Care Home COVID-19 Testing Guidance
For testing of staff and residents

It provides guidance for regular resident testing using PCR, and regular staff testing using PCR and LFD.

If you are testing care home residents please refer to the guidance on PCR testing beginning on pg. 9, or the guidance on LFD testing of residents in an outbreak situation on pg. 44

If you are testing care home staff, please refer to the guidance on PCR testing beginning on pg. 9 or the guidance on LFD testing beginning on pg. 24 as appropriate.

For outbreak testing procedures, please refer to the guidance on pg. 39

Before you do any testing

- Read this guidance in its entirety
- Make sure you have booked a courier collection by 7pm the day before you start PCR testing. This can be arranged at https://test-kit-collection.test-for-coronavirus.service.gov.uk/
<table>
<thead>
<tr>
<th>Date of Issue</th>
<th>Changes made</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 January 2021</td>
<td>PCR and LFD guidance added</td>
</tr>
<tr>
<td>16 February 2021</td>
<td>Tier guidance amended</td>
</tr>
<tr>
<td></td>
<td>Outbreak testing guidance added (pg 39)</td>
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<tr>
<td></td>
<td>90 day testing window guidance added (pg 9)</td>
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Introduction

Providing testing within all adult care homes will help you protect your residents and staff, and is an important part of the national effort to tackle coronavirus. Thank you for everything you are doing to help the country beat the virus at this hugely challenging time.

Based on current prevalence and the transmissibility of the current variant, this is the current policy for regular and outbreak testing in care homes. The aim of this policy is to enable positive cases to be identified quickly, enabling action to stop the spread. We will keep this policy under review as the situation changes.

All CQC registered care homes for adults can apply for regular re-testing at: https://request-testing.test-for-coronavirus.service.gov.uk


Prepare your care home for testing

This will help to ensure you are ready to test staff and residents on a regular basis.

To prepare your care home, make sure you:

- familiarise yourself with the PCR testing guidance and instructions and assist your team to prepare by watching the instructional video for over 65s and dementia and specialist care homes and completing the online self-assessment tool.

- have all staff who will conduct LFD testing complete the NHS Test and Trace online training. Each home will receive an email with details giving them access to the training portal. Once access is granted, all testing staff are required to watch the training videos and complete the online assessment. If you have not received an email with access details, please call 119.

- ensure that you have enough trained staff (Processing Operatives) available to process the number of LFD tests being conducted.

- discuss the testing approach with your residents and staff. Spend time preparing residents and explaining the procedure to them.

- obtain written consent.

- review your personal protective equipment (PPE) supply and ensure you have the correct PPE to carry out testing.

- ensure a proper workstation is available for preparing and packing the tests.

- look out for the delivery confirmation email letting you know when tests will be delivered.

- have a workflow to allow tests to be easily recorded, conducted and registered as swiftly as possible — it is recommended to have two staff members; one to conduct the test and the other to record the relevant information needed for registration.

- If you have received a handheld scanner for easier registration: make sure you have set it up and familiarised your staff with how to use it. For a quick start guide on how to use the scanning device, turn to page 21.

- have booked a courier collection for PCR tests by 7pm the day before you start testing. This can be arranged at https://test-kit-collection.test-for-coronavirus.service.gov.uk/
# Testing process overview

<table>
<thead>
<tr>
<th>Initial Order</th>
<th>What to expect:</th>
<th>What to do:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>You will receive an email confirming your successful order of both PCR and LFD tests from: <a href="mailto:care.home.portal.for.coronavirus.test.kits@notifications.service.gov.uk">care.home.portal.for.coronavirus.test.kits@notifications.service.gov.uk</a></td>
<td>Start planning in advance so that you are ready to begin testing when the test kits are delivered to you:</td>
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<tr>
<td></td>
<td>Lines open from 7am - 11pm daily</td>
<td>• Read the instructions and watch the instruction video(s)</td>
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<tr>
<td>Delivery Confirmation</td>
<td>There will be a delay between placing your order and confirming your delivery as we prioritise care home orders. Use the time to prepare your care home for testing.</td>
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<td>Make sure you:</td>
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<td></td>
<td>• Communicate the testing plan to all staff and residents</td>
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<tr>
<td>Receive test kits</td>
<td>You will receive a second email confirming the test kits are scheduled for delivery. Take this time to start preparing.</td>
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<tr>
<td></td>
<td>• You should obtain consent to conduct the test from the resident in line with your usual policies and procedures. (more on page 13 - obtaining consent)</td>
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<td></td>
<td>• Obtain agreement from staff to be tested, and schedule testing of staff taking into account shift patterns</td>
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<tr>
<td>Before testing</td>
<td>You will receive your delivery of test kits via courier after 10am.</td>
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<tr>
<td></td>
<td>Ensure that all test kits are stored safely at an ambient temperature. Do not refrigerate or leave in direct sunlight.</td>
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</tr>
<tr>
<td>Testing days</td>
<td>Book a courier collection for PCR tests at least a day before testing (by no later than 7pm)</td>
<td>You can book all your courier collections at once or you can book ad hoc courier collections as and when you plan to test. Make sure that you have a confirmed courier collection for the day that you are due to start PCR testing. LFD tests can be disposed of in your health care waste bin.</td>
</tr>
<tr>
<td></td>
<td>You can book all your courier collections at once or you can book ad hoc courier collections as and when you plan to test. Make sure that you have a confirmed courier collection for the day that you are due to start PCR testing. LFD tests can be disposed of in your health care waste bin.</td>
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<tr>
<td></td>
<td>Before testing Book a courier collection for PCR tests at least a day before testing (by no later than 7pm)</td>
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<td></td>
<td>Start preparing for testing</td>
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<td></td>
<td>• Re-familiarise yourself and staff with the test instructions to prepare, collect and package the sample for each person being tested</td>
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<td></td>
<td>• Prepare your record keeping spreadsheet and workstations for an easy testing and registration workflow</td>
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<td></td>
<td>• Spend time preparing residents and explaining the procedure to them</td>
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<td></td>
<td>Testing days, on day(s) of your choice:</td>
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<td></td>
<td>Conduct LFD tests for staff, ideally before starting work, on the same day that they are testing using PCR tests, and mid-week between PCR tests. Stop PCR testing at 3pm to allow time for packaging before courier collection.</td>
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<td>Courier collection for PCR test kits will take place between 4pm and 10pm on each day you have a booked collection.</td>
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<td>You will receive the LFD test results within 30 minutes, and the PCR test results by email or text within 72 hours of test kits arriving at the laboratory</td>
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<td>• For EACH day of testing:</td>
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<td></td>
<td>• Follow the test instructions to prepare an LFD test for each staff member on the same day as PCR testing.</td>
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<td></td>
<td>• Follow the PCR test instructions to prepare, collect and package a PCR sample for each resident or staff member between 6am and 3pm</td>
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<td></td>
<td>• Note the barcode number and time of each PCR test against the name of the person tested</td>
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<td></td>
<td>• Register the completed test online as close as possible to the time of the swab. This applies to both PCR and LFD tests.</td>
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<td></td>
<td>• COURier collects completed PCR test samples between 4pm and 10pm. LFD tests can be disposed of in your health care waste bin.</td>
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<td></td>
<td>• Notify, as appropriate, the resident, GP and family of the test result</td>
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<td></td>
<td>• Take appropriate actions if the test result is positive or inconclusive</td>
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The regular testing pattern

