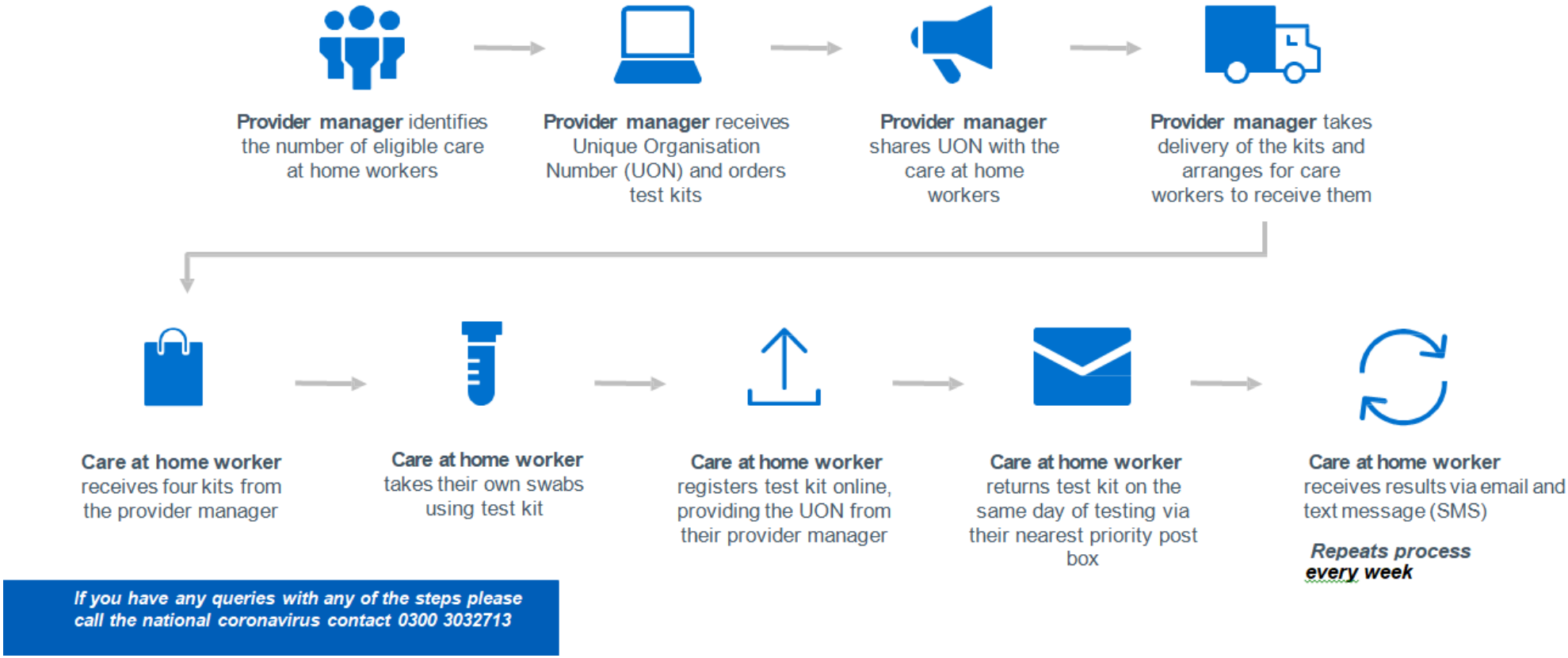
Aberdeen City Health & Social Care Partnership
A caring partnership

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:

