

## Covid-19 Testing FAQs for Enhanced staff

Version 1.8

18 February 2021

### 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](#)

[Booking a PCR Test](#)

[Lateral Flow Device – Video Guide](#)

[PCR – Guide](#)

**\*If you are using RDS/Hanover systems**, you will need to copy the NHS hyperlink (<http://www.covidtestingportal.scot/>) and open on desktop or a mobile device, as access is currently restricted on RDS servers.

For more information about the testing programme, visit the new page on [the Hub](#).

### 1. What are the benefits of testing?

- 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, allowing us to reduce the risk of the virus spreading to others.

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 demonstrating asymptomatic symptoms. 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 of tests start?**

- a. The roll-out of testing kits began in January and we anticipate that Enhanced staff will start to use the tests no later than 22 February.

## **3. How do the tests work?**

- a. LFDs use a swab sample of your nasal cavities (both nostrils) which is then analysed using a small device. When you receive your kits, please follow the instructions carefully and allow five minutes for the swab and 30 minutes for the test results. If you submit an invalid result, you must take the test again.
  - A PDF guide to LFDs is available to [view here](#).
  - A video guide is available to [view here](#).

## **4. When will I receive the LFD tests?**

- a. Hanover are receiving LFD kits from local authorities and NHS health boards. Allocations of the new kits will be provided to you, but speak to your line manager for more advice about the programme.

## **5. How do I self-swab?**

- a. The Scottish Government and NHS Scotland has created a guide for the LFD tests. We have also provided some of this information in our useful resources on page one. For more advice, speak to your line manager.

## **6. Do I need to do anything before I take the test?**

- a. Gently blow your nose on a tissue/handkerchief to remove excess mucus from your nasal cavity. If you notice blood or experience a nose bleed while blowing or swabbing – do not take the test as it will invalidate the result.

You will need to wait for the nose bleed to stop and check that there is no dry blood or excess mucus in your nasal cavity before you can take the test.

Remember to wash your hands with soap and warm water for 20 seconds, both before and after you take the test. You should place the equipment on a flat, dry surface. Check that all the items in the kit are sealed and have not been tampered with or opened.

## **7. What happens if I am unable to take the test?**

- a. The tests are not mandatory, however we expect our Care, Enhanced and Factoring staff to participate in the programme. If you have concerns about taking the test, speak to your line manager. If you cannot take your test at home, inform your line manager that you need a safe space at the development to complete your test.

We strongly advise staff to take the test at home, but if you have to complete the test at your development - find a quiet area/room that can be locked and is not going to be used by anyone else.

Lock the door and remain in the room for the duration of the test. You should only leave once a negative result is displayed. **If you receive a positive result, follow the steps in Q14.**

**8. How often will I have to take the tests?**

- a. You should take the LFD test twice a week and record your results on the [NHS](#) and [MyHR \(Hub\)](#) portals. More information about the reporting process can be found in useful resources on page one.

**9. How quickly will I receive a result?**

- a. The swab takes five minutes to complete and the analysis of your sample takes 30 minutes. If you can, use a stopwatch or clock to time the LFD test.

**10. When should I take my test?**

- a. Where possible, you should try to take your test at home. However, if this is not possible, speak to your line manager to arrange a suitable area in your office or development. If you can, take the test before you come to work or begin your shift.

Remember, you will need to take your test twice a week, however if you start to demonstrate any symptoms, you will need to take an additional test.

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

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

**12. What should I do if the test is invalid?**

- a. If your test is invalid you will need to retake using a new kit. Remember to dispose of the old kit by placing all the items in a clear bag (a clear food or freezer bag will do) and dispose in your normal household waste. Prior to taking another test, you should still record your first result as invalid on the portals.

**13. What should I do if the test is negative?**

- a. If your test is negative then you should log your results on the [Hanover MyHR portal](#) on the hub and the [NHS Portal](#).

**14. What should I do if the test is positive?**

- a. If you take an LFD test, you should inform your line manager immediately, [book a PCR test](#) and self-isolate for 10 days. You will also need to record your test result:

- i. [Hanover MyHR Portal](#)
- ii. [NHS Portal](#)

When you log your positive result, take a photograph as evidence, include the serial number of your test and upload to the MyHR Portal\*.

