.
- 6) Seal: Hand in the sample tube with the saliva sample in the bag labelled with your name or personnel number and seal it tightly. In schools, step six can be disregarded since pupils empty their individual samples directly into the collection vessel provided.
- 7) Hand in: Hand in the bag at the place designated by the pool manager, who will then merge the individual samples into a pool sample.
- 8) These instruction videos illustrate the process:

Registration for companies/schools



Pooling for companies



Taking a saliva sample



Pooling for schools





# 4.5 How are the pool managers informed about the results of the pool tests?

The pool managers who have ordered the test material will receive the laboratory results of the pool samples by e-mail and SMS (regardless of whether the test is negative or positive).

#### 4.6 How are the employees or students registered on the platform informed about the results of the pool tests?

If the pooling list is maintained electronically in the TOGETHER WE TEST platform and both the e-mail address and the telephone number of the employees or students have been recorded, they will automatically receive the results. In the case of a negative result, all participants are informed by e-mail. In the case of a positive result, all participants are informed by SMS and e-mail.

If only the e-mail address of the pool participants has been recorded, both negative and positive pool results are sent to this e-mail address.

If only the telephone number of the pool participants has been recorded, both negative and positive pool results are sent by SMS.

If neither the telephone number nor the e-mail address have been recorded on the platform, the pool participants cannot be automatically informed about the results. In this case, the pool manager is responsible for informing the persons concerned about the results.

## **5** Specific questions on testing in schools

Please observe the applicable hygiene and protection measures of the FOPH, your canton and any guidelines of your school / school level.

#### 5.1 What are the benefits of repetitive testing in schools?

In schools, asymptomatic cases can be recognised earlier. This way, breakouts and class closures can be avoided, and face-to-face teaching can be maintained.

#### **5.2 What are the tasks for participating schools?**

The aim of repetitive testing is to test a significant proportion of the population regularly and in a targeted manner. The participating schools must register with the canton in which they are located, inform their pupils and their parents/guardians, and motivate them so as many as possible agree to participate. Participation is voluntary for pupils. For the on-site organisation, the company must designate pool managers, who will then provide the material, merge the individual samples to create pool samples and coordinate delivery to the lab. The canton will provide materials (flyers, posters, video, website) for the purposes of internal communication.

By registering on TOGETHER WE TEST, the school accepts the terms and conditions for repetitive testing and the additional effort involved.



#### 5.3 Does the school have to procure material itself?

Information material, protective equipment and pool test kits are supplied according to the orders placed by pool managers and are sent in the mail directly to the designated location.

#### 5.4 From what age may children be tested?

There is basically no lower age limit. Nevertheless, children are only able to spit effectively from around eight years old. If you are unsure, try out the process with water and a tooth mug. The child should take a gulp of water, rinse their mouth out with it (as if with mouthwash), and then spit it out into the tooth mug. If it goes well, then children under eight can also participate in the repetitive testing.

#### 5.5 Is consent required from parents/guardians?

Yes, before an underage pupil is able to participate in school testing, consent must be obtained from their parent or guardian. Without such permission, the pupil may not participate in the school testing.

#### **5.6 Which students can participate?**

Participation should be open to all pupils wherever possible. Please note, however, that individuals who have recently suffered from Covid-19 will still exhibit inactive viruses, which can lead to a false-positive result for the pool. In order to avoid false-positive pools, individuals who have contracted Covid-19 should not participate in the testing for the first six weeks after recovery.

#### 5.7 Can testing be made mandatory for pupils?

No. Pupils should have the opportunity to participate – and should be motivated to do so.

#### **5.8 What happens if a pool tests positive?**

Pupils can carry out an individual test at a nearby Covid test centre under the care of their parents or guardians. If preferred (depending on the canton and the school), an individual saliva sample can be taken directly in the school for confirmation purposes after the pool result has been obtained. To this end, the child's insurance card number and an e-mail address and mobile number must be filled in on the consent form so that the individual saliva sample can be processed in the lab and the result communicated directly to the parents or guardians.