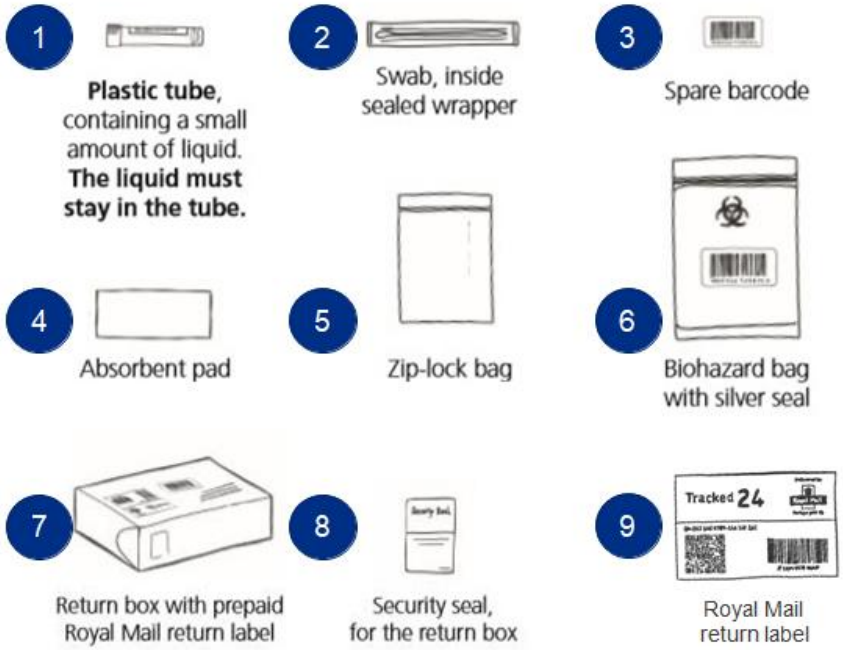
- Read this guidance in full.
- Read the guidance in your test kit.
- Watch the instructional video for self testing by following the link below:

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

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



An example test kit

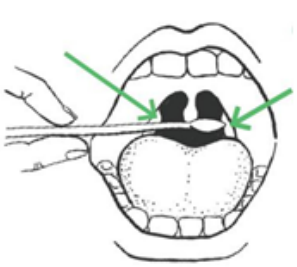
Taking the test

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



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

Royal Mail PRIORITY POSTBOX | SUPPORTING THE NHS | SUPPORTING HSC Health and Social Care | SUPPORTING NHS SCOTLAND | SUPPORTING GIG CYMRU NHS WALES | CEFNOGI GIG CYMRU NHS WALES

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

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 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 stating 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 its 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 off work 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.

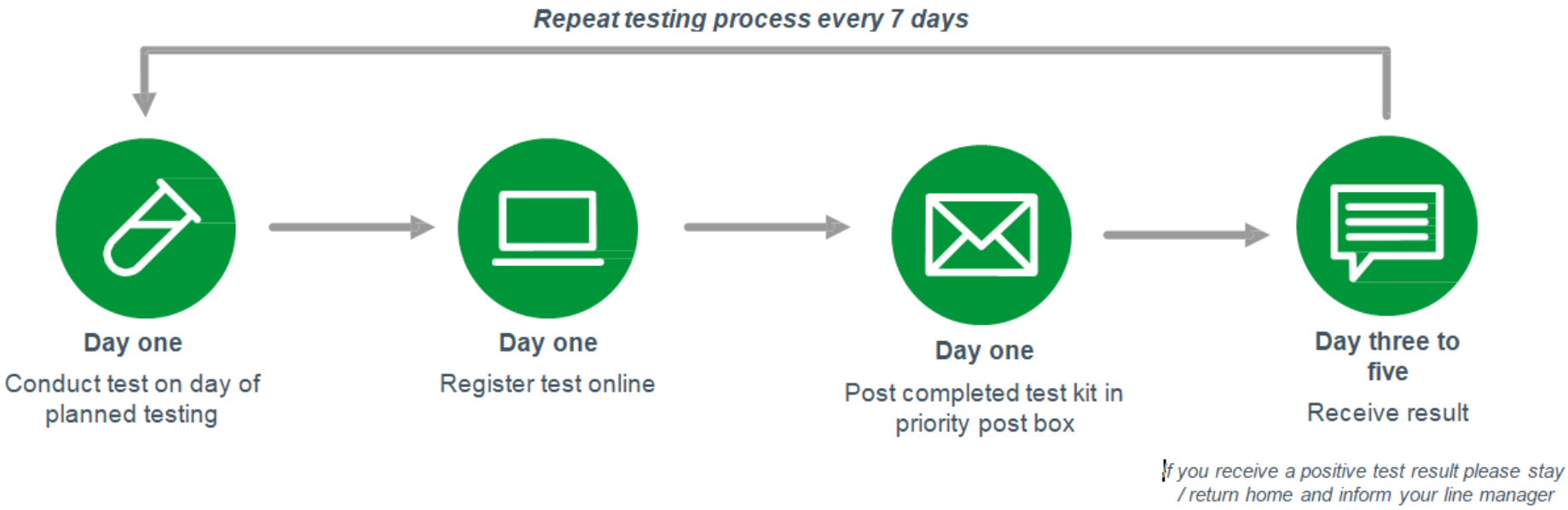
For advice on how long to self-isolate in these situations go to Coronavirus (COVID-19): General advice | NHS inform and read 'Self-isolation and treating symptoms'. You can end your self-isolation period early if your new test results says to stop self-isolating.

