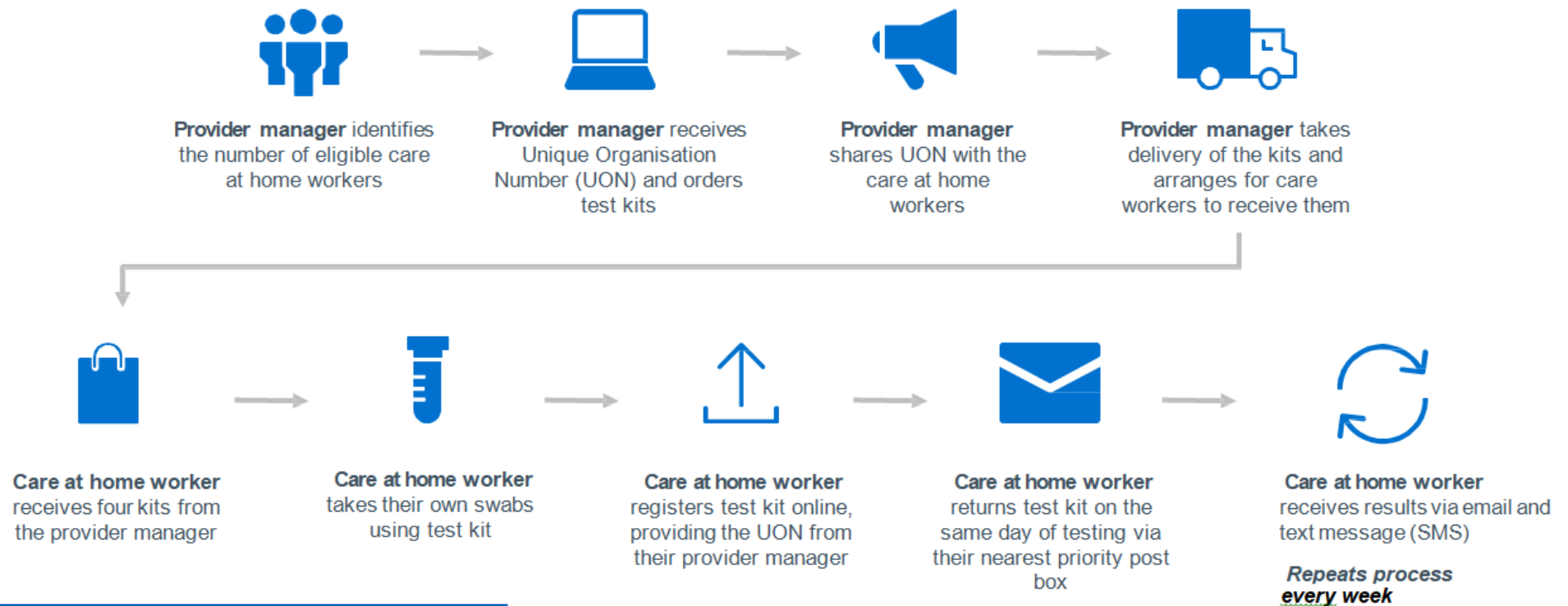




Care at Home – PCR Self Testing Process

Summary: Testing for care at home workers



If you have any queries with any of the steps please call the national coronavirus contact 0300 3032713



Delivery of PCR Test Kits to support weekly self testing.

A batch of 4 test kits will be delivered to your employer and forwarded to your home address every four weeks. Delivery arrangements will be confirmed by your employer.

Before you undertake your first test you are being asked to:

- Read this guidance in full.
- Read the guidance in your test kit.
- Watch the instructional video for self testing by following the link below:

<https://www.gov.uk/government/publications/covid-19-guidance-for-taking-swab-samples/how-to-use-the-self-swabbing-kit-for-a-combined-throat-and-nose-swab-video>





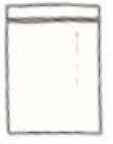




If you become symptomatic and have a testing kit at home, you should test yourself in addition to the weekly testing cycle and advise your employer that you need an extra kit.



