

Covid-19 Regular Testing FAQs for Care staff

Version 1.9

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Useful Resources:

[Scottish Government](#)

[Logging your test results – NHS](#)

[Hanover \(Scotland\) Advice Page](#)

[Logging your test results – Hanover MyHR Portal](#)

[NHS Inform](#)

[NHS advice page](#)

[Lateral Flow Device – Guidance](#)

[Book a PCR Test](#)

[Lateral Flow Device – Video Guide](#)

[PCR – Guide](#)

For further information about the testing programme, visit the pages on the [Hub](#) or [hanover.scot](#).

1. What are the benefits of getting tested?

- a. Regular testing provides an extra level of protection against Covid-19 for keyworkers, those they care for, their family and colleagues. Testing does not replace the other levels of protection, such as PPE and infection control, instead it provides a second line of defence against the virus.

There are currently two types of testing programme available to keyworkers, Polymerase Chain Reaction (PCR) and Lateral Flow Devices (LFDs). More information about these testing programmes can be found in useful resources above.

Both these tests are licenced and can give an indication if an individual may be asymptomatic. We are in the process of securing the testing kits for our Care and Enhanced SBUs and we anticipate that they will be distributed shortly.

2. When does the roll-out start?

- a. The roll-out of equipment started in January 2021 and all Care SBU staff should be using the tests no later than 22 February.

3. What tests are available?

- a. LFDs will be available for staff in our Very Sheltered services and Housing with Care services. PCR tests will be supplied to Home Support Workers and Care Workers in our Housing with Care services.

4. How does the Polymerase Chain Reaction (PCR) test work?

- a. PCR tests identify asymptomatic symptoms in individuals and the device uses a combined nasal and throat swab to analyse for evidence of Covid-19. We have provided more information about the PCR test in useful resources on page one.
 - NHS advice about the PCR test is [available here](#).

5. How do Lateral Flow Devices (LFDs) work?

- a. LFDs use a nasal swab to take a sample of your nasal cavities (both nostrils), the sample is then analysed on a small testing kit. A factsheet and video about the device is available in our useful resources and you should follow the instructions.

The test takes around five minutes and the results take approximately 30 minutes, so remember to take enough time to complete the test. Remember to log your result on the [NHS](#) and [MyHR](#) (Hanover) portal.

- A PDF guide about LFDs is available to [view here](#).
- A video guide is also available, which you can [view here](#).

6. When will I receive the tests?

- a. Testing kits are being delivered by local authorities and NHS health boards and staff in our Care SBU will soon receive an allocation. If you need further advice about LFDs or PCR tests, speak to your line manager.

7. Do I need to do anything before I take the test?

- a. Gently blow your nose on a tissue or handkerchief to remove any excess mucus from your nasal cavity. Remember to wash your hands with soap and warm water for at least 20 seconds before and after you take the test and place the equipment on a flat, sanitised and dry surface. Check all the items in the kit are sealed and have not been tampered with or opened.

8. How do I self-swab?

- a. Scottish Government and NHS Scotland have developed help guides and videos for the PCR and LFD tests. We have provided some of this information in our useful resources on page one. For more advice, speak to your line manager.

9. Which test are we likely to receive?

- a. We are currently working with local authorities and it is likely that our Care Workers and Home Support Workers will receive PCR test kits. All Care SBU

staff and Enhanced SBU staff will have access to LFD tests. We advise staff to watch the video guides for the PCR and LFD tests so that you can see how both tests work. If you require further advice, speak to your line manager.

10. How often will I have to take the LFD test?

- a. Take the test twice a week and record your results on the [NHS](#) and [MyHR](#) (Hanover) portals. See the useful resources on page one for more information.

11. How quickly will I receive a result from the LFD?

- a. The kits take 30 minutes to analyse your samples and you are advised to time your test session, using a watch or clock.

12. When should I take my LFD test?

- a. If you are unsure about the best time to take the LFD test, speak to your line manager. Where possible, you should take the test before you start your shift. If you are unable to take the test at home, speak to your line manager about arranging a suitable space at your development to complete the test.

13. I've read the instructions, but I don't have a suitable place or container to take the test, what should I do?

- a. You will need a flat surface, such as a table, desk or worktop to be able to complete the test. If this is not possible, find a dry/sanitised and stable surface where the LFD can be left for 30 minutes. You also need a dry container, such as an egg cup, beaker or cup. Your sample and extraction tube need to remain upright - failure to keep the tube upright may result in an invalid test result.

14. What should I do if the LFD test is invalid?

- a. If your test result is invalid, then you will need to log this on the [NHS](#) and [MyHR](#) (Hanover) portals. You should then retake the test with a new device and log the new result on the portals.