**\*See appendix 1 on page 5 to see where to upload your results.**

You should then double-bag your sample in two clear waste bags (food or freezer bags will do) and store securely for 72 hours before disposing in your domestic waste. Do not dispose of any used tests or equipment at your development.

#### **15. How do I dispose of the test?**

- a. Take all the items from the testing kit and securely place them in a clear refuse bag. If your test is positive, you will need to double-bag your sample and place in a dry place for 72 hours.

After this time, you will be able to discard the kit in your domestic waste, if your sample is negative or invalid, place all the items in a single clear refuse bag (tied food or freezer bags will do) and dispose in your domestic waste.

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

- a. If you have previously tested positive for the Covid-19 virus, you should not take an LFD or PCR test for a period of 90 days.

#### **17. I have received my Covid-19 vaccination, will this affect my test result?**

- a. No, if you have received either the first or second dose of your Covid-19 vaccination, you should still take a test twice a week. The vaccine will not give total immunity to the virus, so you should still record your test results. When you have received both doses of your vaccine, you should still follow the government guidelines and remember FACTS.

#### **18. What if I am reluctant to take a Covid-19 test?**

- a. We expect staff to take part in the testing programme and record their results. The programme is there to keep you, our residents, our staff and the general public safe.

You should also continue to follow the handwashing guidance, wear a mask in public places and follow the social distancing rules. If you have more questions about the testing programme, speak to your line manager.

#### **19. Can I record my test results through my smart phone or a mobile device?**

- a. Yes, the NHS and Hanover portals will work on a smartphone or mobile device. You will need a WIFI signal, or data (4G or 5G) available to access the

portals. If you do not have access to RDS, you will need to use the [external Hub](#).

**20. Can I give the kits to my residents?**

- a. The tests are only provided for staff to use on a weekly basis. If a resident wants to get tested, you can help them book online or they can call 0800 028 2816.

**21. Can I re-use the LFD/PCR testing kit?**

- a. No, you should only use a testing kit once. If you make a mistake or your test is invalid, safely dispose of the equipment in your household waste and take another test.

**22. If I am a manager, how do I order more tests for my staff?**

- a. Hanover will support you with ordering more LFD kits and we will work with local authorities to arrange monthly orders. If you need more tests urgently, then speak to your line manager for advice.

**23. How will my information (personal data) be used?**

- a. We will ask Enhanced, Factoring and Housing with Care staff to complete a permission form for your data to be used internally. If you have questions about the use of your personal data, speak to your line manager or HR.

**24. Do I need to take the test if I am a Housing Officer or Manager?**

- a. If you intend to visit a development or housing complex on a regular basis then you should complete an LFD test before you travel. This ensures your safety, as well as the wellbeing of colleagues, residents and the general public. You should also remember to follow the handwashing guidance, wear a mask and follow social distancing rules.

You must also record your test results on the [MyHR](#) and [NHS](#) Portals as soon as you complete your test.

## Appendices:

### Appendix 1

Entering your test results on the MyHR Portal.

The Hub



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**PERSONAL**

Details of Main Post

Personal Details	E-Payslip/P60	WorkPlanning	Training Events
<ul style="list-style-type: none"> <li>View personal details held</li> <li>Amend</li> <li>Name &amp; Contact Details</li> <li>Emergency Contacts</li> <li>Bank Details</li> </ul>	<ul style="list-style-type: none"> <li>View Payslip</li> <li>Email/Print Payslip</li> <li>24/7 Access to Payslips</li> <li>Email P60</li> </ul>	<ul style="list-style-type: none"> <li>Work Plan Reviews</li> <li>View Objectives/Standards</li> <li>Annual Progress Review</li> </ul>	<ul style="list-style-type: none"> <li>Request ICT Training</li> <li>Required Training</li> <li>Booked training</li> <li>Training History</li> </ul>

**ABSENCES / WELLBEING**

Return to Work Interview Confirmation	Request Annual Leave	Request Special Leave	Covid-19 Vaccine and Test
Confirm details of your Return to Work Interview with your manager 	<ul style="list-style-type: none"> <li>Request Annual Leave</li> <li>View requests status</li> <li>View your entitlement</li> </ul>	<ul style="list-style-type: none"> <li>Compassionate Leave</li> <li>Exam Leave</li> <li>Etc.</li> </ul>	Update your Covid-19 Vaccine and Test Status 

*Note: A large blue arrow points from the 'Request Special Leave' box to the 'Covid-19 Vaccine and Test' box.*