Taking the test

Test

The test kits you will receive will be standard organisation test kits; they will contain:

- 1  Plastic tube, containing a small amount of liquid. The liquid must stay in the tube.
- 2  Swab, inside sealed wrapper
- 3  Spare barcode
- 4  Absorbent pad
- 5  Zip-lock bag
- 6  Biohazard bag with silver seal
- 7  Return box with prepaid Royal Mail return label
- 8  Security seal, for the return box
- 9  Royal Mail return label



An example test kit

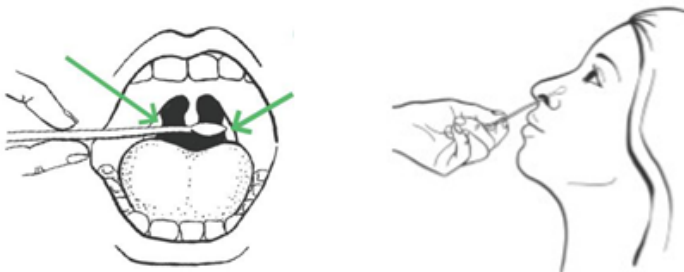


Taking the test

You should conduct a combined throat then nose self-swab for the test

Follow the instructional video on how to do a throat and nasal swab

<https://www.gov.uk/government/publications/covid-19-guidance-for-taking-swab-samples/how-to-use-the-self-swabbing-kit-for-a-combined-throat-and-nose-swab-video>



Test



You must only conduct your test between Thursdays and Sundays. Testing on other days may result in delays replenishing your employers test kits after your four week cycle. Try to take the test on the same days each week, where possible.

Always leave 7 days between tests where possible

If possible please continue testing whilst on holiday (in the UK) or off work due to illness which is not related to Coronavirus



Registering Test Kits

The following link will take you to the Scottish Government's page which will allow you to register your test:

<https://organisations.test-for-coronavirus.service.gov.uk/register-organisation-tests>

When the page opens you will be asked to input the following information, full details and step by step guidance can be found from page 13 onwards in this document:

The Unique Organisation Number given to you by your employer.

The test kit barcode, please enter carefully or scan, do not copy and paste.

Your personal details:

- Name
- Select Staff Member
- Symptoms or not
- Gender
- Date of Birth
- Email address (given to you by your employer)
- Mobile phone number
- Home postcode
- NHS number (optional, however asked as a way of updating your NHS records)

Please check your answers, before submitting your answer, you will then receive confirmation that your test kit has been received. Your employer will also receive confirmation of your kit registration via the email address submitted.

If there are any problems with registering a test kit, please call the Coronavirus Testing Contact Centre on telephone number 0300 303 2713



Returning test kits

Return

Each test kit contains a pink pre-paid return label. Please attach this to the outside of the delivery packaging next to the security seal. If there is no label in the kit please check in the box that the kits were delivered in. If additional support is needed please call 0300 303 2713

The test kit should be returned via a Royal Mail priority box

You will find your nearest priority post box and its collection times at

<https://www.royalmail.com/services-near-you>

Only use a Royal Mail priority post box. It will be labelled with the below Priority Box sign and one of the regional NHS logos. Please do not enter any Post Office with the kit



Example of Royal Mail priority post box





Returning test kits

[Return](#)

Please be aware of the **following** key points to ensure samples reach the laboratories in time:



Post kits in the priority mail box at least one hour before the last collection time to ensure that it is not missed



Locate your nearest priority post box and collection times in before taking the test. Tests should be posted on the same day as they are taken



Some post boxes do not collect post on Sundays, and so please check if there is a collection available before testing on Sunday



Receiving Results

Your results will be sent to you in the form of a text message, if you provided the details of your work mobile number, at the time of registering your test.

Your employer will also receive an email confirming the results via the email address you were given to record when registering your test.

The results will also include guidance on the next steps to be taken by you. Examples of the texts being sent are detailed on the next page.

If you receive a **positive test** you must inform your line manager immediately. This will enable you to protect others that you may have come into contact with at work. If you are at work when you receive the positive result, remove yourself immediately and contact your line manager to notify them of the result. They will plan for the remainder of your visits to be covered and you will be asked to make your way home to self isolate.

Find out more about what to do when you get your results:

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-testing>



Examples of text message containing results

Results & repeat

There are 3 possible results – Negative, Positive and Unclear

Negative

Your coronavirus test result is negative. You did not have the virus when the test was done. You only need to self isolate if:

- You get symptoms of coronavirus (you'll need a new test)
- You're going into hospital (self-isolating until the date you go in)
- Someone you live with tests positive
- You've been traced as a contact of someone who tested positive

For advice on how long to self isolate, go to [Coronavirus \(COVID-19\): General advice | NHS inform](#) and read 'Self- isolation and treating symptoms'

Otherwise, you may return to work if you've not had a high temperature for 48 hours and feel well. Talk to your employer first.

For a care home resident, follow the care home guidance. If the resident still has symptoms, they may need a repeat test.

Contact 111 if you need medical help.

In an emergency, dial 999.

Positive

Your coronavirus test result is positive. It means you had the virus when the test was done.