## **6** Using the platform

#### 6.1 Can I import colleague lists/class lists?

Yes, you can import Excel lists up to a file size of 4 MB. Here, it's important to check that headings are entered in the first line of the Excel table (e.g. personnel no., first name, last name, e-mail, etc.). It is also important that there are no empty lines between the entries and the cells should be formatted as text and should not have borders. Check the correct format of e-mail addresses (nnn.mmm@testbetrieb.com) and mobile numbers (+417xxxxxx).

Example:



	А	В	С	D	E	F	G	Н	I	J
1	Pers Nr	Name	Vorname	Abteilung	Strasse	Nr.	PLZ	Ort	eMail	Mobil
2	200002	Müller	Maria	Verkauf	Einradstrasse	2	3423	Genéve	<u>test@test.ch</u>	+4179 123 22 33
3	200003	Meier	René	Verkauf	Bahnhofplatz1		3234	Ranon	<u>test@test.ch</u>	+41791232233
4	200004	Hugentobler	Kurt	GL	Matterhorn		3342	Visp	<u>test@test.ch</u>	+41791232233
5	200005	Pfister	Ruth	GL	Kuhweg	12d	6754	Brig		
6	200006	Kummer	Ursula	Produktion	lm Grünen	333	3457	Mont sur Role	test@test.ch	+41791232233
7	200007	Streit	Peter	Produktion	Gummligenweg	47c	8654	Bern	test@test.ch	
8	200008	Zürcher	Karl	Einkauf	Am See		2331	Zug	<u>test@test.ch</u>	+41791232233
9	200009	Stirnimann	Jean-Cleaude	Verkauf	Piazza Grande	60	CH-1234	Bellinzona	test@test.ch	+41791232233

You can find an <u>instructional video here</u>. This can also be viewed on your smartphone via the QR code on the right.



#### 6.2 Why do I not see the barcodes during pooling?

The barcodes are activated on the profile of the person placing the order for the test material.

**Example:** If the person responsible for company testing ordered the test material directly after registering the company, the barcodes will be activated on their profile. If a pool manager needs access to it, a representative function can be activated.

#### 6.3 Can I transfer material from one profile to another?

No. Transferring data is not possible for security reasons. Activation as a proxy enables you to manage pools ordered by the person responsible for the company that are not displayed in your account. After that, it is recommended that you order the test material yourself via your own profile. Please note that the notification of the test results will likewise only be sent to the owner of the profile. If you no longer have access to the mobile phone of the old profile owner, then after pooling you should check two or three times a day whether new results have appeared via tile five "Dissolve pool".

#### 6.4 How can proxies be activated?

Proxies can be activated under point one "Manage pool managers". This way, the pool manager can switch to the profile of the person responsible for the company by clicking on "deputy" under the "logged in as" section in the dropdown-menu at the top of the overview page. Clicking the "activate" button confirms the proxy. The text in the button switches to "deactivate". Clicking on it again will deactivate the proxy.



## Manage pool managers

Additional pool managers can be entered here. After adding them, they will receive an e-mail with the login information. They can then order tests and directly receive the results of the pools you send in.

#### Already entered pool managers

Name	First name	e-mail	Mobile number	Proxy
Poolmanager	Fredy	nina.breitenstein@student.unisg.ch	+41786417466	activate x

#### 6.5 The person responsible for the company has already ordered test material and imported a list of employees. Can the pool manager still take over pooling?

Yes, they can do so with the proxy function. Please note: Test results will still be sent to the person responsible for testing within the company, since they ordered the test material and the barcodes are activated on their profile.

#### 6.6 Can the number of participants (willing to be tested) be changed?

Yes, these details can be changed by the pool manager or the person responsible for the company in the contact details.

#### 6.7 How can I dissolve a pool on the platform?

To ensure a pool can be fully closed (dissolved) after results have been provided, you must log in and select tile five "Dissolve pool". In the list, you'll see the pool numbers already communicated to you via SMS. To close a pool compiled on paper, details such as pool size and, in case of a positive pool, the number of employees subsequently testing positive must be entered. Since the system can register pool size automatically with electronically compiled pooling lists, such details do not need to be entered for these. Negative pools with electronically compiled pooling lists are therefore automatically dissolved.

<u>This instructional video</u> outlines the process for dissolving a pool. To view it, use your smartphone to scan the QR code on the right.



