



Test and Trace

INTRODUCTION TO LFD TESTING IN WORKPLACES

Overview of approach

11 January 2021

Setting up a test service for your employees will require the following six steps



ENGAGE EMPLOYEES

Inform your Employees of your test site and its purpose, share related materials with them, explain the testing process and ask them to provide consent to participate in testing

SET UP TEST SITE & TRAIN STAFF

- Procure services and materials described in the Guidebook
- Identify the space for your test site and set up according to the Guidebook
- Mobilise staff to perform Test Operative roles, and organise your employees for testing
- Set up Sites and Test Operatives on the Results Logging Website

ORDER TEST KITS & PREPARE FOR TESTING

- Fill out the Order Form to organise test kit delivery in advance
- Sign the Schedule to agree to the Terms
- Communicate booking slots to your employees

CONDUCT TESTING

Begin testing employees

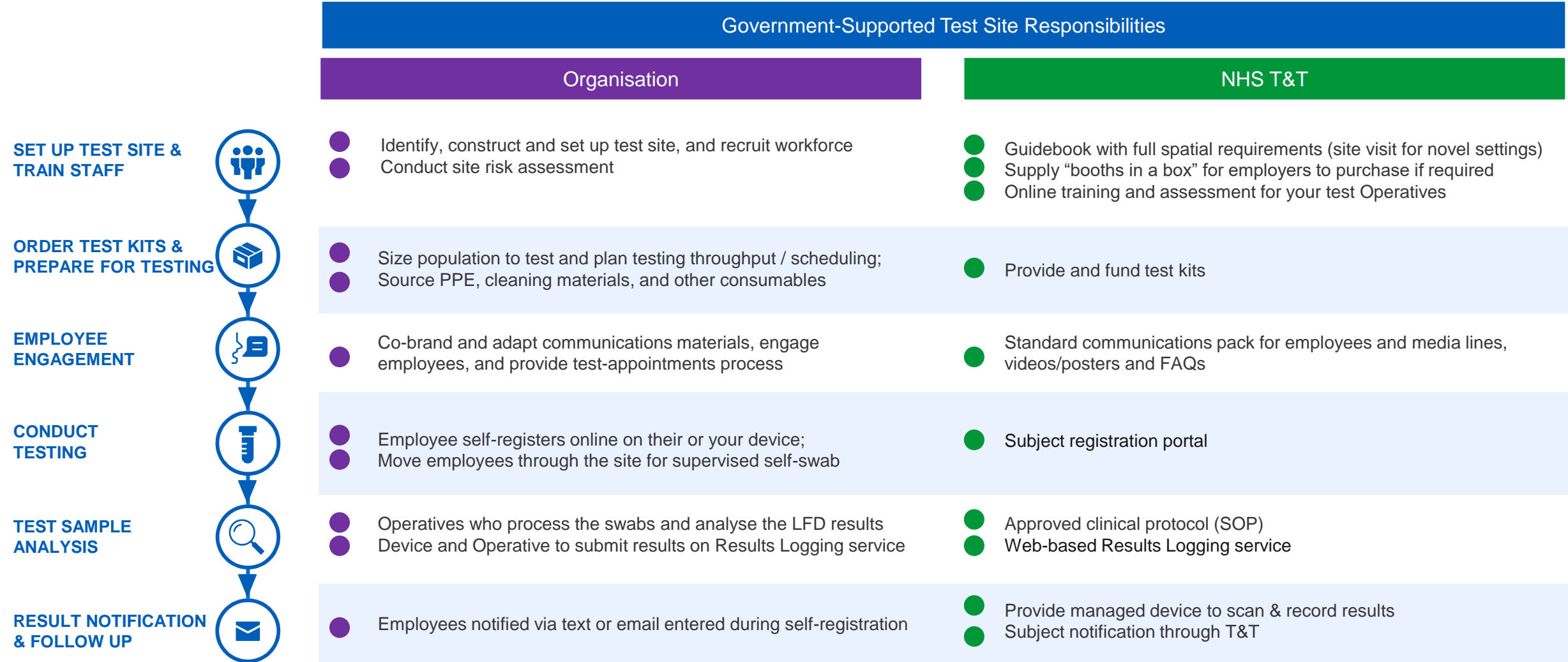
TEST SAMPLE ANALYSIS

The collected samples are processed and analysed on site in the allocated area, results will be determined on the day

RESULT NOTIFICATION & FOLLOW UP

Your consenting employees will receive their results to the contact details they provide when they register

Roles and responsibilities are divided as follows:



Note: subject to change, Terms and Conditions apply and must be accepted prior to receiving test kits

Your employees will be tested using our validated Lateral Flow Antigen tests

The LFD brand currently available in this scheme is:
Innova's SARS-CoV-2 Antigen Rapid Qualitative Test