Ensure you are ready to test staff and residents on a regular basis. Below is the regular testing pattern:

Key: P PCR test  L LFD test

<table>
<thead>
<tr>
<th>Week</th>
<th>Staff</th>
<th>Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P L</td>
<td>P</td>
</tr>
<tr>
<td>2</td>
<td>P L</td>
<td>P</td>
</tr>
<tr>
<td>3</td>
<td>P L</td>
<td>P</td>
</tr>
<tr>
<td>4</td>
<td>P L</td>
<td>P</td>
</tr>
<tr>
<td>5+</td>
<td>P L</td>
<td>P</td>
</tr>
</tbody>
</table>

Repeat testing cycle for staff and residents

Rapid response daily LFD testing for staff

Where there is one or more positive cases found

In addition to regular testing, 7 days of daily LFD testing for staff

Positive P or L result reported (staff or resident) → Confirmatory P PCR test if there are any additional positives from L LFD testing → Contact your local HPT for advice

Outbreak testing

An outbreak is defined as two or more positive cases.

Isolation of staff and/or residents who tested positive. Contacts of anyone who tests positive will also need to be isolated.

This guidance provides further detail regarding what constitutes a “contact” in health and social care settings.

For each resident

For each staff member

For the full guidance on how to manage an outbreak in your home, turn to page 39
If you have any questions please call 119. Lines open from 7am - 11pm daily.

Testing schedule in detail

Staff testing

You should test all asymptomatic staff:

- weekly using PCR test kits on the same day each week.
- twice weekly using LFD test kits on the same day as the weekly PCR test and with an additional LFD test 3 or 4 days after their regular PCR test.
- where they are working in multiple locations: they should also be tested with LFD immediately before their shift if they have worked somewhere else since their last shift in the home.
- with LFD on the first day back to work before the start of their shift, after a period of leave resulting in them missing their weekly PCR (i.e. after annual leave/sick leave on entry back into the care home.)

You should also test all staff on duty:

- In the event of a positive result from LFD or PCR from either a resident or staff member, test daily with LFD as close to the beginning of their shift as possible for 7 days. Any staff members who have tested positive should immediately take a confirmatory PCR, registered through the organisation route using the care home's UON and then self-isolate at home. Please note that the confirmatory PCR is in addition to the weekly PCR test that all staff undertake, unless they tested positive on the day they did their weekly PCR test. You only need to test staff working in the home over the rapid response testing period. You do not need to test those who are not working, there is no requirement to bring people into work to get tested on their non-working days.

- If daily LFDs return more positive results, you should continue testing until 5 days with no positives are recorded. Please see the outbreak testing section starting on page 39 for more advice on what to do in this situation.

Resident testing

You should test all residents with PCR:

- monthly with test kits.
- as soon as they join your care home, if they are new.
- immediately if they develop symptoms, don’t wait for the next retesting cycle.

In the event of an outbreak (two or more positive cases)

- PCR test residents on day 1 of the outbreak and once between days 4-7.
- LFD test residents on the same days.

What to do in case of a positive result

In the case of a positive LFD result

Any staff or residents who test positive for coronavirus with an LFD test should take a confirmatory PCR test registered to the care home’s UON and isolate until they receive their result. If the confirmatory PCR is negative, the staff member can return to work.

In the case of a positive PCR result

Any individual who tests positive for coronavirus with a PCR test should follow existing guidance on isolation and contact Test & Trace.

Begin rapid response daily testing

If there are any staff or resident positives, either from LFD or PCR, all staff should conduct a daily LFD test before starting their shift if possible.

In an outbreak situation:

Please see pg 39 for more advice on what to do in this situation.
Who should be tested?

Testing should be done for the whole home.

Even where residents and staff are not symptomatic. Whole care home testing is about prevention rather than waiting until it is too late and having to deal with an outbreak.

Residents with or without symptoms

All residents can be tested with both LFD and PCR tests according to the policy outlined on page 6.

Those who have previously tested positive for COVID-19 should not test with either PCR or LFD for 90 days unless they become symptomatic. After 90 days, residents should continue regular PCR testing and if required can also test using LFD.

If residents develop new symptoms, as far as possible, residents should be isolated immediately and tested - contact your local Health Protection Team.

As far as possible, residents should be offered the choice to either self-administer the LFD and PCR tests on themselves or to have the tests administered by a suitable member of staff.

If you choose not to conduct tests on symptomatic residents in your home, please notify your local health protection team.

Stay healthy & safe.

Staff without symptoms

All care home staff (including agency workers) without symptoms can be tested with both LFD and PCR tests. Regular testing of all care home staff (including agency workers) without symptoms should be undertaken at the pattern recommended on pg. 6.

Any positive results in the care home, either from LFD or PCR, will require all staff in the care home to be tested daily with LFD for 7 days.

Those who have previously tested positive for COVID-19 should not test with either PCR or LFD for 90 days unless they become symptomatic. After 90 days, staff should continue testing with PCR or LFD tests.

Staff with symptoms should NOT be tested in the care home

Staff with symptoms should instead be referred for testing at a regional / local test centre or in their own home. Please visit www.gov.uk/get-coronavirus-test to arrange a test as an essential worker.

Registration of staff tests

Staff members should register both LFD and PCR tests themselves to receive the test results directly, or may give consent to the care home to register and receive their test results as well. This consent should be given in writing. As test results are personal information no staff member should be compelled to provide consent.

COVID-19 Symptoms

Please refer to the latest guidance online for up to date guidance on symptoms.
The 90-day window after a positive test

Following a substantial clinical review of the latest evidence and testing data, we are now changing the advice for retesting within 90 days of a positive.

**From now on, if someone tests positive with a PCR test, they should not be tested using PCR or LFD for 90 days, unless they develop new symptoms during this time, in which case they should be retested immediately using PCR.** This 90 day period is from the initial onset of symptoms or, if asymptomatic when tested, their positive test result.

The previous policy to continue LFD testing following a positive PCR result was because although very unlikely, it is possible to be reinfected within 90 days. However based on the latest testing data and clinical advice, the policy has now changed.

The clinical view is that during this 90 day window from a positive test, given the low rate of reinfection during this window it is significantly more likely that a positive LFD test would be a false result, rather than someone being reinfected, causing people to isolate unnecessarily. Therefore we are now stopping the regular testing using LFD during this 90 day period. The individual should return to the regular LFD and PCR regime once 90 days has passed.

This means that the policy for retesting within 90 days for Adult Social Care is now the same as the policy for NHS staff. The policy also applies to professionals visiting a care home who have received a positive PCR result in the last 90 days.

