

# Covid-19

**GUIDE FOR USING  
SELF-TESTS  
IN A COMPANY  
SETTING**



**COVID-19**

HOUSE OF  
**ENTREPRENEURSHIP**

powered by the Luxembourg Chamber of Commerce

**CHAMBER**  
OF **COMMERCE**  
**LUXEMBOURG**  
**POWERING BUSINESS**

# COVID-19

## GUIDE FOR USING SELF-TESTS IN A COMPANY SETTING

Companies can use the resources available to them to offer their employees working on the premises rapid tests or self-tests. This will make a key contribution to the well-being of society as a whole by ensuring that infection chains are detected at an early stage and broken to prevent other employees and other people from becoming infected.

Please note that this user guide will be regularly updated by the Chamber of Commerce according to the latest news.

The information is also available under: <https://www.cc.lu/en/covid19/>

The following issues are addressed in this handout:

<b>General information</b> .....	<b>3</b>
1. What is a self-test? .....	3
2. Which people should be tested in the company? .....	3
3. When and how often should companies carry out testing? .....	3
4. Are companies allowed to purchase self-tests? .....	3
5. Who finances the self-tests? .....	3
6. Where are the self-tests available and what needs to be borne in mind when purchasing them? .....	4
7. What requirements do companies have to meet when offering tests? .....	4
8. Testing in your own company - What preparatory measures need to be taken? .....	4
9. Where else can COVID-19 tests be conducted? .....	5
10. Business travel .....	5
<b>Carrying out self-tests</b> .....	<b>6</b>
1. What do you need to bear in mind when preparing to carry out testing? .....	6
2. Is personal protective equipment required for self-testing? .....	6
3. Who performs self-tests? .....	6
4. How are self-tests carried out in a corporate setting? .....	6
5. What follow-up measures need to be taken? .....	6
6. Is there an obligation to report a positive self-test? .....	6
<b>Related links</b> .....	<b>7</b>

# GENERAL INFORMATION

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## 1. What is a self-test?

Unlike SARS-CoV-2 rapid antigen tests, which must be performed by a professional or by a person authorized to perform the test (More information under: [www.covid-test-ag.lu](http://www.covid-test-ag.lu)), self-tests can be performed by anyone and do not require trained personnel. Employees who test themselves do not require any supervision.

It is recommended that the test used is officially recommended and recognised in Luxembourg. You can find the list of official tests by <https://covid19.public.lu/dam-assets/covid-19/large-scale-testing/autotest/20210505-Liste-autotests.pdf>

Please refer to the package leaflet for the exact use of these tests.

### If your antigen self-test is positive:

- immediately put yourself in self-isolation
- report your result on <https://covidtracing.public.lu/home>
- inform your close contacts so they can start a self-quarantine

The Contact Tracing team will contact you ASAP.

It is also recommended to confirm your antigen self-test with a PCR test.

For further information: <https://covid19.public.lu/en/testing/self-test.html>

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## 2. Which people should be tested in the company?

Companies can decide for themselves which employees should be offered a test.

Until all citizens can be offered a vaccine, employees should be offered self-tests and, where possible, professional rapid antigen tests to detect infections early on.

Testing should be offered in particular to employees who have frequent contact with clients, work in alternating teams and in shifts, or work in an environment where it is difficult to maintain the minimum distance.

Only people who have no COVID-19 symptoms can be tested.

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## 3. When and how often should companies carry out testing?

Companies can decide for themselves how often they want to test their employees. Where possible, employees should be tested before they start work in order to pre-empt any infection spreading to other people.

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## 4. Are companies allowed to purchase self-tests?

Yes, self-tests can be purchased by all end users, including companies.

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## 5. Who finances the self-tests?

As both the professional rapid antigen tests and self-tests are offered on a voluntary basis, companies finance these tests themselves.

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## 6. Where are the self-tests available and what needs to be borne in mind when purchasing them?

The rapid antigen self-tests are available on the open market.

**NB:** Not all rapid antigen tests are suitable as rapid tests for self-use by untrained personnel.

As a result, the Luxembourg Ministry of Health maintains an up-to-date list of the self-tests approved in Luxembourg.

This list can be found at the following link:

<https://covid19.public.lu/dam-assets/covid-19/documents/depistage/Liste-autotests.pdf>

For information on how exactly to use these tests, please refer to the package insert of the self-test concerned.

When ordering online, companies are advised to check the distributor's delivery capability and delivery time to ensure an ongoing supply of tests for employees.

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## 7. What requirements do companies have to meet when offering tests?

Companies are not subject to any special requirements for self-tests.

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## 8. Testing in your own company – What preparatory measures need to be taken?

To ensure that the testing procedure can be implemented as smoothly as possible, companies are advised to put together a team that is entrusted, and familiar, with the purchase and provision of the tests. In addition, a trial run should be carried out before testing begins within the company.

