



Detailed procedure

Status: July 15, 2022

Please read the following information carefully.

1. Registration of the company

After your application has been received and checked, you will have or will be sent a registration link by email. From then on you have the possibility to register your company. You can specify several locations of your company when registering.

After the registration is completed, a QR code will be generated. This code will be embedded in a poster, which you can download, print and hang up in your company. You can generate a poster with a separate QR code for each location.

Using the QR code on the poster, the individual employees (hereinafter referred to as test persons) who would like to be tested can later register via smartphone on the test platform [My.Easytesting.ch](https://my.easytesting.ch) and enter their location there. Note: For people with a foreign mobile phone provider we recommend to choose e-mail as result transmission (not SMS).

2. Ordering test kits

(Empty) test kits can be ordered free of charge from the canton and are delivered by mail. Our system sees how many samples are still in your company. An order is then automatically triggered if the inventory should decrease. Depending on the participation, this can be after a week or even after several weeks. If you run out of test kits and are waiting for them, we can manually trigger test kits for you, please contact us. If the number of test persons you specified when registering your company on the test platform changes significantly, please let us know via the e-mail address below.

3. Hanging up posters with QR code in the company

You can print the poster with QR code created by the registration process and hang it up in the company in an easily accessible place.

4. Set up take and bring stations

For obtaining the test kits and handing in the samples, we recommend that you provide so-called “take and bring stations” in the company.

For this purpose, you have received corresponding posters to print out in the appendix of the briefing. You would have to organize the corresponding containers yourself.

It is important to note the test days and collection times at the bring stations. The information required for this can be found in the following sections.

5. Testing days

You are free to define on which working days (Monday to Friday) testing takes place in your company. **Please note that employees are only allowed to be tested 1x per week through their company.** It is simply important that the test persons deposit their sample on the same day at the bring station of your company. In addition, your company must ensure that the samples are delivered to the cantonal collection point on time.

Please also note the opening hours of the collection points (see section “Cantonal collection points” below), as they are usually closed on Sundays and public holidays, it is not possible to test on such days.

6. Testing of the test subjects

The pooled PCR saliva test allows independent sample collection (at home or in the company) for the test persons and therefore does not require medical professionals.

“Pooling” (combining individual samples to form a pooled sample) and “de-pooling” (analysis of the individual samples in the event of a positive pooled sample) take place directly in the laboratory and not in the company. Thus, only the individual saliva samples of the test persons are sent to the laboratory for analysis (no pooling necessary in the company). After analysis of the samples in the laboratory, all test persons receive an individually valid test result without having to be retested.

More information on the types of tests can be obtained here via the [FOPH website \(BAG\)](#).

7. Carrying out a saliva test

You can find detailed instructions on how to carry out tests independently (taking samples) at the following link: www.coronavirus.bs.ch/dokumente-betriebe. The test instructions can be given directly to the test persons. Due to the requirements (do not eat, do not drink, do not smoke and do not brush your teeth 2 hours beforehand), the test persons ideally carry out the sampling at home, in the morning, directly after getting up and then bring it to the company.

8. Shipment of samples to the collection point (by the company)

The company delivers the samples itself or sends them by courier to one of the cantonal collection points. The company must also bear the costs for this.

For the delivery of the samples, the collection points have appropriately labeled containers (see picture at the end of this document). The samples can be deposited there independently. There is no need to report to the customer counter.

It is not possible to send the samples directly to the laboratory.

Cantonal collection points

An overview of the available cantonal collection points is available at the following link:
www.coronavirus.bs.ch/Sammelstellen

Disposal of used test material

Please note that only collected samples are handed in at the cantonal collection points. Used test material that is no longer required (such as spittoons) must be disposed of in the normal household waste by the employees themselves or by your company.

Collection times at the cantonal collection points

The samples handed in at the collection points are collected 2x daily by a courier and delivered to the laboratory. This is organized by the canton.

The collection times at the collection points are as follows:

Morning: 10:00

Afternoon: 15:00

The samples must be handed in by then at the latest.

- ➔ The sample must be taken on the day of testing (e.g. early in the morning after getting up). Testing the day before and overnight storage is therefore not possible. If the sample is submitted later, a falsified test result is to be expected.
- ➔ Samples can be stored at room temperature during the test day, but should not be exposed to direct sunlight.

9. Analysis of the samples in the laboratory

After the samples have arrived at the laboratory, they are analyzed.

“Pooling” (combining individual samples to form a collective sample) and “de-pooling” (analysis of the individual samples in the event of a positive collective sample) take place directly in the laboratory. After the samples have been analyzed in the laboratory, all test persons receive an individually valid test result via SMS or e-mail without having to be retested. Thus, no pool results are sent and a temporary quarantine of all test persons in a pool is not necessary.

10. Feedback test result

All test persons will be notified of their test result via SMS or e-mail no later than 24 hours after taking the sample, provided that the sample was sent to the laboratory on the same day.

If a test person has not received a result, he/she must contact the contact person at his/her company, who in turn will contact Support (see e-mail address at the bottom).

Test results are transmitted by the laboratory to the Federal Office of Public Health (FOPH).

Test Results & Privacy

The company receives an overview of the test results via the dashboard of the My.Easytesting.ch test platform. However, these are anonymous. The company therefore has no access to personal test results.

Conversion of the home office obligation into a home office recommendation

For this purpose, please refer to our [website](#), which we update continuously.

11. Ordering more test kits

The reordering of further test kits is done automatically via the system and is monitored by the canton. The order quantity is based on the number of test persons who have registered on the My.Easytesting.ch test platform.

Should your company require an extraordinary delivery or an adapted order quantity, please contact the email address below.

Information & Contact

For further information, we recommend that you consult the website www.coronavirus.bs.ch/en/suspected-infection/massentests-in-betrieben

If you have any questions, please contact us at the following e-mail address: covid.massentest.betrieb@bs.ch

In urgent cases, call the canton's Infoline:
Tel. 0800 463 666 (daily 08:00 - 17:00).

Pictures collection container



The samples can be deposited independently by lifting the white sheet with the inscription "This is not a trash can". There is no need to report to the customer counter.