



## APHG Instructions for COVID-19 SALIVA TESTING

14 September 2021



### Saliva Testing for Permitted Workers

Permitted workers moving through Alert Levels at the Auckland border can register for the Saliva Testing Programme delivered by APHG.

**You have a choice** to provide a saliva sample for surveillance testing for COVID-19 rather than undertake a nasal (nasopharyngeal) swab testing.

Saliva testing requires you to take 2 samples every 7 days, with at least a 48 gap between the two samples. Proof of your test to cross the Alert Level boundary will be available within the app.

Visit [www.salivatesting.co.nz](http://www.salivatesting.co.nz) to register

### The registration process

1. You can register as an employer or an individual
2. Your details will be loaded into the Collection Management System (CMS)
3. You will receive an email when this has been completed (approx 24 hours)
4. Employees will now be able to download and login to the app using their NHI number
5. Note – you cannot log into the app until you have received confirmation that you have been set up
6. The Saliva Testing App allows essential workers to self-collect their sample, record the collection, and drop their sample to a nearby drop-off location. [Sample collection instructions are available on the website.](#)
7. When you have dropped of a test to a drop-box, your app will show you have completed and dropped-off a test.
8. Your results will also be available in your app.

# Instructions on registering as an employer

**Step 1:** Download the employer .csv information file from our website

**Step 2:** Complete the .csv for all employees you want to register. It's important that you don't change the file format and that you follow the required fields for each person.

**Step 3: IMPORTANT – Retrieve the NHI number for all employees you're registering. Without this information we cannot complete the registration process and it will delay your ability to access the testing service. [Learn how to find your NHI number here on the Ministry of Health website.](#)**

The Ministry of Health has also set up a new 0800 number that you can call to find out for NHI number: **0800 855 066**.

**Step 4:** Complete the registration form on our website and upload your completed .csv file.

**Step 5:** Employees will receive a confirmation email when their details have been loaded into our Collection Management System. Once this happens they can now use the app and start testing.

**Step 6:** Test kits can be ordered for workplaces with 25 or more employees using the saliva testing programme.

For smaller workplaces, test kits can be collected from any of our pick-up locations listed on our website.

If you need support please contact [salivatotravel@aphg.co.nz](mailto:salivatotravel@aphg.co.nz)

**NOTE:** If you are a smaller employer you can register your staff individually using the form on the website.

## Drop Off and Pick-Up Locations

The currently available **public test kit pick-up and test drop-off locations** for your saliva sample are listed on our website. These sites are updated daily. Keep checking back for updates as more sites become available.

For many employees, you will be able to collect your test kit from your workplace and can drop off your sample to **any** of the locations listed on the website.

Locations where you can collect a test kit from are listed on the website.

## Get your saliva test kits

A Saliva Test kit includes 1 tube and 1 biohazard bag. The tube has an important barcode you'll need to use to record your test in the app.

- You can collect a test kit from any of the available **pick-up locations listed on the website** throughout New Zealand.
- You do not have to collect your test kit in Auckland
- This list has new pick-up locations being added regularly – keep checking back for new locations
- Check with your employer if they have test kits available at your workplace
- If collecting test kits from non-workplace locations, we recommend collecting 4 kits at a time to supply you with 2 weeks of saliva testing
- We need to manage distribution and supply of test kits so we ask that you only take max 4 kits from any location outside of your workplace
- View current **pick up locations on our website**

### Test kits for workplaces with over 25 people

- If you have registered **25 or more employees** for the saliva testing programme, workplaces can request test kits to be delivered to **one location** to be available to your staff
- To order test kits please email [salivatotravel@aphg.co.nz](mailto:salivatotravel@aphg.co.nz)
- Include the number of employees, your business name, address for delivery and contact information
- You must have submitted your business registration business before ordering your test kits
- Please allow 24 hours to receive the delivery of your test kits

# Download and use the app

After you have received confirmation that you're set up, you can start using the app. The app is a web-based app that is saved to your phone rather than downloaded from the Apple or Google Play store and works just like a normal app.