**It may be helpful for companies to prepare their own test strategy or test plan specifying the following:**

- In-house COVID-19 test officer
- Target groups to be tested
- Order of testing
- Test material required per month
- Test orders
- Test intervals
- Testing times
- Test room/test procedure (NB: employees must stay in the room until result is available)
- Incorporation of testing into the company's sanitation plan
- Overall logistical conditions
- Dealing with COVID-19 infections: reporting to the health authorities, closure of work areas within the company
- Disposal

Since rapid and self-tests have a higher error rate, a PCR test should be carried out by medical personnel to confirm each and every positive test result.

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## 9. Where else can COVID-19 tests be conducted?

As an alternative to in-house testing, tests can be carried out in places offering or specialising in COVID-19 testing, swab centres or by external service providers within the company.

For more information on the various testing opportunities in Luxembourg, please visit the following link:

<https://covid19.public.lu/en/testing/get-tested.html>

### IMPORTANT INFORMATION:

- A test result is only a snapshot and does not provide 100% certainty. This means that COVID-19 protective measures (use of face masks, keeping your distance, airing indoor areas, use of hand sanitiser, etc.) should be adhered to systematically regardless of the test result.
- Despite these testing options, PCR tests analysed by a laboratory are the most accurate method available for determining SARS-CoV-2 infection due to their high sensitivity and accuracy.
- This information is intended as a guide only and is not designed to be exhaustive.

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## 10. Business travel

If you are going on a business trip, the House of Entrepreneurship of the Luxembourg Chamber of Commerce have Large Scale Testing Codes available for these scenarios.

### Helpline for companies under the Luxembourg Chamber of Commerce:

Business Helpline of the House of Entrepreneurship

Tel.: +352 42 39 39 - 700

E-mail: [covid19@houseofentrepreneurship.lu](mailto:covid19@houseofentrepreneurship.lu)

Website: <https://www.cc.lu/en/covid19/>

# CARRYING OUT SELF-TESTS

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## 1. What do you need to bear in mind when preparing to carry out testing?

The tests must be stored according to the manufacturer's instructions (e.g. temperature). It is also important to check the expiry date of the test material. Ideally, employees should always be offered the same type of test so that they can get used to it. Before the testing, make sure to brief employees on how long the result will take and how the result is analysed. The test and the interpretation of the test need to be carried out according to the conditions defined by the manufacturer in his instructions.

**NB:** Product requirements may vary from manufacturer to manufacturer.

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## 2. Is personal protective equipment required for self-testing?

Unlike with professional rapid antigen tests, no personal protective equipment is required for self-tests as self-tests involve the person taking the sample themselves.

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## 3. Who performs self-tests?

Self-tests are performed by employees themselves in line with the manufacturer's instructions. No supervision or special training is required to perform the test. This also eliminates the need for a consent form signed by the person undergoing the test, as is required for professional lateral flow tests.

Professional rapid antigen tests, on the other hand, may only be performed by medical or trained/briefed personnel.

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## 4. How are self-tests carried out in a corporate setting?

The person to be tested collects the sample themselves, if necessary under the supervision of the in-house COVID-19 test officer, in line with the manufacturer's instructions as shown in the product information for the self-test concerned.

The packaging and/or the package insert often features a QR code which, when scanned, opens a training video showing how to use the test correctly. The test manufacturer's instructions for use must always be followed when carrying out the test and taking the samples.

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## 5. What follow-up measures need to be taken?

The test materials can be disposed of in the residual waste containers in a sealable, tear-proof, moisture-resistant waste bag.

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## 6. Is there an obligation to report a positive self-test?

**If your antigen self-test is positive:**

- immediately put yourself in self-isolation
- report your result on <https://covidtracing.public.lu/home>
- inform your close contacts so they can start a self-quarantine

The Contact Tracing team will contact you ASAP.

It is also recommended to confirm your antigen self-test with a PCR test.

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## RELATED LINKS:

- Luxembourg government - General information on COVID-19 testing:  
<https://covid19.public.lu/en/testing/get-tested.html>
- Luxembourg government - General information on antigen self-test  
<https://covid19.public.lu/en/testing/self-test.html>
- Luxembourg government - List of rapid antigen self-tests authorised in Luxembourg:  
<https://covid19.public.lu/dam-assets/covid-19/documents/depistage/Liste-autotests.pdf>
- General information for companies:  
<https://www.cc.lu/en/covid19/>
- Helpline for companies under the Chamber of Commerce:  
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Tel.: +352 42 67 67 - 550  
e-mail: boosthandwierk@cdm.lu
- Luxembourg government - Information on contact tracing:  
<https://covidtracing.public.lu/home>
- Large Scale Testing Codes in connection with business travel:  
<https://www.cc.lu/en/covid19/news/article/detail/deplacement-professionnel-vers-letranger/>
- Real-time information on the entry and exit conditions of the various EU member states:  
<https://reopen.europa.eu/en/map/AUT>

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