Try not to worry. You can often ease symptoms at home until you recover. You may be contacted for contact tracing.

You must, by law, self-isolate for 10 days from your symptoms starting. If you've not had symptoms, self-isolate for 10 days from your test.

You may return to work on day 11 if you've not had a high temperature for 48 hours and are well. Talk to your employer first. People you live with should self-isolate for 14 days from your symptoms starting or 10 days from their symptoms starting.

For a care home resident, follow relevant guidelines

For a child or staff at school or nursery, tell the school/nursery.

For medical help, Contact 111.
In an emergency, dial 999.

Unclear

We could not read your coronavirus test sample. This means it's not possible to say if you had the virus when the test was done. We're sorry, but you'll need to get another test as soon as possible.

Keep self-isolating (and care worker offwork if relevant) if:

- You have or develop symptoms of coronavirus.
- Someone you live with has symptoms or tests positive.
- You've been traced as a contact of someone who tested positive.

For advice on how long to self-isolate in these situations go to [Coronavirus \(COVID-19\): General advice | NHS inform](#) and read 'Self-isolation and treating symptoms'. You can end your self-isolation period early if your new test results says to stop self-isolating.

For a child or staff at school or nursery, tell the school/nursery.

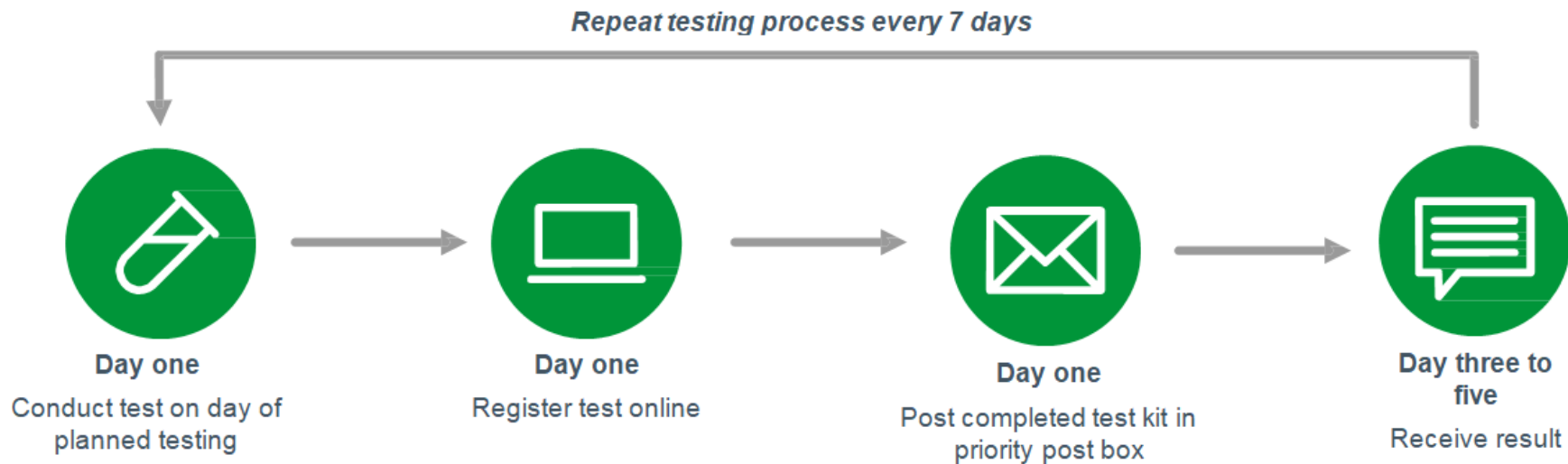
Contact 111 if you need medical help.
In an emergency, dial 999



Weekly retesting

Results & repeat

After you have completed your first round of testing, you should continue to test on the same day each week between Thursday and Sunday. If you have tested positive, you do not need to retest for 90 days.



If you receive a positive test result please stay / return home and inform your line manager



Where to go for more support?



Online: Visiting the homecare testing portal at:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>



Instructional Videos

<https://www.youtube.com/watch?v=1l0jcv37Wzl>

<https://www.gov.yk.government/publications/covid-19-guidance-for-taking-swab-samples/how-to-use-the-sekf-swabbing-kit-for-a-combined-throat-and-nsoe-swab-video>



Coronavirus Testing Contact Centre: Telephone number 0300 303 2719



Step by step guide to registering your test kits after completing a test

To register your test. Login to the following webpage online: <https://gov.uk/register-organisation-tests>

The image displays three sequential screenshots of the GOV.UK registration process for coronavirus tests, separated by vertical dashed lines. Each screenshot shows the 'Get a coronavirus test' header and a feedback banner.