15. What should I do if the LFD/PCR test is negative?

- a. If your test is negative then you should log this on the [NHS](#) and [MyHR](#) (Hanover) portals. If your test is negative then you can go to work as normal, but you should still follow the Scottish Government guidelines, wear PPE and follow FACTs.

16. What should I do if the LFD/PCR test is positive?

- a. You should inform your line manager immediately and [book a PCR test](#) if the LFD is positive. You should also inform your line manager that you will self-isolate for 10 days. You must record your test result on the [NHS](#) and [MyHR](#) (Hanover) portals.

When you log your positive result, take a photograph as evidence and include the serial number when you submit this to the [MyHR](#) Portal. You must

double-bag your sample in clear bags and then store securely for 72 hours before you can dispose of the equipment. For more information about safe disposal, see our safe disposal guide below.

17. How do I safely dispose of the LFD test?

a. If you can take your test at home:

- i. **Positive** – double bag all the items from the kit and place them in a safe place for 72 hours. After this time has elapsed, you can safely dispose of all the items in your household waste.
- ii. **Negative** – securely bag up all the items from your kit and dispose in your normal household waste.
- iii. **Invalid** - securely bag up all the items from your kit and dispose in your normal domestic waste. Remember to take another test and follow the disposal process above.

b. If you take the test in a designated area at your development:

- i. **Positive** – All used equipment needs to be placed in a clear bag and then safely stored for 72 hours. After this time the items can be disposed of in the grey LFD bins which will be delivered to your development shortly.
- ii. **Negative** – Place all the equipment (swabs, cartridges and devices) in a clear bag and place in one of the LFD bins which will be available at your development shortly.
- iii. **Invalid** - Place all the equipment (swabs, cartridges and devices) in a clear bag and place in one of the LFD bins which will be available at your development shortly.

Do not dispose of any tests in the sanitary waste bins in the toilets or in any other bins at your development.

18. If I have previously tested positive for Covid-19 can I take a test?

- a. If you have previously tested positive for Covid-19, then you should not take another test for 90 days (LFD or PCR). For more advice, speak to your line manager.

19. Do I still need to do testing and use full PPE if I am vaccinated?

- a. Yes, you should still take part in regular testing, even if you have had your second vaccination. The vaccination programme reduces your chance of contracting the virus, but does not give full immunity.

We do not know if the vaccine will stop you from catching and passing on the virus and this continues to be monitored by the NHS and Scottish Government.

Even if you have received your first or second dose of the vaccine, continue to follow the guidelines from Scottish Government and the NHS, follow FACTS, use PPE and participate in the testing programme, recording your results twice a week.

20. What if I am reluctant to take a test?

- a. We expect our staff to take part in the testing programme, if you have questions or concerns, speak to your line manager.

21. Can I record my test results through my smart phone or a mobile device?

- a. Yes, the [NHS](#) and [MyHR](#) (Hanover) portals should work on a smart phone or mobile device. You will need a WIFI signal, or mobile data (4G/5G) in order to access them. To access MyHR, you will need to use the [external Hub](#).

22. Can I give the devices to my residents?

- a. No, LFDs should only be used by staff and should not be given to anyone else. If a resident needs a test, you can advise them about booking a PCR test and more information can be found in useful resources on page one.

23. Can I re-use the LFD testing kit?

- a. No, you should only use the testing kit once. If you make a mistake or your test is invalid, dispose of the test using our safe disposal guide.

24. How are the PCR results recorded?

- a. If you are asked to use the PCR test, you will need to register your kit by using the [following link](#). You should try to repeat your PCR test on the same day each week and these results need to be recorded on the [MyHR](#) portal. You should securely post your test by using one of the priority post boxes in your local area. The results of your test will then be sent by text message.

25. If I am completing the PCR test, where is my nearest priority post-box?

- a. Priority post boxes are only needed for the PCR test and you can find your nearest local priority post box by visiting the [Royal Mail website](#), or by downloading the Royal Mail app. If you do not have a priority post-box near to your location, speak to your line manager about switching to the LFD test.

26. If I am a manager, how do I order more tests for staff?

- a. Hanover will arrange for more kits to be ordered from your local authority or social care provider. If you need more advice or require a supply of tests urgently, speak to the Manager for your area.

27. How will my personal data be used?

- a. We will securely store any personal data and test results that you provide on the MyHR portal. If you have any questions about the use of your personal data, speak to your line manager or a member of the HR team. Staff in our

Care SBU will be asked to complete a permission form for your information to be shared.

28. Do I need to take a test if I am a Housing Officer, Manager, or member of staff who regularly visits a development?

- a. If you are likely to visit our developments on a regular basis then you should complete an LFD test and record your test results on the [MyHR](#) portal and the [NHS portal](#).