Lateral Flow Antigen testing involves the processing of **nasal and throat samples** with a Lateral Flow device, **highlighting a coloured strip** on the device to show a **positive** result



- ✓ Fast result (20-30 minutes)
- ✓ Outside of a formal laboratory setting
- ✓ Well-suited for frequent testing of large numbers of asymptomatic people



Innova has an overall sensitivity of 76.8% for all PCR-positive individuals but detects over 95% of individuals with high viral loads, and minimal difference between the ability of the test to pick up viral antigens in symptomatic and asymptomatic individuals

Test kit composition



- 1 Swab
- 2 Extraction vial
- 3 Extraction solution
- 4 Lateral flow device

Key Facts

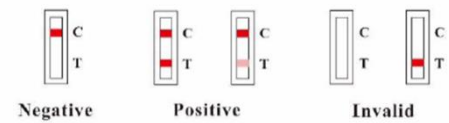
Manufacturer	Product Name	Test Type	Sensitivity est.	Specificity est.	Sample-to-analysis est.
Innova Tried & Tested	Innova SARS-Cov-2 Antigen test	Swab	76.8%	99.68%	20 – 30 mins



Complete a self-administered **throat & nasal swab** test



Prepare and load ('dropping') the sample onto the cartridge, conduct proper **extraction** and **wait** 20-30 minutes

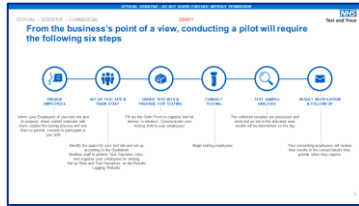


Analyse result against manufacturer IFU and interpret result as Negative, Positive or Invalid

- Negative result:** Log result against test ID by scanning the barcode (individual does not have to self isolate)
- Positive result:** self-isolate according to national guidelines if positive
- Invalid result:** retest

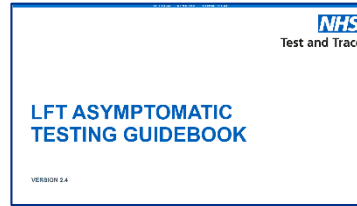
Full documentation and training is available to support you

Introduction



An overview of asymptomatic testing, including end-to-end testing process, Innova product overview, and roles and responsibilities. Share with organisation leadership.

Guidebook



Detailed guidance for test site setup and how to operationalise testing in accordance with the SOP. Share with Facilities/Project Manager.

Order form

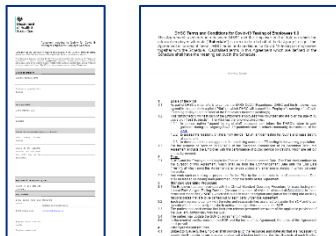
A form to calculate the demand for test kits and submit an order to DHSC. It is designed for us to send test kits to one site and then you do the distribution among your sites. Share with SRO/Project Manager.

Comms pack



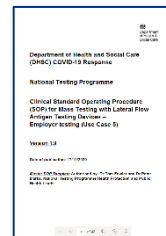
Provides helpful messages and materials such as FAQs, sample engagement products, technology explainer, etc. Share with HR/Comms Lead.

Standard terms and schedule



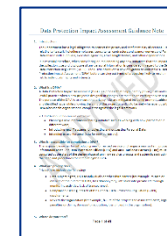
Legal agreement with DHSC under standard terms and conditions. Share with SRO, Counsel, and Signatory.

SOP



Explains the approved clinical procedure and protocol requirements to implement a safe and effective test site. Give to SRO, Counsel, and HSE/Medical Lead.

DPIA



Data Protection Impact Assessment Guidance explains the data flows and data protection for the digital solution. Share with SRO, Counsel/Data Privacy Lead.

Online training



Self-service training and assessment for Operatives (link is in the Guidebook). Operatives receive a certificate to document successful training. Deployed by Project Manager/Trainer.

Each organisation agrees to accept DHSC's Terms and Conditions which are underpinned by the following core assumptions

Policy

1. Testing will not remove requirements to follow all national government guidance on COVID-safe workplaces, such as **social distancing**
2. Those who test positive will need to **self isolate** as per government guidelines. Close contacts will need to self isolate, unless the optional "**Daily Contact Testing**" protocol is implemented

Operations

3. Tests must be **supervised by employer staff** who will be given suitable training via an online platform
4. Employees will be tested under a schedule to be defined by the employer. Testing will **not be compulsory**
5. Sample materials need to be treated as **healthcare waste**. Disposal will take place at the place of test, per SOP & Guidebook requirements