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

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.**



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

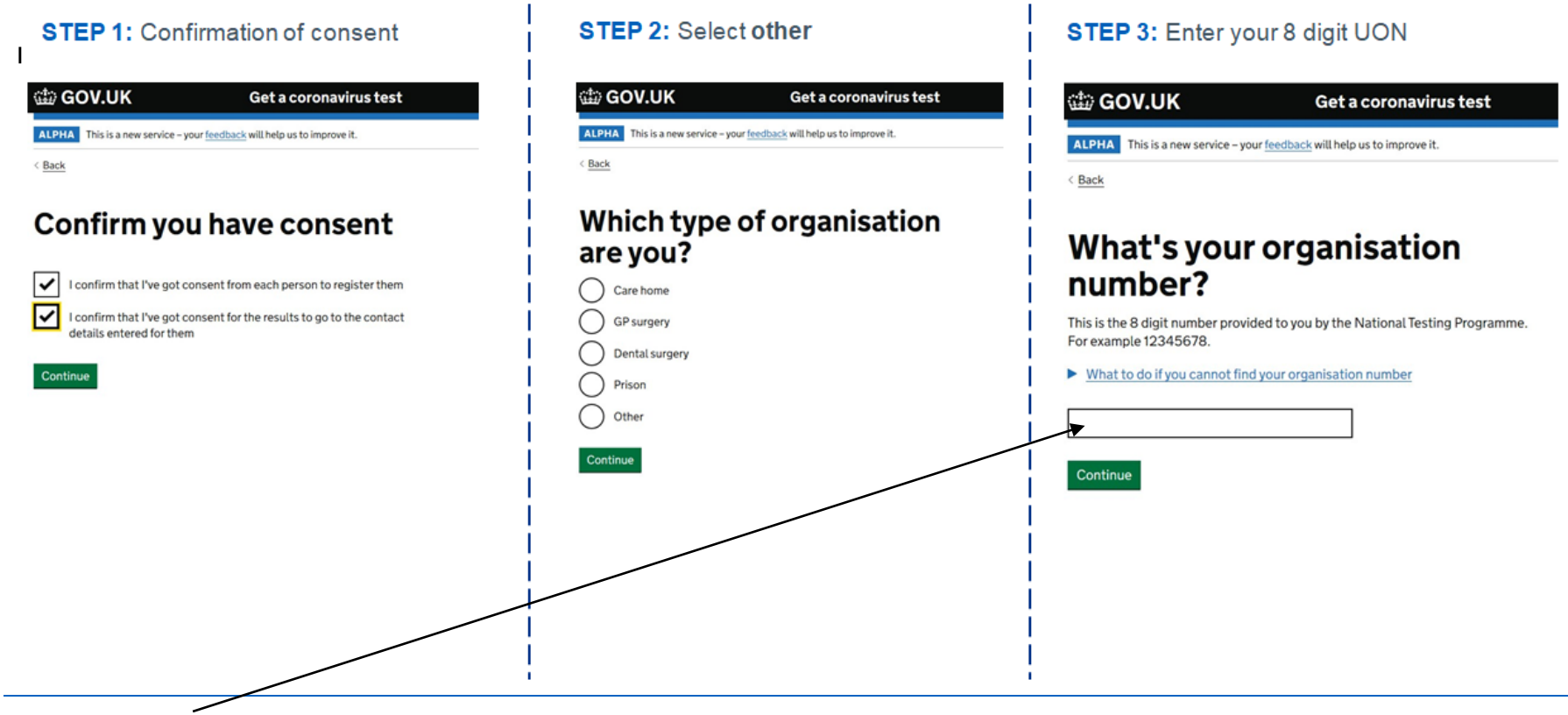
https://www.youtube.com/watch?v=1l0jcv37Wzl

