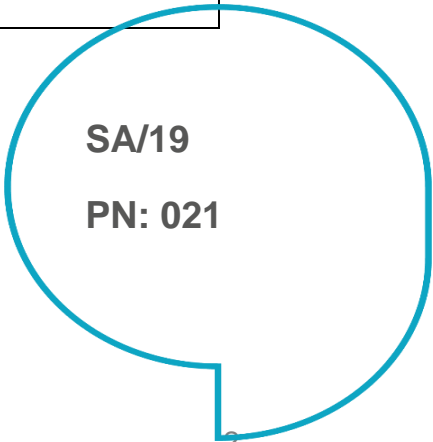


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Covid-19 Workplace Testing Procedure

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Purpose

This procedure sets out how we will deliver on safe Covid-19 testing practices.

Lateral flow device (LFD) testing is a fast and simple way to test people for COVID-19. The tests are easy to use and give results in 30 minutes. Those who test positive must immediately self-isolate in line with Welsh Government's guidance to avoid passing the virus on to others.

Around 1 in 3 people with COVID-19 do not have symptoms, so a test that rapidly detects these otherwise hidden cases is a very useful additional tool for tackling the virus and therefore breaking the chains of transmission.

Lateral flow tests are practical, easy to interpret and can be used in a wide range of settings. This makes them ideal for widespread repeat use in the community.

By taking part in deployment of LFDs your organisation is playing an important role in the response against the virus. Each positive case identified can help prevent many additional people becoming infected over time.

Scope

This procedure provides an overview of the responsibilities for the carrying out of Workplace Covid-19 testing. All front-line workers will have access to Covid-19 testing kits, although not mandatory, it is recommended that workers take a test daily, before work when in contact with others.

Legislation that applies to this procedure

There is currently no legislation that says staff must be tested for covid-19 and testing is not mandatory. Although:

- The Health and Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Coronavirus Act 2020
- Public Health (Control of Disease) Act 1984
- The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020, as amended

Definitions

LFT test - Lateral Flow test - intended to be used at home before work begins. LFT self-testing allows to swab, process and record results within 30 minutes. It allows communities and groups easy access to identify asymptomatic individuals with COVID-19.

Responsibilities

Board

- To have assurance that ateb has commitment to provide adequate resources for the safe testing of Covid-19 for the workforce.

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Chief Executive

- Shall be responsible for the overall implementation of this procedure by ensuring adequate resources are made available to implement this procedure.

Executive Directors

- To ensure time and where necessary, budget is allocated to enable the implementation of Covid-19 workplace testing.
- Ensure testing kits are made available to employees.
- Delegate the responsibility to ensure Covid-19 testing is carried out by the workforce.

Line Managers

- Encourage their employees carry out their workplace tests and any concerns that arise are discussed and investigated if required.
- Book specified time slots for each employee within their team who will take part in the workplace testing program using the workplace testing collection booking form.

Health and Safety Adviser

- To provide support and guidance where required
- To aid with managing the health, safety and security of workplace testing implementation

Communications Advisor

- Ensure NHS Test and Trace communications are shared widely and regularly with employees.

Employees

- When carrying out workplace testing, they do so in line with this procedure and relevant guidance.
- Report all results of workplace testing as per guidance within this procedure.
- Report any symptoms of Covid-19 to their Line Manager and start isolation.
- Report any defects in equipment to their Line Manager.

Contractors

- Are recommended to carry out workplace testing as per NHS Test and Trace guidance

Collection Point Assistant

Responsible for ensuring employees have registered and distributing test kits on arrival.

- Greets employees at arrival, asks them to sanitise hands and ensures they are eligible for asymptomatic testing.
- Provide employees with key messages for testing including definition of the test, that no test is perfect, and a negative result does not guarantee that they don't have coronavirus.
- Helps employees in registering for the test if they are unable to
- Provides assistance for employees who might not have the relevant digital information such as phone number and email address.
- Communicate to employees the purpose of participating in testing at your site and the testing journey.

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- Ensure a record of which employee receives which test kit is captured for each allocation day as per the NHS Test and Trace process and a local copy is stored securely in a password protected location.
- Ordering of test kits via Test Kit Ordering Portal.

Queue Coordinator

Ensures orderly entry of employees onto the testing site.

- Ensures COVID-19 risk assessments are adhered to e.g. social distancing in queue areas.
- Adherence to Clinical Standard Operating Procedure (SOP)
- Monitor employees in the collection point who are showing symptoms of COVID-19 and act accordingly if they are.
- Supports general site set up, including appropriate signage to manage employee flow.
- Ensure employees follow guidance on collection of test kits and wait for their allocated time slots.

Governance Coordinator

- Ensure appropriate GDPR consent is obtained and recorded from employees participating in the workplace testing arrangements.
- Ensure appropriate Data Privacy Notice is displayed at the test collection site/s.
- Respond to any data privacy concerns as directed.

Procedure

Logistics: ordering & collection of test kits

All front-line workers who come into contact with the public will be encouraged to undertake LFD tests.