Commercial & Legal

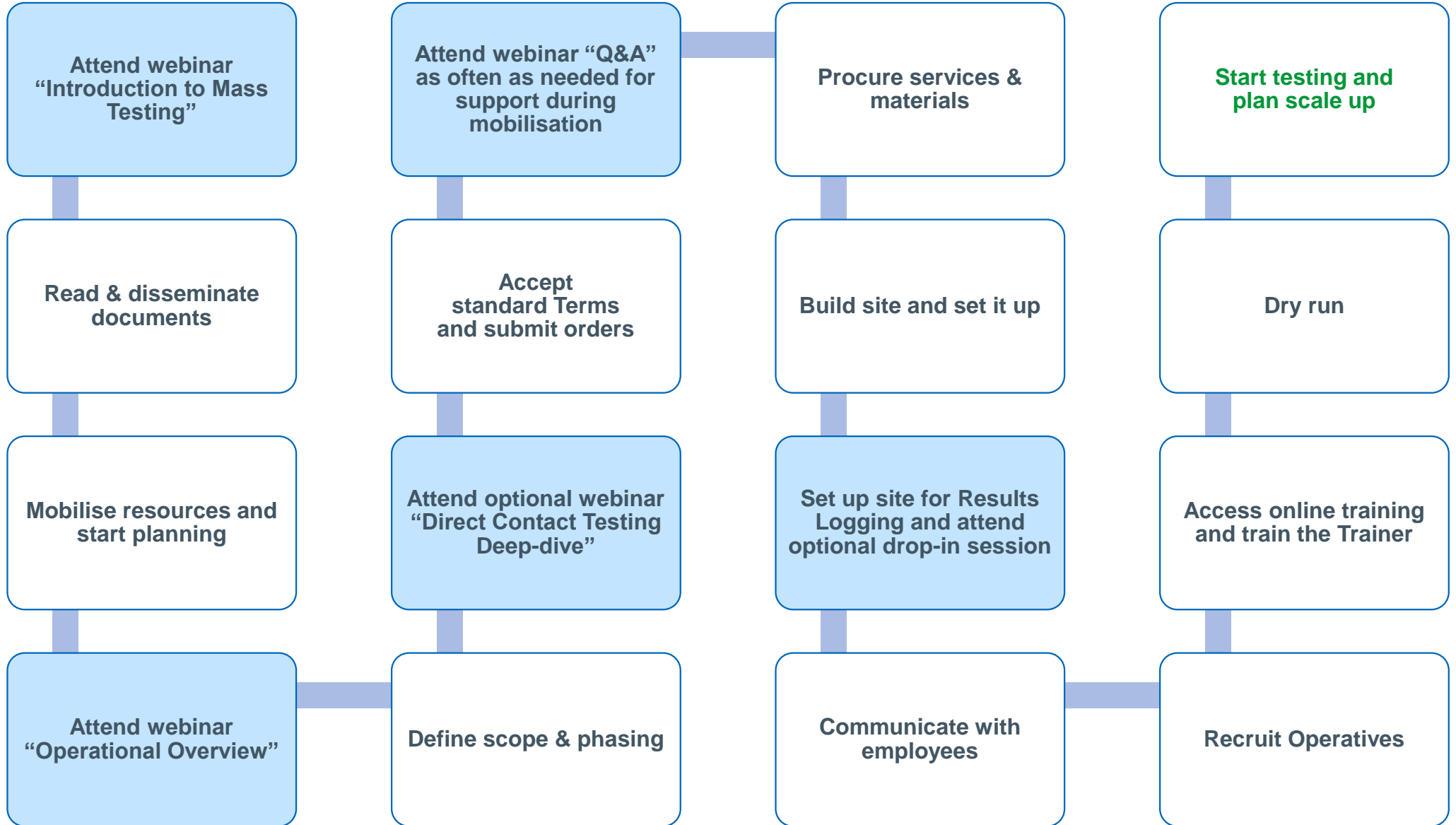
6. The organisation will **construct and set up testing environments** in accordance with SOP guidelines (including storage areas for tests) for sample collection, analysis, disposal and reporting
7. NHS Test and Trace will **fund and supply the tests**, subject to contractual agreement, for a limited period

Outcomes

8. Test results will be shared with NPEX (National Pathology Exchange) prior to anonymised onward distribution to **Public Health England**
9. Under current legislation, **employers do not receive results directly**

Please attend the DHSC webinar series to seek expert support

Your mobilisation journey



To get started, please see the following next steps

- 1** Email employee.testing@beis.gov.uk to register your interest and you will be invited to a webinar series to learn more.
- 2** Accept and attend the **webinar** series to learn more and ask questions
- 3** After the webinar, email employee.testing@beis.gov.uk outlining interest in commencing LFD testing in your workplace, and request an invite to a follow up LFD Operational Overview session.
- 4** Attend LFD Operational Overview session. Decide, high level scope for your organisation, including which locations, populations to test, frequency, and roll-out phasing until the end of March; return the **Order Form** as soon as possible
- 5** Read the **Guidebook** and decide how to build or set up a test site on your premises which meets the SOP requirements
- 6** Review the Terms, DPIA, and SOP with legal counsel, and sign and return the standard **Terms and Schedule** prior to receiving test kits