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

Coronoavirus 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 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'

STEP 5: Select staff

STEP 6: Enter your name

STEP 7: Enter your date of birth

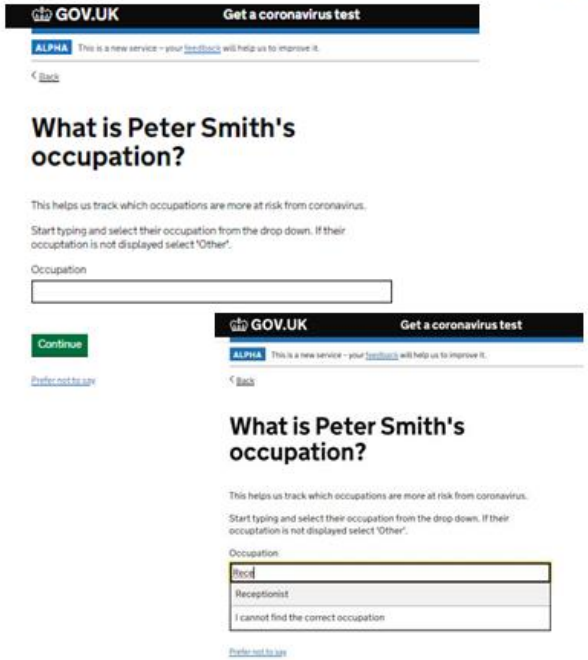
STEP 8: Enter your gender

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

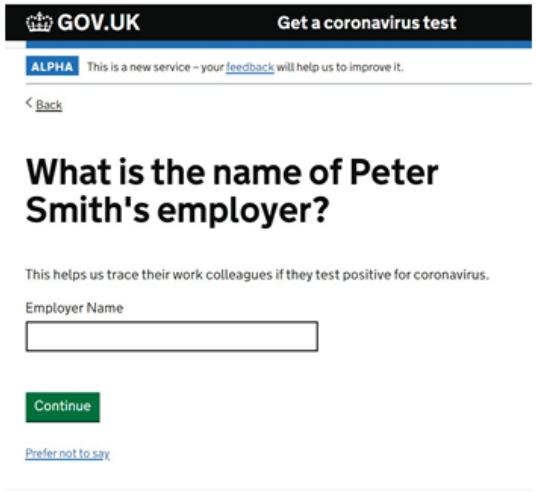
STEP 10: Enter your work status.

STEP 11: Enter your area of work.

