

Checklist for Local Businesses Requesting Lateral Flow Testing for staff

Please note that this programme is for testing on business premises **only**. We are not able to assist with at home testing at this time.

Items to consider	Detail	Completed? (v)
Who is being tested?	<p>The individual being tested will be the responsibility of the organisation under consideration (e.g. an employee)</p> <p>The individual being tested will be asymptomatic</p> <p>The individual being tested will consent to participation in community testing</p> <p>The individual being tested will consent to sharing their data with the National T&T programme</p>	
Commitment to twice weekly testing	Staff members would need to commit to regular twice weekly testing. Not every staff member needs to undertake testing.	
Appointment of a Lead for Testing	The Lead would need to undertake responsibility for the overall testing programme, conduct any incident reporting, ensure that health and safety and infection prevention measures are being undertaken, adhering to testing guidance and enablement those for whom English is not a first language or have disabilities. Larger organisations may need deputy leads.	
Training	<p>All staff need to have completed all local mandatory training e.g. fire safety, safeguarding where applicable.</p> <p>Numbers of staff members who carry out testing depend on overall numbers of staff who require testing.</p> <p>Can these staff members commit ~2 hours to training time to complete online learning as well as further time for staff to practice using the devices as needed and conducting a full 'dress rehearsal' of the end to end testing process? Will this be paid time?</p>	
Communications	<p>Verbal and written information will need to be provided to staff about lateral flow testing, e.g. what is testing, what are the implications of a positive test What does a negative result mean (and not mean)?</p> <p>Can staff travel home safely after receiving a positive test?</p> <p>Consider whether these communications need to be translated</p>	
Informed Consent	Informed consent will need to be obtained from or on behalf of all persons regardless of age and or their mental capacity. Organisations must make sure that they obtain the appropriate consent from persons who are unable to give implied consent due to age and mental capacity, and that the person who obtains the consent has the	

	<p>necessary knowledge and understanding of the care and/or treatment for which they are being consented.</p> <p>Testing is voluntary, however staff members carrying out testing will need to test each other before the start of each testing shift.</p>	
Signage	<p>Signage to remind staff to maintain distance, wash hands , wear a mask and if symptomatic to get a PCR test placed In appropriate areas, and to help demarcate one way systems where appropriate</p> <p>Laminated posters for instructions on how to complete the test</p>	
General Health and Safety	<p>There are adequate safety procedures / policies in place to support staff in how to address:</p> <ul style="list-style-type: none"> • a serious medical emergency (e.g alerting the first aider) • fire evacuation • a staff member who feels unwell / develops COVID-19 symptoms • a spillage 	
PPE	<p>Staff members carrying out testing will need to wear gloves and aprons, masks and eye goggles and these will need to be regularly changed. PPE will be provided by DHSC. Stock will need to be managed and ordered.</p> <p>Organisations may consider supplying a face covering to an individual who arrives without one, to enable them to enter the site, complete the test and return home safely (decreasing the risk of onward transmission).</p>	
Ready Access to hand hygiene	Soap and hot running water/alcohol based gel	
Cleaning Equipment	Surface disinfectant, sanitising wipes, paper towels, sick bowls. Stock will need to be monitored managed and ordered by the organisation. This is not provided by DHSC.	
Waste management	<p>Used swabs will need to be disposed of safely. Does the organisation have a safe waste disposal policy in place? Clinical test site and non-healthcare Business-As-Usual waste should be segregated in accordance with the waste management section. Waste should be securely managed and stored prior to collection. Courier and waste collection service should be easy to access from your Test Site location.</p> <p>Separate healthcare waste bins are required for used test kits and PPE/wipes. these bins should have a lid that is operated 'hands free' (e.g. with a foot pedal), be made with a surface that can be cleaned without compromising the integrity of the container, be fire retardant and have smooth surfaces to prevent debris formation. These will not be provided by DHSC.</p>	