- STEP 1: Confirmation of consent**
The page asks to 'Confirm you have consent'. There are two checked checkboxes: 'I confirm that I've got consent from each person to register them' and 'I confirm that I've got consent for the results to go to the contact details entered for them'. A green 'Continue' button is at the bottom.
- STEP 2: Select other**
The page asks 'Which type of organisation are you?'. There are five radio button options: 'Care home', 'GP surgery', 'Dental surgery', 'Prison', and 'Other'. The 'Other' option is selected. A green 'Continue' button is at the bottom.
- STEP 3: Enter your 8 digit UON**
The page asks 'What's your organisation number?'. It explains that this is an 8-digit number from the National Testing Programme, with an example '12345678'. A link 'What to do if you cannot find your organisation number' is provided. A text input field is shown with an arrow pointing to it from the 'Other' option in Step 2. A green 'Continue' button is at the bottom.

The Organisation Number for each Care at Home that should be recorded at step 3.

Your employer will provide you with the Organisation Number to be entered.



STEP 4: Select 'add each person's details one by one'

GOV.UK Get a coronavirus test

ALPHA This is a new service - your [feedback](#) will help us to improve it.

[< Back](#)

How do you want to register tests?

Use our spreadsheet to add a list of patients
Enter and upload details for up to 50 people at a time

Add each person's details one by one
Use an online form to enter their details

[Continue](#)

STEP 5: Select staff

GOV.UK Get a coronavirus test

ALPHA This is a new service - your [feedback](#) will help us to improve it.

[< Back](#)

Who are you registering?

Non-staff (for example residents or patients)

Staff

[Continue](#)

STEP 6: Enter your name

GOV.UK Get a coronavirus test

ALPHA This is a new service - your [feedback](#) will help us to improve it.

[< Back](#)

What's the person's name?

First name

Last name

[Continue](#)



STEP 7: Enter your date of birth

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

What's Peter Smith's date of birth?

For example, 31 3 1980

Day Month Year

[Continue](#)

STEP 8: Enter your gender

GOV.UK COVID-19

[Back](#)

What's Pete Smith's gender?

Male

Female

[Continue](#)

STEP 9: Enter your ethnicity. You can select prefer not to say

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

What is Peter Smith's ethnic group?

This will help us understand how coronavirus is affecting people of different ethnic backgrounds.

Asian or Asian British
Includes any Asian background, for example, Bangladeshi, Chinese, Indian, Pakistani

Black, African, Black British or Caribbean
Includes any Black background

Mixed or multiple ethnic groups
Includes any Mixed background

White
Includes any White background

Another ethnic group
Includes any other ethnic group, for example, Arab

or

Prefer not to say

[Continue](#)



STEP 10: Enter your work status.

GOV.UK Get a coronavirus test

ALPHA This is a new service - your feedback will help us to improve it.

[Back](#)

Is Peter Smith currently in work?

This will help us understand more about the spread of the virus.

Yes, and for the last 2 weeks I've worked from home

Yes, and for the last 2 weeks I've travelled to work

No

or

Prefer not to say

[Continue](#)

STEP 11: Enter your area of work.

GOV.UK Get a coronavirus test

ALPHA This is a new service - your feedback will help us to improve it.

[Back](#)

Select Peter Smith's area of work

This helps us understand how coronavirus is affecting people in different workplaces.

Teaching and education

Health and social care

Transport

Retail

Hospitality

Hair and beauty professionals

Information and communication

Financial services and insurance

Manufacturing or construction

Civil services or local government

Arts, entertainment or recreation

Other

or

Prefer not to say

[Continue](#)

STEP 12: Enter your occupation. You must select an option from drop down menu but you can say that you are unable to find the correct occupation

GOV.UK Get a coronavirus test

ALPHA This is a new service - your feedback will help us to improve it.

[Back](#)

What is Peter Smith's occupation?

This helps us track which occupations are more at risk from coronavirus.

Start typing and select their occupation from the drop down. If their occupation is not displayed select 'Other'.

Occupation

[Continue](#)

[Prefer not to say](#)

GOV.UK Get a coronavirus test

ALPHA This is a new service - your feedback will help us to improve it.

[Back](#)

What is Peter Smith's occupation?

This helps us track which occupations are more at risk from coronavirus.

Start typing and select their occupation from the drop down. If their occupation is not displayed select 'Other'.

Occupation

Recd
Receptionist
I cannot find the correct occupation

[Prefer not to say](#)



STEP 13: Enter the name of your employer.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

What is the name of Peter Smith's employer?