Useful information and instructions on using the app can be found on the [App User Guide](#) available on the website.

The following are instructions on how to save the app to your phone.

### Saving the App to the home screen

**1** 

Scan barcode or type selftest.labapps.nz/covid/ in your website browser on your smartphone

**2** 

Tap the  button to save the Saliva Testing App to your homepage. This will help you find it easily when you need to collect a sample. Select the download button. Select **Add to Home screen** from options.

**3** 

Scroll down and tap **Add to Homescreen**

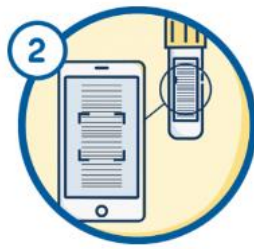
**4** 

Tap the **Saliva Testing App icon** to complete phone registration/ initial login. Tap this icon anytime you're ready to collect a saliva sample.

## How users provide a sample



1 Select a tube and a plastic biohazard bag from the saliva testing booth.



2 Open the COVID-19 Saliva Testing App & scan the barcode label on the tube.



3 Remove lid from the saliva tube.



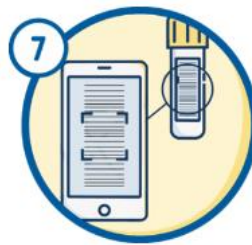
4 Tilt your head forward and allow saliva to pool in the front of your mouth.



5 Gently dribble the saliva forming in your mouth into the tube. Keep going until there is at least 1ml in the tube.



6 Screw the lid back on the tube carefully, make sure it's tight.



7 Use the COVID-19 Saliva Testing App to scan the barcode on the tube (it will automatically register the collection time).



8 Put your tube into a plastic biohazard bag and close the seal on the bag.



9 Take the biohazard bag to the drop-off point, scan the QR code at the drop off point.



10 Drop your sample into the drop off point to complete the process.



Sample is picked up by lab courier and transported to lab.



You will receive your results via text message.

## How to show a user has done a saliva test at the border

When you have dropped of a test to a drop-box, your app will show you have completed and dropped-off a test.

Use the app if you are asked to show you have completed a test. Tests are time stamped within the app.

Your results will be provided within 24 hours from the time your sample is received at the testing laboratory.

Your results will also be available in your app.



## COVID-19 Saliva Test Pick Up and Drop Off Locations

### Manawatu / Wanganui

#### Pick up and drop off sites

**Medlab Central**

Level 1, Clinical Services Block  
Palmerston North Hospital  
50 Ruahine Street  
Palmerston North  
Monday – Sunday 7am-6pm

**Medlab Whanganui**

Whanganui Hospital  
100 Heads Road  
Whanganui  
M-F 7.30am – 5pm  
Saturday and Sunday 8am – 4pm

#### Drop off sites only

**Medlab Bulls**

Bulls Medical Centre  
71 High Street  
Bulls  
M-F 8am – 12 noon

**Feilding Integrated Health Centre**

7 Duke Street  
Feilding  
M-F 8am – 4pm

**Medlab - Dannevirke**

12 Waterloo Street  
Dannevirke  
M-F 8am – 4.30pm

**Medlab Central - The Palms**

445 Ferguson Street  
Palmerston North  
M-F 7.30am – 6pm  
Saturdays 8.30am – 11am

**Medlab Levin**

Horowhenua Hospital  
62 Liverpool Street  
Levin  
M-F 7.30am – 4.30pm

### Gisborne / Tairāwhiti

#### Pick up and drop off site

**TLab Gisborne Hospital**

421 Ormond Road  
Gisborne  
M-F 8am – 5.30pm

#### Drop off site only

**TLab Collection Rooms**

447 Gladstone Road  
Gisborne  
M-F 7.45am – 4.45pm