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Testing and vaccinations

Whilst vaccination offers vital protection, no vaccine is 100% effective, and importantly we do not yet know if being vaccinated prevents transmission of the disease. In order to identify positive cases, and continue to monitor the effects and transmission of coronavirus, we must continue to operate a thorough and meaningful testing programme, even in settings where vaccines have been administered. Vaccination is just one tool in our collective response and recovery from the effects of coronavirus, and so testing and other infection control measures including appropriate PPE will continue to be the necessary and proportionate approach to help keep care home residents and staff safe.
PCR Testing Process for staff and residents

LFD testing instructions can be found on page 24.
Please book your courier collection at
https://test-kit-collection.test-for-coronavirus.service.gov.uk/

Arranging your test kit courier collection:

1. Once you have planned for when to do testing book your courier collection at https://test-kit-collection.test-for-coronavirus.service.gov.uk/

2. You will need your unique organisation number and postcode to register. You must book for next day before 7pm. You can book up to 6 days in advance. You can book ad hoc courier collections through this portal.

3. Receive your courier collection confirmation email.

4. Conduct testing between 6am and 3pm on the day your courier has been arranged (see page 14 for more information about testing).

5. Package your test kits up before 4pm using one of the empty boxes you will have received with your test kit delivery and add the UN3373 label to the box.

6. The courier will collect completed kits from you between 4pm and 10pm on the day you have selected.

Tests must be picked up on the same day they are taken

Why courier timing is important:
There is a 48 hour window to get a swab sample to the laboratory for processing. If this window is missed, there is a high chance that the individual may not get their results and a retest may be required at a later time.

You will be able to book multiple collections, but please make sure that you only test on a day where you have a confirmed courier scheduled to collect your test kits that same day between 4pm and 10pm.

If you have received test kits for testing in your care home from any other source (for example directly from Public Health England or your local Clinical Commissioning Group), please keep these tests separate and do not return these tests with the same courier.

Note: Do not send any personal information along with the completed test kits, in the form of a record keeping spreadsheet or otherwise.

Important
Please only test on a day that you have a confirmed courier collection arranged.

Contact the customer contact centre on 119 the following morning if your courier has not arrived. They will book an urgent courier collection for you.
Learn how to conduct the test

To ensure that tests are carried out safely, you must ensure that suitably competent staff conduct the tests. Every person involved in conducting the test in your care home MUST read the detailed instructions provided and watch the instructional videos for elderly and specialist care homes before conducting the swab test. Residents who would prefer to self-administer the test on themselves should watch this self-swabbing instruction video, as should staff. Staff are expected to self-swab.

If a test isn’t correctly undertaken it may lead to inaccurate test results.

It is recommended that staff complete the COVID-19 Care Home Swabbing Online Individual Competency Assessment to improve the success of the swab test. It is quick and easy to use and follows on from the above video. Individuals can register at www.genqa.org/carehomes and will be given a login for immediate use. Alternatively care home managers can create an organisational account and arrange this centrally. Please contact info@genqa.org to set this up.

Care home instruction video
https://youtu.be/1l0jcv37Wzl

Self-swabbing instruction video
https://youtu.be/zCgo7MhQT6U

Competency Assessment
www.genqa.org/carehomes

Testing in a mental health or learning disabilities care setting
https://youtu.be/oluTQCVKM1A
**PPE (Personal Protective Equipment)**

We recommend that you share with your staff, and follow, the current guidance from Public Health England on [how to work safely in care homes](#) and this short video guide on [putting on and removing PPE](#). You should not conduct any tests if you don’t have the correct PPE.

PPE is not needed for people who are self-swabbing.

**Obtaining Consent**

You should obtain consent to conduct the test from the resident, consulting family members and their GP as appropriate and in line with your usual policies and procedures. Some residents, for example some people with dementia, learning disabilities or mental health conditions, may lack the relevant mental capacity to make a decision about their own testing. If the person lacks the relevant mental capacity to consent to the test, and they are aged 16 or over, you should consider if the principles of the Mental Capacity Act 2005 allow you to make a ‘best interests decision’ to swab and receive results, on their behalf.

As far as possible, residents should be offered the choice to either self-administer the test on themselves or to have the test administered by a suitable member of staff. Likewise, the resident should be offered the choice to receive the results directly (rather than via the registered manager on their behalf), in which case you should follow the same process set out in this guidance but using the resident’s contact details to register the test online.

Obtain written agreement for all staff to be tested and how the results will be shared. For example, directly with the staff member or to the care home directly via the care home manager.
Swabs should be taken between 6am and 3pm for collection by courier between 4pm and 10pm the same day

This ensures that night shift staff can be tested at the end of their shift, and ensures tests are delivered to the laboratory within 48 hours of collecting each sample.

<table>
<thead>
<tr>
<th>Before Testing</th>
<th>Testing Day</th>
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<tbody>
<tr>
<td>1 Book your courier collection by 7pm the day before testing at the latest</td>
<td>2 Take swab samples</td>
</tr>
<tr>
<td>3 Package test kits</td>
<td>4 Collection by courier</td>
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<tr>
<td></td>
<td>Register completed tests</td>
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</tbody>
</table>

If you can’t test everyone in one day you can book more courier collections

If testing another person, it is recommended that you have two colleagues conduct the test.

One recording the test, and the other swabbing the resident. This ensures that there is no cross contamination between the test materials and the materials you are using to record the information.

Have a clean workstation for test preparation.

Preparing your resident for testing

Take a moment to reassure the resident to help them feel more comfortable while you perform the test. Follow local guidance on obtaining consent for the test – see page 13 for more information.

Check nasal passages for any recent nasal surgery or abnormalities, cuts or injuries that would make swabbing difficult. Have the resident gently blow their nose and cough into a tissue to dispose of any excess mucus, and dispose of the tissue immediately in a bin.
Combined nose and throat swabbing

Care-home specific instructions for PCR testing can be found on pages 16-17

Where possible a combined nose and throat swab should be taken.
However a person-centred approach should be used to assess which sample to take from each resident.

Taking a throat swab is more invasive than taking a nose swab and can be uncomfortable. To take a throat swab safely, the person being swabbed needs to be able to understand and comply with instructions, including having the ability to maintain their mouth wide open for the period of the swabbing. This can be difficult not only for people with advanced dementia, but also for those with limited strength due to severe frailty.

Where a combined nose and throat swab is not possible, a nose swab from both nostrils should be taken, if this is feasible. The swab does not need to be pushed far into the nostril. Extra care is needed when interpreting the results from a nasal swab compared to a full throat and nose swab. If the result is negative but the resident has persistent symptoms, a clinical assessment should be made to determine whether a repeat test is required. Isolation should continue until symptoms reside.

Unused test kits and further testing

Any residual test kits not used should be retained by the care home for future ad hoc tests if required. Please do not return unused test kits with the courier even if they insist. Store test kits in a safe place with an ambient temperature of between 5 and 22 degrees Celsius.

Care homes should follow a regular retesting cycle by:

• retesting staff with PCR swabs on the same day every week
• retesting residents with PCR tests every 28 days.

Use any spare test kits to test new residents and staff as soon as they join your care home. If any residents develop symptoms test immediately, don’t wait for the next retesting cycle and contact your HPT.

Book a courier collection for any tests (ad hoc or planned) at https://test-kit-collection.test-for-coronavirus.service.gov.uk/. Make sure you book the courier first and then test on the same day as the courier collection. It is important to test on the same day as courier collection as once a test has been used it must be tested by the lab within 48 hours of swabbing or the test will become void.
Testing for coronavirus (COVID-19)

Before you test:

- Make sure you have booked an end-of-day courier collection before you start testing. (See guidance)
- Read the online guidance, watch the instructional video and complete a competency assessment before carrying out swabbing at [gov.uk/guidance/coronavirus-covid-19-getting-tested](http://gov.uk/guidance/coronavirus-covid-19-getting-tested)
- Make sure you have consent from the person you are testing.
- Where possible, we recommend two people support testing; one to test and the other to record the test details.