# 6.8 How can I unsubscribe from the TOGETHER WE TEST platform/delete my profile?

To unsubscribe from the TOGETHER WE TEST platform or to delete your profile, you can send an e-mail to <u>togetherwetest@hirslanden.ch</u>. Please enter the e-mail address of the responsible person of your company or school manager. Please enter the e-mail address of your company or school and select "Unsubscribe" as the subject. We will remove your profile from the platform immediately.



## 7 Questions on pool managers

#### 7.1 What exactly must pool managers do?

The pool managers order material, receive it and distribute it within the company so that employees can access it. In schools, the material is distributed in class before the pooling process. The pool managers provide information about the test and collect the samples on the relevant day, then form the pool sample and send it to the lab. They also compile a pooling list locally on site with the contact details of employees or pupils in the relevant pool. In the case of a negative pool test, they inform the employees or pupils. Where a pool tests positive, the pool manager must inform the people within this pool about the positive result immediately, mandate increased protective measures, and instruct the employees or pupils to take an individual PCR test. The pool manager must enter the pool size and the number of people in that pool who tested positive in individual tests truthfully on the TOGETHER WE TEST platform.

#### 7.2 How big should a pool be?

As a general rule, ten saliva samples should be mixed to form a pool. If there are fewer than 20 samples, then you should form two pools that are as big as possible (hence, for example, if there are 15 saliva samples, there should be one pool of seven and one of eight). Pools must comprise a minimum of four saliva samples (hence, for example, if there are 11 saliva samples, there should be one pool of five and one of six).

#### 7.3 When can I compile a pooling list?

As a general rule, a pooling list can only be created after test material has been ordered. For each pool test kit ordered, an individual barcode is activated on the platform, which can then be allocated to a maximum of ten employees or pupils. The pooling list can be compiled in paper form (staff or class list) or on the TOGETHER WE TEST platform.

#### 7.4 What is the easiest way to carry out pooling?

The best way to carry out the pooling is with two people. Please note that the person working with the saliva samples should be wearing the FOPH protective equipment. Minimum protective equipment for the pooling comprises disposable plastic gloves and a face mask, although we also recommend wearing protective goggles. In companies, the samples are handed in at a collection point designated by the pool manager. The pool manager sorts them into groups of ten, takes one sample and reads the name on the bag. The second person then notes this name under the relevant pool number (barcode number on the vacuum tube) in the pooling list.

In schools the teacher as pool manager or an administrative staff member compiles the pooling list. A maximum of ten students empty their saliva samples into the designated collection container in order as their names are called. Please ensure adherence to distancing rules and disciplined behaviour so that the pooling list is accurate for the sample.

Once there are ten samples (or for smaller pools at least four) in the collection container, it can be closed. A gentle jiggle will help to mix the solution thoroughly (do not shake vigorously, the valve of the collection container is not suitable for this). After this, the paper seal can be removed from the lid of the collection container and the vacuum pipe with the rubber stopper



pressed downwards vertically into the opening of the collection container. The vacuum ensures the liquid is sucked up into the tube. The tube should be **no more than half-full**.

The no more than half-full tube can now be packed in the designated, franked return envelope for the laboratory and sent to the lab (max. ten items per envelope). Do <u>not</u> stick the barcode over the vacuum tube that will be mailed to the lab.

#### 7.5 Where should employees take the test?

The PCR pool saliva tests can be carried out easily, anytime and anywhere. The colleague can take the test at work or get the material from the workplace and take the test at home. There, they will ideally take the test on the morning of the test day before cleaning their teeth and on an empty stomach. They should then hand in the test at the collection point designated by the pool manager.

#### 7.6 How can Covid-19 certificates be issued?

Covid certificates to document a negative test result can be issued for via the platform. Employees or students wanting a Covid certificate must be registered on the platform. In addition to the name and date of birth, an e-mail address is necessary so that the certificate can be sent to the corresponding person.

When assigning persons to a pool, the certificate option must be activated for those persons requesting a certificate: In the menu "Pooling" under the item "Assign employees" you will find the column "wishes a certificate".

**Important**: The pool manager will be asked on the platform to confirm that the samples with a certificate request come from the corresponding persons registered in the system. Falsely issued Covid 19 certificates are considered forgery and a threat to public health and will be prosecuted.