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



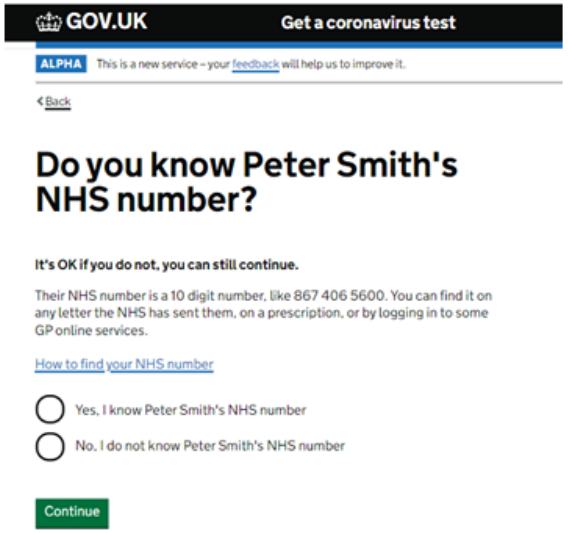
STEP 13: Enter the name of your employer.



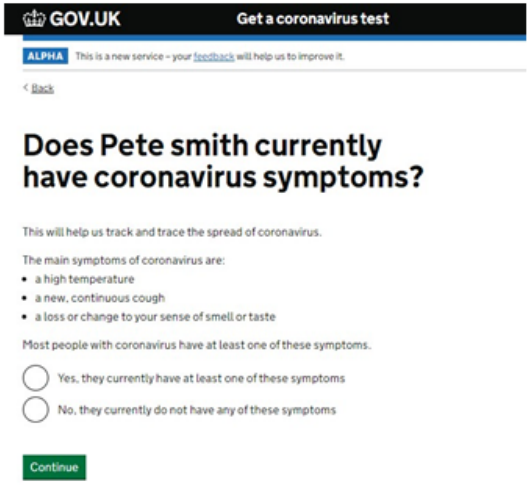
STEP 14: Enter the country you live in.

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

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

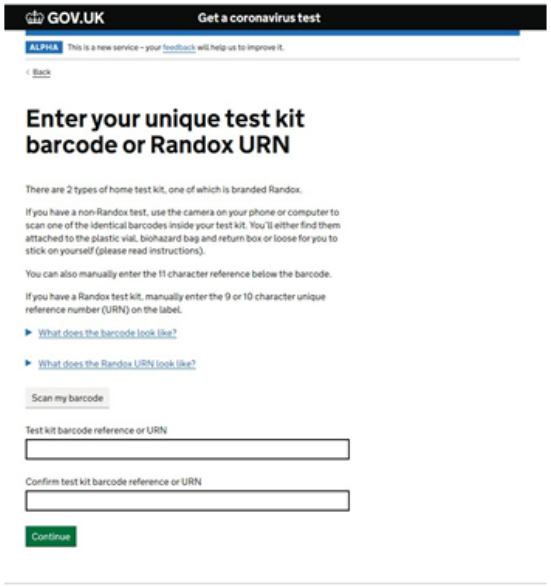


STEP 17: Select Yes or No depending on whether you have symptoms.



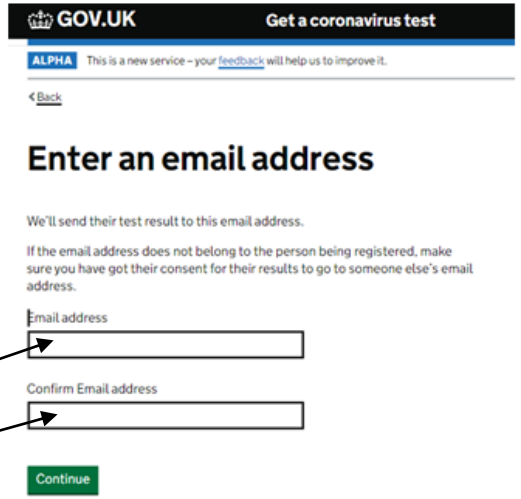
STEP 18: Enter date of onset of symptoms, if you see this page.

STEP 19: Enter the test kit barcode.