Storage	The test cartridge and extraction solution should be stored at ambient temperature (2-30 degrees Centigrade). The reagents and devices must be at room temperature (15-30 degrees centigrade) when used for testing. Temperatures will need to be monitored. Is adequate storage available for these items?	
Digital and tech	Wifi internet access enabled to upload testing results to central site. Devices e.g phones, laptops for uploading results to central portal.	
Testing Kits	<p>DHSC will provide:</p> <ul style="list-style-type: none"> • Sample collection kits (all types) • Lateral flow devices (all types) • Registration Barcodes <p>Stock will need to be monitored managed, ordered and collected.</p>	
Timing	Given start times of staff/shift patterns, and that it takes 30 minutes to complete a test, when is best for testing to take place, in order to enable everyone who needs testing to remain socially distant? Will this need to be 7 days a week?	
Suitable premises and space to conduct testing	<p>All premises must meet all relevant legislative, certification and validation inspections and requirements including health & safety. They must be:</p> <ul style="list-style-type: none"> • Accessible, • Clean, • Secure, • Suitable for the purpose for which they are being used, • Properly used, • Social distancing measures in place, • Properly maintained, and appropriately located for the purpose for which they are being used. <p>Fire, health and safety, and evacuation routes should be clearly marked in line with the rest of the building</p> <p>If possible, Test Site location should be close to the main area of business operations to make it easier for subjects to locate and access the service</p> <p>Where space is limited, test queues will be managed safely to avoid disruption – for example, a waiting room may be separate and adjacent to a testing room and must allow for appropriate social distancing</p> <p>No one associated with business as usual activity should be permitted access to the test site unless they are involved in the day-to-day running of test site operations</p>	

	<p>The test site/area should be separate from the main area of business operations for privacy, safe queue management, and to limit disruption to both testing and business as usual activity</p> <p>Surfaces used for testing should be clear of clutter</p> <p>The testing area, sample collection stations and privacy booths should be easy to clean and sterilise</p> <p>Relevant risk assessments should be undertaken if the premises used mean that hygiene standards are more difficult to maintain. For example, carpeted flooring should not be used. If there is no alternative, the carpet should be covered with an easily-cleanable material such as plastic sheeting</p> <p>Staff must be able to stay 2 metres apart whilst waiting to take their test or have a suitable waiting area. There must be sufficient space for the testing stations and an area to put the devices whilst waiting for results</p> <p>If the site has a waiting area, there should be clear reinforcement of the requirements for 2m social distancing, wearing face coverings and other control measures throughout the end to end process. There should be a robust process for assurance of these measures. There should be a designated individual with the responsibility to ensure these measures are being adhered to and to collate a daily report on this.</p> <p>Adequate lighting for reading tests</p> <p>Adequate supply of fresh airflow and/or a non-recirculation mechanical air conditioning system to reduce risk of transmission</p> <p>Over 2.5m in height</p> <p>With mains power or a temporary generator power supply</p>	
Risk Assessment	A comprehensive risk assessment will need to be carried out by all individual organisations	
Equipment and Furniture	Tables and chairs required to carry out testing, screens to ensure privacy whilst swab being taken, timing device/stopwatch, mirror(s), separate bins, chairs, laminated instructions for carrying out the test, pencils, Permanent marker pens, tissues, laminated timing sheets. Tape for floor markings as required.	
Staff time	The test takes 30 minutes to complete- will staff be paid for this time?	

Understand the implications of both positive and negative tests	Ensure those carrying out the tests and all staff members who consent to be testing know and understand they need to immediately self-isolate on receiving a positive test result	
Plan In place for staff absences	Mitigation for a number of staff absences due to both positive tests and contact tracing	
Staff who refuse testing	Think about communication with staff who decline testing	
Data Protection/Privacy	Data Protection Legislation must be complied with. Ensure privacy e.g. if communicating results verbally ensure this cannot be heard by others	
Prioritisation	If you were unable to obtain enough tests to test all staff that wanted/required testing do you have a list of priority groups of staff? (Likely staff members delivering direct face to face services to members of the public, particularly vulnerable groups).	
Incident Reporting	Organisation has an incident reporting system in place (will likely involve Lead for testing) and all staff need to be aware of responsibility to report any incidents, near misses or to raise concerns. These would also need to be reported to the Local Authority. If issue with test will need to report to MHRA.	
Audit	Capacity to carry out daily and weekly checks to ensure all guidelines are being adhered to. There will also be an audit undertaken by the Local Authority.	