In the event of a negative test result, a Covid 19 certificate will automatically be sent by e-mail to the persons for whom the option has been activated. The certificate is valid for 72 hours from the time of sample collection.

#### 7.7 What should I take note of during pooling?

Note that the person who is merging the saliva samples should wear protective gloves and a face mask. Ideally, they should also wear protective goggles. Be sure to work in a calm and concentrated manner.

In schools, pupils will bring their saliva samples directly to the collection container during class and will empty their own saliva into the collection container. Here, it is important to maintain distance and discipline. Do <u>not</u> stick the barcode over the vacuum tube that will be mailed to the lab.

#### 7.8 What must I do when the lab results are made available?

The result of a pool test must be communicated to all pool participants. If a list of employees or pupils is compiled on the platform and if the contact details are available for all participants, the lab result will be communicated to all pool participants automatically and electronically.

If the pool list is compiled on paper, the pool manager must inform pool participants via a different channel.



#### 7.9 What must I do if a pool tests positive?

If a pool tests positive, the participants in this pool must take enhanced safety measures (strictly observe distancing and hygiene regulations, no participation in group meetings, no customer contact; in schools, distance learning or individual work wherever possible) and should take an individual PCR test by way of confirmation as quickly as possible. The pupils not affected by the positive pool can continue to participate in classes on site provided that the current guidelines for the canton permit classroom learning. The current protective measures applicable for the canton remain in place.

The result of the confirmation test is communicated to the colleague or pupil directly by the lab. Neither the company nor the TOGETHER WE TEST platform knows the individual test result.

#### 7.10 What must I do once after notification of the test result?

After the test person has been notified of the result, the pool manager must enter the pool size and the number of individuals who tested positive in the individual confirmation tests. Only then can the pool be dissolved on the platform.

If the list of test individuals is compiled on the platform, there is no need to input the pool size.

#### 7.11 At what intervals must employees take a test?

In line with the recommendations of the FOPH, repetitive testing is carried out at least once a week (every five to eight days).

#### **7.12 How long does it take before the test result is available?**

Generally, he test result will be available within 24 hours after reception of the sample in the laboratory, provided the test is submitted on time. The test must be submitted at a predefined time to the person responsible for the pool within the company. The hand-in time depends on the company location and therefore differs for each company.

#### 7.13 Who gets the test results?

The lab will send the result of the pool test to the pool manager in the company. If the contact details for the test individuals are compiled on TOGETHER WE TEST, the result is forwarded automatically to the pool members.

#### 7.14 Are employees able to continue working or pupils able to continue attending classes while they wait for confirmation of the result of a positive pool?

Companies: As a general rule, yes – provided they comply with the protective and hygiene measures. This is always assuming that the employees do not show any symptoms.

Schools: Until the results of the confirmation tests are available, pupils from the positive pool are advised to opt for distance learning.

#### 7.15 Can I order materials to keep in stock?

Yes, you can order materials for a maximum of two weeks. That means that for ten employees willing to undergo testing, a maximum of two pool test kits can be ordered for 20 employees.



#### 7.16 Can I order collection containers and vacuum tubes separately?

Yes, you can order these individually on the platform.

## **8 Questions on dissolving pools**

#### 8.1 How long can I wait before sending the pool sample?

The sample material should be sent as soon as possible after the samples have been taken, since the "time to result" is important. Nevertheless, the sample should easily remain valid for up to 24 hours. The samples should be sent in the mail on the same day or transported by a courier where required.

#### 8.2 Are pool results forwarded to the contact tracing body?

No. The results of the pool tests are not forwarded to the contact tracing body. If a pool tests positive, the pool manager must send the employees or pupils tested within this pool to take an individual test at a test centre. If necessary, it may also be possible to take a second sample on site with a subsequent a PCR test.

#### 8.3 When is a pool officially dissolved?

A positive pool can only be dissolved after details have been entered for the number of employees or pupils who tested positive.

# 8.4 Can employees who have tested positive come to work provided they take safety precautions?

No. People who test positive must self-isolate for ten days.

If you have a question that is not answered here, you can contact our help desk on workdays between 8:00 a.m. and 6.00 p.m. via <u>support@togetherwetest.ch</u> or by calling 0800 792 824.

Thank you for your participation.