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

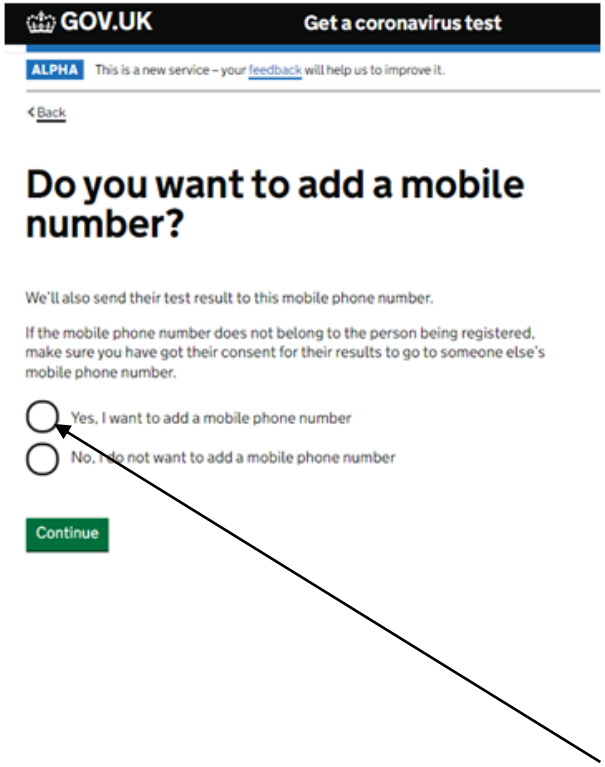
STEP 21: Enter your email address. Results will be sent to this email address.



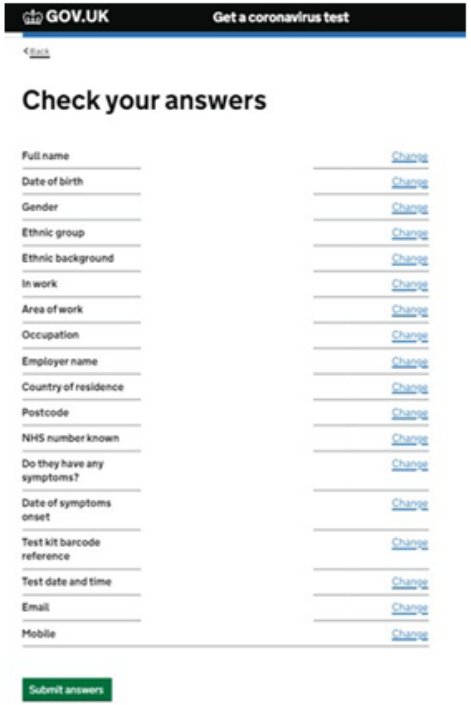
You should enter the following email address at Step 21:

[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'.



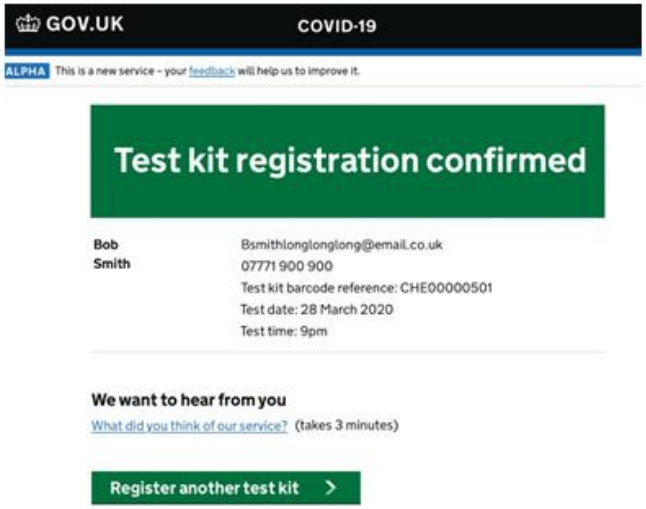
STEP 23: Check your answers. You are able to change details at this stage



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

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