1. Wash your hands and put on the necessary Personal Protective Equipment (PPE)
   - Wash your hands thoroughly for 20 seconds, using soap and warm water.
   - Make sure you wear your mask, visor, gloves, and apron when testing.

2. Clean surfaces
   - Clean and dry a surface to place the test kit on. Unpack everything from the kit onto the clean surface.

3. Find the tonsils (back of the throat)
   - Look inside the person’s mouth and find their tonsils. This is the area where you will take the swab sample. You can use a torch to help.
   - If tonsils were removed, swab where they would have been at the back of the throat.

4. Ask the person to gently blow their nose and cough into a tissue.
   - This is so excess mucus does not interfere with the test. Throw the tissue away in a closed bin.

5. Open the swab inside sealed wrapper
   - Open the package and carefully take out the swab. You’ll use it for both the throat and nose.
   - Important: The fabric tip of the swab must not touch anything apart from the tonsils, back of throat and nose. If it touches anything else, use a new swab.

6. Take the throat sample
   - Holding the swab in your hand, open the person’s mouth wide and gently rub the swab over both tonsils and the back of the throat for 10 seconds (use a torch and/or mirror to help you do this).
   - Important: You will use the same swab for both the throat and nose.
     - This may be uncomfortable, and they may feel like gagging, but it should not hurt.
     - Take care not to touch their tongue, teeth, or gums, or any other surfaces with the swab.
     - If it is too difficult to do a throat swab take a swab from both nostrils instead, but only as a last resort.

7. Take the nose sample
   - Put the same end of the same swab gently into the nostril by about 2.5cm (1 inch) or until you feel some resistance. This may feel uncomfortable. Do not insert the swab any deeper if there is strong resistance or pain.
   - Rotate the swab for 10-15 seconds and slowly remove it.

8. Place swab into plastic vial
   - Make sure the fabric tip is facing down as you place it into the vial. Snap off the stick end, so that it fits inside the vial without bending.
9. Securely fasten the lid
   The lid should screw on and fit securely.
   If the swab stick is too long still, you may need to use scissors to cut it to size. Clean and dry the scissors first.
   Securely fasten the lid on the vial. Make sure the lid is securely fastened and sealed so that no liquid can leak.

13. Package the complete test kit in the box provided.
    The box should have a UN3373 label and an identical barcode to the vial and biohazard bag. **Check that the barcodes match.**

14. Fill out the test record and keep for your records
    You can choose to fill in the record keeping spreadsheet with **personal information** of those being tested, before you start testing, or ask a colleague to fill in this information while you carry out the test. Your colleague should also record the **barcode number** and the **time of the swab** as the test is conducted. This is to ensure that you avoid touching anything while testing.
    You can stick one of the barcodes to the record keeping spreadsheet to make the administration process easier and to help ensure that the test is connected to the right individual. **Note:** Do not send the spreadsheet along with your completed tests

---

**Important:** Your vial, biohazard bag and box should have pre-affixed barcode labels.
If any barcodes are missing, or they do not match, please contact the helpdesk on 119.

10. Check that the vial has the same barcode stuck on it as the barcode on the biohazard bag.

11. Place vial and absorbent pad into the resealable clear plastic bag
    Place the plastic vial and the absorbent pad into the resealable clear plastic bag.

12. Seal the bag.

12. Place into the larger biohazard bag with the same barcode as the vial
    Seal the bag using its silver seal.

---

**Important**
Change your apron and gloves each time you do a test. Throw these away in a closed bin.

Finish testing by 3pm each day to allow time to package your completed tests securely using the packaging provided. Courier collection will take place between 4pm and 10pm.

Make sure you record the individual’s information correctly on the test record and match them with their test barcode.

Register the completed test online as soon as possible at [gov.uk/register-organisation-tests](http://gov.uk/register-organisation-tests)
Record swab samples

When you conduct the swab test, you must register each completed test online. This will record the URN or barcode of each swab against the name and details of the individual who has been tested. This will also enable you to receive the test results back by email (or text if a number has been provided) within 72 hours of the test arriving at the laboratory. You should monitor your email account carefully.

Ensure that each swab sample is clearly recorded against the correct resident details.

Extra care should be taken when more than one swab is being collected in the home from residents and staff. You should follow these steps:

- If possible, complete each test in full on a patient by patient basis including swabbing, packaging and record keeping, before moving on to the next person.

- To help with your record keeping, you should download a copy of the record keeping spreadsheet fill in the personal details of the individuals being tested on your device, and save. Then, use a printed copy of the spreadsheet to capture the date, time and associated barcode or URN number of each test. You will need all of this information to register each person’s test kit online.

- Please only use the spreadsheet provided as part of the registration process on: https://organisations.test-for-coronavirus.service.gov.uk/register-organisation-tests

- Keep hold of the record keeping spreadsheet for your personal record. Please do not send any personal information along with the completed tests to the lab. This will be reported as a clinical incident and could delay getting your results back.

<table>
<thead>
<tr>
<th>Test kit URN or barcode</th>
<th>Symptoms</th>
<th>Subject Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test kit URN or barcode</td>
<td>Date and time of swab taken</td>
<td>First name</td>
</tr>
<tr>
<td>*For printed use only</td>
<td>*For printed use only</td>
<td>(MANDATORY)</td>
</tr>
<tr>
<td>After printing, peel off a barcode and stick on this column for reference</td>
<td>Showing symptoms?</td>
<td>Date of onset of symptoms</td>
</tr>
<tr>
<td>(MANDATORY)</td>
<td>(OPTIONAL)</td>
<td>(MANDATORY)</td>
</tr>
<tr>
<td>No</td>
<td>05/03/1950</td>
<td>Male</td>
</tr>
<tr>
<td>Yes</td>
<td>21/08/2020</td>
<td>Janice</td>
</tr>
</tbody>
</table>
It is crucial that you register each completed test online at gov.uk/register-organisation-tests

This registration process is essential, as without it, the laboratory will not be able to provide you with the test results. Note that you must complete this on the SAME DAY that you conduct the swab testing and as close as possible to the time that the swab is taken.

There are two ways of registering:

A Register the tests individually
- You can use the link above to register staff or resident tests individually.

B Register the tests in bulk in batches up to 100
- You will need to use separate record keeping spreadsheets for staff and residents.
- You may pre-populate the record keeping spreadsheet with all the personal details before testing.
- Download this spreadsheet and save it as a Master copy to use in future retesting.
- Print out the spreadsheet to fill in the barcode (URN) and the date and time of testing.

Once you have successfully registered each test you will receive a confirmation email or text message. You will receive the test results by email or text within 72 hours of the test arriving at the laboratory. You should monitor your email account carefully. Registered managers should not use a personal email or phone number to receive test results for any residents or staff.

When you receive the test result email, this may not include the name of the resident or staff member. You should therefore retain a careful record of each test URN/barcode and the name of the resident or staff member. Staff members should also retain a record of their own test URN/barcode.
What you’ll need to register your test online

Before testing
You may pre-populate sections on the registration portal spreadsheet.