Before collecting your test kit Guidelines:

1. All employees must have completed the workplace testing consent form available from the Governance Coordinator before the collection of their test kit.
2. Line Managers are to book a time slot for the collection of test kits by employees on specified dates using the designated workplace test kit collection booking sheet.
3. If employees develop symptoms, they should contact their Line Manager to re-arrange collection of test kits after isolation period.
4. The collection point team ensures employees are aware of the latest data privacy notice, before recording their details and test kit log number.

Collecting test kits guidelines:

1. Employees are to be allocated a (15) minute slot (by their Managers) to pick up their test kits from Meyler House.

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2. Employees must not approach the collection point unless it is during their allocated 15 minutes.
3. Instructions on collecting your test kit will be emailed to you after your appointment has been booked.
4. Employees must sanitise their hands before and after collection.
5. Employees must not approach the collection point, Queue Co-ordinator/Collection Point Assistant, keeping a safe distance at all times.

If you need to order a test kit outside of the collection point times, please use the [Government order process or go to a pharmacy. In an emergency situation please contact the Governance Coordinator or the Health and Safety Advisor.](#)

Carrying out a test (at home), reporting the results & Waste Management

Workplace testing is required daily before work when in contact with others.

Tests should be used at room temperature between 15 and 30 degrees Celsius.

[How to do a COVID-19 Self-Test \(rapid antigen test\)](#)



When you have received your result click on the link below to report the result and follow the advice you are given.

<https://www.gov.uk/report-covid19-result>

To use this service, you may need:

- the UON (unique organisation number) which is **50719343** for ateb group employees

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- the barcode on the test strip or the ID number printed under it (the test strip is the part of the kit that shows your result)
- a mobile phone number or email address so the NHS can text you to confirm they have got your result.

Report the result:

- every time you complete a rapid lateral flow test .
- as soon as possible after you get the result.

If you result is negative, you may proceed to work.

If your result is positive, follow the Welsh Government's isolation guidance and contact your Line Manager. If you are/become unwell/ill and unable to work our normal sick pay arrangements will be applied. If you have a positive test, are able to work but are unable to do so due to self-isolation then you will receive your normal pay whilst remaining at home during the self-isolation period. Please liaise with your Line Manager as there may work that you can undertake whilst at home e.g. e-learning.

If your result is invalid, take another test.

Stock control & Ordering Guidelines:

- Stock to be managed by collection point assistant (current stock register, expiry dates & ordering)
- Review of stock levels to be undertaken after each allocation session with orders being placed in line with NHS Test & Trace process
- Orders of new test kits to be via the Test Kit Ordering Portal by authorised personnel only (Test kit ordering guidance).

Cleaning, signage & storage

Cleaning:

- Hand sanitiser stations located on entry / exit.
- Desk space where kits are collected, to be wiped down with antibacterial cleaner / wipes at least every hour and keep surface clear of clutter & debris.
- If the table becomes contaminated (e.g. employee coughing), it should be cleaned immediately.
- Equipment such as computer / workstation to be wiped with antibacterial cleaner before and after use.
- Thorough deep clean to be completed by cleaners at the end of each day to include regular touch points such as door handles, chair arms and desk spaces.

Signage:

- 2 metre social distancing maintained

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- Hands Face Space
- Stay in your car until your time of collection or you are called forwards

Storage:

- Store all test kits in a cool dry place with temperatures between 2 and 30 degrees Celsius.
- Storage of test kits to be secured in a locked room.
- Storage location of test kits while at Meyler house will be in the small reception meeting room.

Risk assessment & controls

-
- RA001 – Covid-19 risk assessment
- PN025 – Covid-19 Procedure

PPE

Collection Point Assistant & Queue Coordinator

- Nitrile Gloves during cleaning, change between cleaning tasks and if cleaning a spillage.
- Fluid resistant Surgical Mask at all times (sessional use)

Individuals collecting test kits:

- Face Covering

Training

All employees taking up the offer of testing will be able to access the How to do a COVID self-test video, this procedure, covid-19 risk assessment and any relevant guidance in changes of legislation.

All employees are required to complete the online Covid-19 IHASCO training.

Communications

The collection point team and/or the Communications Advisor will ensure regular communications are shared with the team on the following:

- Eligibility and criteria for collecting test kits.
- Procedure for booking and collection of test kits.
- Testing process and reporting of results
- Data Privacy and consent

Data Protection

Employees will be required to register their details online and give consent for NHS Test. and Trace to process their data and contact them with their results.

Employees do not have to legally share their test results directly with ateb however, they are obliged to inform us if they test positive.

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ateb will make available the data privacy notice at the collection site/s and direct employees to the NHS Test and Trace Data Privacy Notice which explains how they will use their data (<https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information>)

Review

Annual Review or in line with legislation changes

References

- The Health and Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Coronavirus Act 2020
- Public Health (Control of Disease) Act 1984
- The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020, as amended

Related Documents or Supported Guidance

SOP ATS – Workplace Collect

General FAQs – Workplace Collect

Test Kit Ordering Portal Guidance

RA001 – Covid-19 risk assessment

PN025 – Covid-19 Procedure