This helps us trace their work colleagues if they test positive for coronavirus.

Employer Name

[Continue](#)

[Prefer not to say](#)

STEP 14: Enter the country you live in.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

What country does Peter Smith live in?

England

Scotland

Northern Ireland

Wales

[Continue](#)

STEP 15: Enter your home postcode. An additional question will ask for the first line of your address.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

What's Peter Smith's home postcode?

For residents, enter the organisation's postcode.

For patients of a GP or dental surgery, enter their personal home postcode.

For staff, enter their personal home postcode.

Postcode

[Continue](#)



STEP 16: Enter your NHS number, if you know it. This is used to link the result to your patient record.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Do you know Peter Smith's NHS number?

It's OK if you do not, you can still continue.

Their NHS number is a 10 digit number, like 867 406 5600. You can find it on any letter the NHS has sent them, on a prescription, or by logging in to some GP online services.

[How to find your NHS number](#)

Yes, I know Peter Smith's NHS number

No, I do not know Peter Smith's NHS number

Continue

STEP 17: Select Yes or No depending on whether you have symptoms.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Does Pete smith currently have coronavirus symptoms?

This will help us track and trace the spread of coronavirus.

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

Most people with coronavirus have at least one of these symptoms.

Yes, they currently have at least one of these symptoms

No, they currently do not have any of these symptoms

Continue

STEP 18: Enter date of onset of symptoms, if you see this page.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

When did Peter Smith's symptoms start?

Enter the date. If they cannot remember the exact date, enter the date they think it was, roughly.

Use the format DD MM YYYY, for example 15 4 2020

Day Month Year

Continue



STEP 19: Enter the test kit barcode.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

< Back

Enter your unique test kit barcode or Randox URN

There are 2 types of home test kit, one of which is branded Randox.

If you have a non-Randox test, use the camera on your phone or computer to scan one of the identical barcodes inside your test kit. You'll either find them attached to the plastic vial, biohazard bag and return box or loose for you to stick on yourself (please read instructions).

You can also manually enter the 11 character reference below the barcode.

If you have a Randox test kit, manually enter the 9 or 10 character unique reference number (URN) on the label.

- ▶ [What does the barcode look like?](#)
- ▶ [What does the Randox URN look like?](#)

Scan my barcode

Test kit barcode reference or URN

Confirm test kit barcode reference or URN

Continue

STEP 20: Enter the date and time the test was completed. This date and time can be in the past

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

< Back

When will Peter Smith take their swab test?

Select the date and time they will take their swab test. If they've already taken the swab test, tell us the date and time they took it.

We need to know this so the lab can work out when the test is due to expire. If you select the wrong date and time, it could mean they receive an incorrect result.

Select a date

- Today, 15 October 2020
- Yesterday, 14 October 2020
- A different date

Enter a time

For example, 9pm

Hour

am

pm

Continue

STEP 21: Enter your email address. Results will be sent to this email address.

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

< Back

Enter an email address

We'll send their test result to this email address.

If the email address does not belong to the person being registered, make sure you have got their consent for their results to go to someone else's email address.

Email address

Confirm Email address

Continue

You should enter the following email address at Step 21:

[Employers email address](#)



STEP 22: Enter your mobile phone number if you'd like to receive text notification of your result. If you do not have a mobile or do not want to receive a text, select 'No'.

STEP 23: Check your answers. You are able to change details at this stage

Select "Yes, I want to add a mobile phone number" and insert your work mobile phone number.



Your test will have now been registered.

The confirmation page also allows you to register more test kits should you need to

Note: You will receive confirmation of registration via email. If you do not receive this, please contact 0300 303 2713 to check that you have registered successfully

The screenshot shows the GOV.UK COVID-19 test kit registration confirmation page. At the top, there is a black header with the GOV.UK logo and 'COVID-19'. Below the header, a blue banner reads 'ALPHA This is a new service - your [feedback](#) will help us to improve it.' The main content area has a green background with the text 'Test kit registration confirmed'. Below this, the user's details are listed: 'Bob Smith', email 'Bsmithlonglonglong@email.co.uk', phone '07771 900 900', test kit barcode reference 'CHE00000501', test date '28 March 2020', and test time '9pm'. There is a section titled 'We want to hear from you' with a link 'What did you think of our service?' (takes 3 minutes). At the bottom, there is a green button that says 'Register another test kit >'.

The screenshot shows the footer of the GOV.UK COVID-19 test kit registration confirmation page. It contains the text 'OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated.' and a small logo on the right.

Please note: confirmation emails should be sent to your employer and not you. You should use the email address given to you by your employer when registering your tests