1. UNIQUE ORGANISATION NUMBER (UON): This is the unique 8-digit number provided to you by the National Testing Programme which will be sent to you via email. Otherwise visit https://organisation-number-lookup.test-for-coronavirus.service.gov.uk/ for a reminder.

2. STAFF OR RESIDENT: Select Staff or Resident.

3. FIRST AND LAST NAME: Of the person who has been tested.

4. DATE OF BIRTH, GENDER, AND ETHNIC GROUP: Of the person who has been tested.

5. FIRST LINE OF ADDRESS, COUNTRY AND POSTCODE: This will be the care home address (for residents) or a home address (for staff members).

6. NHS NUMBER: Of the person who has been tested, if available (not required).

7. WORKING CIRCUMSTANCES, AREA OF WORK, OCCUPATION, AND EMPLOYER: Of the person who has been tested, if available (not required).

8. EMAIL AND PHONE OF THE PERSON WHO SHOULD RECEIVE THE TEST RESULTS: i.e. the resident or staff member. In certain cases it may be more appropriate for the registered manager to receive the test results on behalf of residents and, in exceptional circumstances staff, if consent has been obtained. Registered managers should not use a personal email or phone number and must ensure that written consent has been obtained via usual policies and procedures. As test results are personal information no resident or staff member should be compelled to provide consent.

9. SYMPTOMS: Indicate whether the person being tested is experiencing symptoms at the time the test is taken.

During testing
This information will need to be collected while testing.

10. ENTER THE TEST BARCODE: Enter the 11 character reference below the barcode on your test kit, or scan the barcode using your phone or computer camera, or handheld scanner (see page 21 for more information on scanners). Take care to double check that this number is correct.

11. DATE AND TIME OF THE TEST: To ensure tests have reached the lab within the 48 hour window required for a valid test result.

When a registered manager is receiving the test results on behalf of a resident:

The registered manager should not use a personal email or phone number to receive test results for any residents. When you receive the test result email, this may not include the name of the resident. You should therefore retain a careful record of each test URN/barcode and the name of the resident.

All test results for residents should be notified to the resident, their GP and family (if appropriate).

When you receive the test results you should follow the Public Health England Guidance on admission and care of people in care homes.
**Setting up your handheld scanner**

1. **Turn off** your computer's power before connecting the scanner.

2. **Plug the cable** into the bottom of the scanner and plug the other end into a computer.

3. **Turn on** the computer once the scanner is fully connected.

4. The computer should recognise the scanner automatically as a USB keyboard device.

**Registering with a handheld scanner**

**For single registration**

To use the scanning device when registering a single person on the registration portal:

1. On the page “Enter the unique test kit barcode” Click in the “Test kit barcode reference” box

2. Scan the barcode using your handheld scanner. This automatically adds it to the box

3. Click in the “Confirm test kit barcode reference” box

4. Scan the barcode again using your handheld scanner. This automatically adds it to the box

5. Click “Continue”

Further instructions on how to use the handheld scanning device are located on the registration portal, under the drop down field in blue “how to use a barcode scanner”

Multiple registration on next page
For multiple registration on the bulk upload portal

For bulk uploads, scanning should be completed through the registration portal, not the bulk upload spreadsheet. To use the scanning device when registering multiple test kits:

1. On the page “Check the test kit details for each person”
   Click in the “Test kit barcode reference“ box

2. Scan the barcode using your handheld scanner. 
   This automatically adds it to the box

3. Click in the “Confirm test kit barcode reference“ box

4. Scan the barcode again using you handheld scanner. This automatically adds it to the box

5. Confirm all records are correct and click the “I confirm all details are correct” box

6. Click “Continue”

Further instructions on how to use the handheld scanning device are located on the registration portal, under the drop down field in blue “how to use a barcode scanner”

If you have any issues using the scanners or have technical support questions please contact:

Codeway Mobile & Scanner Support Team

Email: scannersupport@codeway.com

Telephone: 01206 986492

Opening Hours: Monday to Friday 09:00 to 17:00
Securely package and give the completed PCR tests to the courier

Package your test kits before 4pm

Use one of the empty boxes you will have received with your test kit delivery and add the UN3373 label to the box.

The courier will collect completed test kits from you between 4pm and 10pm on the day you have selected.

Tests must be picked up on the same day they are taken

There is a 48 hour window to get a swab sample to the lab for processing. If this window is missed, there is a high chance that the individual may not get their results and a retest may be required at a later time.

When returning test kits, please do not send any personal information along with the completed test kits, in the form of a record keeping spreadsheet or otherwise.

You will be able to book multiple collections, but please make sure that you only test on a day where you have a confirmed courier scheduled to collect your test kits that same day between 4pm and 10pm.

If you have received test kits for testing in your care home from any other source (for example directly from Public Health England or your local Clinical Commissioning Group), please keep these tests separate and do not return these tests with the same courier.

If there is a problem with your courier collection

If your courier has not collected your test kits by 10pm, please call the customer contact centre on 119 the following morning to request an urgent courier collection. You will receive an email confirmation of your revised collection time.

If the courier arrives before 4pm and your test kits are not yet ready for collection, please politely ask the courier to wait or return at 4pm the same day.

If you have any other problems with your delivery or collection that are not addressed above, please call the helpline number at the bottom of this page.

Important

Make sure you have received email confirmation of your courier collection before you test.
LFD testing guidance

For testing of staff members within the care home with LFD test kits on a weekly basis.

Please note that staff self-testing at home has also been approved by the MHRA.

For full details on how care homes and staff should manage this process, please refer to the self test guidance.
Prepare the LFD testing area

Before you start
Prepare for day of testing and make sure:

- there is a designated area for staff to be tested — whether specifically for staff or using the same visitor testing area — to complete a self-assisted swab and wait on results, maintaining social distancing.

- you have your schedule planned accordingly to take into account time for testing. It is recommended that staff LFD testing takes place before shifts start. Staff should not commence work before the result of their LFD test is known.

- you have prepared written consent forms for staff members to be tested in line with your normal policies and procedures.

- devices are set up for registration and the UON is visible for staff members to register online. If you have received a handheld scanner for easier registration: make sure you have set it up and familiarised your staff with how to use it. For a quick start guide on how to use the scanning device, turn to page 21.

- you are prepared to have a clear record of which device matches which individual's result.

- you have a mirror, timer, permanent markers, hand sanitiser, and health care waste bins in the testing area.

- you have enough trained staff (Processing Operatives) available to process the number of staff tests being conducted.

- you have read the Terms and Conditions for LFD Testing as contained within Visitor testing guidance

Testing process checklist:

1. Staff member checks in and consents to testing
2. Take swab sample (tonsils then nose)
3. Process the sample and apply it to the rapid test
4. Wait 30 minutes then read results
5. Register test kit and result onto the online registration form
6. Post-test action
Prepare the check-in area

- PPE for staff members

Prepare the testing area

- Swab, inside sealed wrapper
- LFD cartridge
- Extraction tube
- Clean cup to prop up the extraction tube (not provided)
- Extraction solution
- Devices for registration support (if staff member cannot use mobile phone)
- Handheld scanner provided by the National Testing Programme to speed up the registration process of test kits

(Please note these are being rolled out in phases so you may not have received one yet but will do so soon.)
Preparing staff for LFD testing

1. **Check the staff member in**
   As each staff member enters they are provided PPE, checked in against the staff members list, asked to consent to testing and confirm they do not have symptoms.

2. **Take down registration details (if staff member cannot register their own kit)**
   If a staff member will not be able to register their own result online, make sure to explain that you are asking for their personal information to register the test kit on their behalf.

   To complete the registration form, take down the following personal details of each staff member being tested. These details can be recorded before or after the testing process occurs:

   They will need to enter:
   - Full name
   - Date of birth
   - Gender
   - Ethnic group
   - Home address
   - Contact details, including mobile number and email address

3. **Staff member moves to swabbing area**
   The staff member can now move to the testing area.
LFD Sample collection

4 Test kit preparation
The Processing Operative, a trained member of staff, prepares the test kit including
the extraction tube and extraction solution to process individual samples.

The staff member then hands the staff member the packaged swab.

5 Staff member self-swabs
The staff member un-packages the swab and self-administers
the swab sample for both the throat and nose.

The staff member should hold their used swab until the Processing Operative is ready
to process their test sample. It is critical that no one touches the end of the swab.

6 Extraction preparation
The Processing Operative puts the extraction tube into a small cup and puts 6 drops
of the extraction solution into the tube (without touching the edge of the tube).

7 Swab Handover
The Processing Operative then takes the used swab from the staff member.
The staff member can move into the waiting area after they hand over the swab.

If you have any questions please call 119. Lines open from 7am - 11pm daily
8 Swab processing
The swab is inserted head-first into the extraction tube. Hold and press the swab head against the wall of the tube while rotating for about 10 seconds. Squeeze the lower end of the tube while removing the swab in order to remove as much liquid as possible from the swab.

9 Swab extraction
Take out the swab while squeezing the tube and fabric end of the swab to squeeze as much fluid out as possible. Dispose of the swab in a health care waste bin.

10 Prepare nozzle
Press the nozzle cap tightly on to the tube.

11 LFD cartridge processing
Squeeze 2 drops of the solution into the sample well of the LFD cartridge and record the time of test (for example, “Drop @ HH:MM”) in marker on the LFD.
LFD Results analysis

12 Results Development
Move the LFD cartridge an area where results will be processed and start the timer to track the development of the sample. Results can be analysed after 20-30 minutes.

13 Results Interpretation
The results are interpreted by examining the presence of coloured lines on the LFD.

Positive results can be reported at 20 minutes. Negative results can be reported after 30 minutes.

If a positive signal appears after 30 minutes, it should not be reported as positive. Line C must be coloured to have a valid test result.

14 Marking Results
The test is then marked by a permanent marker and removed from the desk.

+ for positives
V for invalid and void tests
- for negatives

Communicating results:
You should now communicate the result to the staff member and register the test result online.
Register and record LFD results

Using the online form

The online form links your LFD ID number and test result to the staff member. The form will ask for the staff member’s personal details, ID number of the LFD, and whether the result was positive, negative or void.

When using the online form, there is the option to create a user account. When you create a user account, you link your email address to your personal details. After you register your first LFD test using your user account, your personal details will be saved, and you will not have to re-enter them when you register in future. Creating an account should take about 2 minutes and will save about 5 minutes each time you register a test in the future.

Whether you create a user account or not, notifications of your result will be sent to you via SMS or e-mail. Care Home managers may ask to see your SMS or e-mail results as part of their Care Home tracking system.

Complete registration as soon as the test result is determined. You need the ID number on the test strip to register the result.

Navigate to the online form

Navigate to https://www.gov.uk/report-covid19-result

Tap Start Now to enter into the form.

Enter who you are reporting for

Select “myself” then select continue.

Select whether you would like to sign in or create an account or continue without an account

You can create an account using your email address and mobile phone number. Once you have an account, it will remember your personal details and save time when it comes to each test result.

If you want to create an account, continue to step 4.

If you want to continue without an account, continue to step 11.
Create your NHS account:

Please note: you will only to follow this process once to create a user account. For future registrations, you can enter the email you used to create your user account to login and save time.

4. **Enter your email**

Enter your email address.

This email will be used to set up your account, and your personal details will be linked to this email address.

This email must be your own individual email, and you will need to be able to access the email listed to confirm your user account set up. This email can be your own work email or a personal email address. It cannot be your care home manager’s email or a shared general care home email.

If you do not have your own email address, you cannot create an account at this time.

5. **Create a password**

Create a password for your account. It must have at least 8 characters and have 1 or more capital letters.

Enter your password again to confirm your password then select continue.

6. **Check your email**

In a new browser window, navigate to your email inbox. Open the email from noreply@login.nhs.uk and select confirm email address.

Return to the NHS login screen. Select “I have confirmed my email”.

7. **Enter your mobile number**

Enter your mobile number then select continue.

A security code will be sent to this number so you must be able to receive messages on the mobile number you enter.
If you have any questions please call 119. Lines open from 7am - 11pm daily.

Check your mobile phone

Enter the 6 digit security code sent to your mobile phone then select continue.

Agree to share your NHS login information

To create your account, you will need to agree to share your NHS login information (your email address and mobile number) with GOV.UK.

To agree, select continue.

Using your account: Report a COVID-19 test result

You have now successfully created your individual account.

To enter a test result, select “Report a COVID-19 test result”

Main registration flow

Enter why you took the test

Select “Testing for a care home” then select Continue.
Enter your role
Select “I work at a care home” then tap Continue.

Enter your UON
Enter your UON then select Continue. Your Care Home manager will be able to provide this number to you.

For Care Home Managers: You will need to share your UON with all staff members testing at home.

Select your country location
Select the appropriate country for the care home.

Enter date of the test
Enter today’s date (unless you are completing the form after the testing day).
Enter the test kit ID number

Enter and re-enter the test kit ID number. The ID number can be found via the QR code on the lateral flow device.

You may use a handheld scanner to speed up this process if one has been provided. Click into the ‘test kit ID number’ box and scan the QR code on the LFD device; then repeat this process to enter the test kit ID number into the ‘confirm test kit ID number’ box and click ‘continue’.

To set up your handheld scanner:

1. Turn off your computer’s power before connecting the scanner.
2. Plug the cable into the bottom of the scanner and plug the other end into a computer.
3. Turn on the computer once the scanner is fully connected
4. The computer should recognise the scanner automatically as a USB keyboard device.

See page 21 for more information on scanners. Further instructions on how to use the handheld scanning device are also located on the registration portal, under the drop down field in blue “how to use a barcode scanner”
Enter your personal details*

You will need to enter your personal details including:

- Full name
- Date of birth
- Gender
- Ethnic group
- Home address

Enter your contact details*

Enter your following contact details:

- Email address (if you have one)
- Mobile number

If you do not have a mobile number, you can enter a relative’s number. If you do not have a relative’s number to add, you should contact 119 to complete the form.

Enter NHS number (if available)*

The form will ask if you know your NHS number. If applicable, select “Yes, I know my NHS Number” and enter it.

Otherwise, select “No, I do not know my NHS Number” and tap Continue.

Enter test results

Select the result of the test, and tap “Continue.”
Review and submit result

Check the answers you have provided and change them if needed. Click “Report Result” when you confirm all your responses are correct. The results page will appear. You will receive your result by SMS or e-mail.

If you have created an account, you can still review and change any saved details on this screen.

Safely dispose of the device

Once the test result is registered, put all of the used test kit contents into a healthcare waste bin.

If you cannot register the test result immediately after the test is complete, make sure you taken down the test kit ID number before disposing the lateral flow device.
Negative result

The staff member can proceed with work.

The staff member should only enter designated parts of the care home and must wear appropriate PPE including a face mask, gloves, apron and follow IPC measures in line with the care home and national policy. IPC measures remain important because the test is not 100% sensitive.

Invalid or void result

Retest using a spare LFD kit to receive a conclusive result.

If the re-test also comes back as void or invalid, the staff member should continue to work as normal and undertake a further LFD test on the next day.

Positive result

The staff member must not proceed with work and requires an immediate confirmatory PCR test.

Provide the staff member with a PCR test kit and ask the staff member to test on site then isolate at home immediately, avoiding public transport and wearing a face mask appropriately.

Before the staff member leaves they will need the register the confirmatory PCR kit online in the usual way, using the home’s UON.

Where possible, confirmatory PCR test kits should be sent to the labs using the closest Royal Mail priority post box. There is a Royal Mail priority post box return label included within each PCR test kit to facilitate this. Use the following link to find your closest priority post box and collection times: https://www.royalmail.com/priority-postboxes

If it is not possible to return the confirmatory PCR test via a priority post box, please ring 119 to schedule an urgent courier.

If the confirmatory PCR is negative, the staff member can return to work.

If the confirmatory PCR is positive, care homes should contact their local HPT as soon as possible. The HPT will advise on the need for outbreak testing, with the first test on day 1 and second between day 4-7 of the outbreak.

If there are any staff or resident positives, either from LFD or the confirmatory PCR, all staff should conduct a daily LFD test for 7 days before starting their shift until 5 days have passed with no new positives. The exception to this is the person(s) who tested positive. They should not be tested with either PCR or LFD for 90 days unless they become symptomatic.
Outbreak Testing

This guidance only applies to care homes in England, outlining the steps to be taken in the event of a confirmed / suspected outbreak. It does not apply to any other Adult social care settings.
Testing is only one part of the outbreak response

Health Protection Teams will provide advice on how to manage the outbreak including the necessary Infection Prevention and Control measures including cohorting, proper use of PPE, good hand hygiene and distancing. Even for staff or residents who have been vaccinated, the following testing is still needed.

Rationale for increased testing

Due to the prevalence and transmissibility of the current Covid-19 variant, we are expanding the use of LFDs in an outbreak. This is to help care homes contain outbreaks more quickly. We will keep this policy under review as the situation changes. This outbreak testing guidance is based on SAGE and Public Health England advice on how to use testing in a care home outbreak to reduce COVID-19 transmission and save lives.

In the early stages of an outbreak, having test results available more quickly helps to identify those infected so that appropriate action can be taken. LFD testing can help to quickly understand the extent of the outbreak in a care home – in both staff and residents – and this information is important to rapidly inform the implementation of isolation and infection control strategies. All infection control measures are important, but as we have seen, the current measures (including the current testing regime) have not always stopped the spread of infection and there continues to be transmission within care homes. Using LFDs for staff and residents in this way, is a further tool to help contain outbreaks and help stop as many people from becoming infected.
Outbreak testing overview

**Definition of a care home outbreak**: An ‘outbreak’ constitutes 2 or more positive / clinically suspected cases among individuals (residents or staff) detected within 14 days of one another, whether the results are returned through a PCR or LFD. If you have two positive cases, please contact your HPT for advice. One positive test result may be the first sign of an outbreak, so you should also contact your health protection team for advice in this instance.

**What to do if you only have 1 suspected or confirmed positive case in your home**

1. Ensure the individuals who tested positive are appropriately isolated, and arrange confirmatory PCR tests if they tested positive with LFDs.

2. Start **rapid response daily staff testing** immediately (7 days of daily LFD testing) and contact your local HPT for advice.

**If there are 2 or more positive cases detected within the same 14 day period, this is considered an outbreak. In addition to the above, do the following:**

3. **Notify your local HPT of the situation and do the following:**
   - Conduct PCR for all staff and residents on day 1 of the outbreak and once between days 4-7 for those who tested negative
   - Start (or continue depending on your circumstances) daily LFD testing of all staff until there has not been a new positive result in 5 days.
   - When you carry out the outbreak PCR for residents (day 1 and once again between day 4-7), also test the resident with LFD on the same day.

4. **Order more test kits if you think you will run out** before the round of outbreak testing is complete. (You can do this by calling 119 in an emergency). Book courier collections if needed. Continue outbreak testing as advised.

5. **Once you have completed the above, return to the regular testing regime** of testing staff twice a week (once with PCR and LFD, and once LFD only) and residents every 28 days with PCR.

6. **In discussion with HPT, undertake end of outbreak testing**: Test all staff and residents 28 days after the last positive result. The outbreak is considered ended once 28 days have passed without any new positive tests.

7. **If there are further positive tests after 28 days this is considered a new outbreak**. The outbreak process should be restarted and the local HPT contacted.

If any residents become symptomatic outside of this schedule please test them again using LFD and if positive confirmatory PCR. Isolate and report to the HPT.

To avoid excessive testing of residents, if the regular resident testing is due at a similar time as the whole home recovery testing, the regular resident testing can be delayed (by a week), and replaced with the recovery testing.
Rapid response daily testing

When you only have 1 suspected or confirmed positive case in your home

If there is only one positive case in your home (from either LFD or PCR testing of staff or residents) this is not an outbreak, but you should still contact your local HPT for advice and start **rapid response daily staff testing with LFDs** immediately. This involves daily LFD testing of all staff for 7 days. Ideally, this will happen as close to the beginning of their shift as possible.

Isolate the positive case and contact your local HPT

In addition to regular testing, 7 days of daily LFD testing for staff

Confirmatory PCR test if there are any additional positives from LFD testing

The HPT may advise that the situation warrants an outbreak response, in which case, follow their advice. In addition, if more positives are recorded through this process, this may become an outbreak and need an outbreak response. Your local HPT will advise.

If the confirmatory PCR from your only positive LFD comes back as negative, and you’ve had no other positives, you do not need to proceed with outbreak testing unless advised otherwise by your local HPT.

**Rapid response daily LFD testing for staff following positive results has already helped care homes to get on top of outbreaks since it was introduced in December.**
## Outbreak testing

### When there’s a possible outbreak

(2 or more suspected or confirmed positive cases in your home)

<table>
<thead>
<tr>
<th>Contact your local HPT</th>
<th>For each resident</th>
<th>For each staff member</th>
<th>Isolation of staff and/or residents who tested positive. Contacts of anyone who tests positive will also need to be isolated.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day 1 4 7</td>
<td>Day 1 4 7 +</td>
<td>This guidance provides further detail regarding what constitutes a “contact” in health and social care settings.</td>
</tr>
<tr>
<td></td>
<td>P L + P</td>
<td>LLLLL + Until 5 days of no positives</td>
<td></td>
</tr>
</tbody>
</table>

In an outbreak, testing will take place as follows:

- PCR for all staff and residents on day 1 of the outbreak and once between days 4-7.
- Start (or continue, depending on your circumstances) of daily LFD testing of all staff until there has not been a positive result in 5 days.
- When you carry out the outbreak PCR for residents (day 1 and once again between day 4-7), also test the resident with LFD on the same day.

**This is the standard policy for care home outbreaks. Your HPT will advise if a different approach is needed for your situation.**

For resident testing, the usual principles of consent and best interest decisions apply.

**Once you have completed the above, return to the regular testing regime** of testing staff twice a week (once with PCR and LFD, and once LFD only) and residents every 28 days with PCR.

To avoid excessive testing of residents, if the regular resident testing is due at a similar time as the whole home recovery testing, the regular resident testing can be delayed (by a week), and replaced with the recovery testing.
Special considerations for testing residents using LFDs

When to test residents using LFD: On day 1 and once again between days 4-7 of an outbreak, on the same days as outbreak PCRs.

How to test residents with LFD: There are a few things to note when testing residents rather than staff with LFD. The overall step-by-step process for testing residents using LFDs is the same as for staff, with a few key differences:

You will need to:

- ensure that in the same way as for PCR testing, you have written consent from residents or their legal representatives to be tested in line with your normal policies and procedures following principles of consent and best interest.
- think about and plan your schedule for testing. In an outbreak situation residents need to be tested with LFD on the same days as they are tested with their outbreak PCRs
- be prepared to have a clear record of which device matches each resident’s result
- have devices available for residents to register their results, (or for staff members to do this for them with their written consent)
- ensure you have enough staff trained in how to administer and process LFD tests to help residents if required
- have all the equipment you need for testing (mirror, timer, permanent markets, hand sanitiser, healthcare waste bins etc) prepared in advance of testing
- have read the Terms and Conditions for LFD Testing as contained within the Visitor testing guidance

You do not need:

- You do not need a designated area for residents to be tested - as you do for PCR testing, residents should swab (or be swapped if they require assistance) in a way that is clinically sound and adheres to infection control protocols, but also takes into account other aspects of their physical and mental wellbeing
- You do not need to set up each resident with a personal NHS account for LFD test kit registration to speed up registration if they do not have a personal email and mobile phone number to allow this process

Resident LFD testing process checklist:

1. Resident consents to testing
2. Take down the registration details of the resident if they cannot register themselves. (A list of the personal information required can be found at step 2 on pg. 27).
3. The LFD test kit is prepared for use. (Details of this process can be found at step 4 on pg. 28).
4. Take swab sample (tonsils then nose, or if not possible a double nasal swab).
5. Process the sample and apply it to the rapid test. (This step needs to be performed by a trained operative. Details of how to do this can be found from steps 6-11 starting on pg. 28).
6. Wait 30 minutes then read results. (This step needs to be performed by a trained operative. For details of how to read LFD results, please see steps 12-14 on pg. 30).
7. Register test kit and result onto the online registration form. (This step can be done by a resident if they are able to do so, or assisted by a trained member of staff. Details on how to do this can be found from pgs 31-37. Please note that residents, or staff assisting them, do not have to create individual NHS accounts to register test kits.)
8. Post-test action; Immediately isolate any positive cases. Remember, a negative result does not mean the individual is not infected, however by quickly identifying positives, it means people who are highly infectious can be isolated sooner.
Frequently asked questions

Contacting the HPT

In the event of any new cases or outbreak reports, please immediately contact your local Health Protection Team (HPT) for advice and support.

- To find out which public health team covers your area visit please visit: https://www.gov.uk/health-protection-team
- Please ensure that any case(s) are isolated and managed in line with current advice.
- Identify and isolate any contacts. This guidance provides further detail regarding what constitutes a “contact” in health and social care settings.
- Commence rapid response daily testing

Where do I obtain tests in an outbreak?

It is likely that your home will already have enough existing PCR and LFD kits to cover outbreak testing. If this is the case you will not need to order more test kits.

However, if you do not have enough existing kits on hand, you should place an urgent request for kits via 119.

What if a staff member tests positive with LFD?

They will need to undertake a confirmatory PCR, registered through the organisation route using the care home’s UON. They should then proceed to self-isolate at home immediately until they receive their result.

What about staff who are not at work?

You only need to test staff working in the home over the rapid response testing period. You do not need to test those who are not working; there is no requirement to bring people into work to get tested on their non-working days.

Any staff with symptoms should not be in work.
They should not come into work for testing and should instead be tested via another channel – e.g., regional testing site, or home testing. As key workers, care home staff have priority access through the self referral portal for testing

For more information about how to register lateral flow tests please join our webinar and read the guidance documents. https://event.webcasts.com/starthere.jsp?ei=1369434&tp_key=296e54cdc9

How do I return outbreak PCR tests?

As you are already engaged in the rolling programme of staff/resident testing – you may already have a courier booked for the days that PCR outbreak testing takes place. If this is the case, you should return tests through this regular channel – no additional return courier booking will be needed. Should this not be the case, you can call 119 to book a same day courier. This can be arranged at https://test-kit-collection.test-for-coronavirus.service.gov.uk/

Used LFDs do not need to be sent to a lab. Please dispose of them in your health waste bin.

What if a resident tests positive with LFD?

They will need to undertake a confirmatory PCR, registered through the organisation route using the care home’s UON. They should then proceed to self-isolate immediately following current advice until they receive their result.

For more information about how to register lateral flow tests please join our webinar and read the guidance documents. https://event.webcasts.com/starthere.jsp?ei=1369434&tp_key=296e54cdc9

If you have any questions please call 119. Lines open from 7am - 11pm daily
Further advice
for care home testing in general
Support with conducting tests in your care home

If you have any questions regarding conducting tests on residents in your home, call the customer contact centre for advice on 119.

If you require assistance with conducting the tests in your home (swabbing of residents and/or staff), training and advice can be sought via the local Clinical Commissioning Group Director of Nursing, in the same way that infection control training is being accessed.

Further support from Public Health England

If you are experiencing difficulties with implementing the above guidance, or need help dealing with a significant increase in cases, deaths, or any other serious problems, contact your local health protection team here.

Further guidance for care homes

For the latest information and guidance on self-isolation and test results see the Public Health England Guidance. This will continue to be updated regularly.

Coronavirus (COVID-19): guidance for care staff supporting adults with learning disabilities and autistic adults
Customer contact centre

Lines are open 7am to 11pm every day.

England, Wales and Northern Ireland: call 119
(free from mobiles and landlines)

Scotland: call 0300 303 2713
(charged at your standard network rate)

Get help if you’re worried about an urgent medical problem

Visit NHS 111 online www.111.nhs.uk or call 111 if:

• You, or someone you live with, gets worse over the next few days or your symptoms do not get better after 7 days.
• You’re worried about a baby or child who is ill.

Call 999 in a medical emergency, if you think there’s something seriously wrong.

Do not delay getting help if you’re worried. Trust your instincts.

Visit www.111.nhs.uk/service/COVID-19 to check if you have coronavirus symptoms and find out what to do next.

Thank you for supporting us.