



Scottish Government
Riaghaltas na h-Alba
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COVID-19: Care Home Guidance for use of Lateral Flow Device testing (designated visitors, enhanced staff testing, outbreak management)

21 July 2021

Lateral Flow Device Testing (LFD)

Document updates

Version	Date	Update
V1.0	14 th Dec 2020	First version of the guidance
V1.1	18 th Dec 2020	<ul style="list-style-type: none"> • Addition to Testing Quality and Governance section: • Agree with local clinical oversight and HSCP appropriate local arrangements for implementing and monitoring training, if required • Waste disposal guidance updated (both swabs and for test cartridges) to reflect new advice from SEPA • Updated guidance around reporting and recording test results • Advice to Preparing Visitors updated, including that LFTs should not be used for staff or resident testing. • Interim data pathway replaced with new version • Updated waste management advice • 'Batch number' updated to read 'test serial number'. • Minor proofing edits
V1.2	31 Dec 2020	<ul style="list-style-type: none"> • New guidance added for lateral flow device testing of visiting professionals to care homes, care home staff and outbreak management (throughout) • Updates on ordering additional test kits • Updated waste guidance around bins for storing kits • Urgent advice about kits 8.1.21 (below)
V1.3	12 February 2021	<ul style="list-style-type: none"> • Clarified advice on arranging confirmatory PCR • Updated professional visitors to care homes not covered by arrangements in place through the NHS / their employer • Made location of care home staff LFD testing to take place at work clearer • Updated advice to clarify testing arrangements for visiting professionals to care homes (frequency and technique) • Included contact details for SEPA regarding waste • Addition of responsibility of providers to put in place stock control and audit processes (under testing quality and governance) • Clarification that visiting professionals are recommended to be swabbed by trained care home staff if they are not trained themselves. Self-swabbing by visiting professionals can be done if the visitor wishes. • Inclusion of new helpline for advice

		<ul style="list-style-type: none"> • Outbreak testing and advice from local health protection
V 1.4		<ul style="list-style-type: none"> • New SEPA LFD waste advice – tests can go in residual waste /“black bag” waste stream • Update helpline hours • Update visiting professionals advice • Update on registering tests including registering for an account and bulk uploads • Updated processing and managing information • Updated information on reporting kits where serial numbers have more than one letter • Updated on queries about stock
V1.5	12 July	<ul style="list-style-type: none"> • Reference to bar code scanners • Advice relating to funeral directors (not recommended to test) • Update on use of the reporting portal • Update on PPE • Care Home discretion on the location of staff and visitor testing • Deletion - inputting LFD results in portal with specific serial numbers
V1.6	21 July	<ul style="list-style-type: none"> • Advice for visitors on how to provide proof of a negative test when testing at home

This guidance is for all care homes who are receiving Lateral Flow Device (LFD) testing kits. The guidance focuses on information about preparing your care home for testing and how to use the new kits to test for coronavirus (COVID-19).

Kits

The UK has agreed a consistent technical approach to testing in care homes and residential settings. The guidance is broadly consistent across the four countries but care homes in Scotland should follow the documentation that has been prepared and reviewed by the Scottish Government.

The manufacturer's Instructions for Use (IfU) are included in the box and are detailed and very technical. These do not need to be followed as Care Homes will use the test in a slightly different way, which has been agreed with experts, discussed with the Medicines and Healthcare Regulatory Authority (MHRA) and the manufacturer has been informed.

Before you do any testing

- Read this guidance in its entirety
- Complete the testing training and checklist
- Make sure you have received all parts of your order
- Ensure that your staff and visitors are fully prepared for testing

Table of Contents

Introduction

Lateral flow testing Overview

Overview

Preparing your visitor

Preparing the test area

Prepare the check-in area

Visitor arrival

Sample collection

Result Analysis

Results guidance

Recording and reporting results

Processing and Managing Visitor Consent information

Data Pathway

Data management

Testing Quality and Governance

Waste Management

Questions and Feedback

Introduction

This document provides guidance to care homes and residential settings on how to prepare and manage lateral flow device (LFD) testing for designated / essential visitors (referred to as visitors throughout). The document also includes guidance for LFD testing for care home visiting professionals (not covered by employers through wider pathways) and care home staff (twice weekly enhanced testing) and in outbreak management situations. This follows the additional preventative measures including expansion of testing in care homes announced at the end of 2020 following SAGE advice. A letter sent to care homes on 24 December set out plans for LFD testing of care home staff, visiting professionals and outbreak management testing. See: <https://www.gov.scot/publications/coronavirus-covid-19-adult-care-home-visitor-testing-guidance/>

In summary the recommendation was that from the 4 January the following groups in care homes should be tested using lateral flow devices:

- designated family/friend indoor visitors see latest visiting [guidance](#)
- care home staff twice weekly alongside PCR testing at work (enhanced testing) (from 4 January)
- visiting professionals to care homes (through their employer where relevant. For those who are not tested via their employer they can be tested at the care home eg private podiatrists, essential maintenance staff).
- outbreak management staff testing at work if advised by local health protection teams (from 4 January)

This guidance covers LFD testing in care homes for above groups.

Visiting professionals

The following groups should be tested using LFDs in advance of attending care homes organised through their employer and are covered by separate guidance:

- Health staff, such as district and community nurses and allied health professionals employed by the NHS; see <https://www.gov.scot/publications/coronavirus-covid-19-healthcare-worker-testing/>
- Social care staff, social workers, other non-NHS Allied Health Professionals, care inspectors see: <https://www.gov.scot/publications/coronavirus-covid-19-adult-care-home-testing-guidance-for-visiting-professionals/>
- **Visiting health and social care professionals should not be refused entry to a care home if they do not have proof of a test.**
- Verbal confirmation of a negative LFD test within the last 72 hours from health and social care professionals who participate in testing through their employer should be accepted by the care home. The absence of testing is not a barrier to providing necessary clinical care in person - as long as PPE and appropriate Infection Prevention and Control procedures are observed.
- Other visiting professionals, such as maintenance staff, private podiatrists, hairdressers etc. who are not offered testing through their employers are

encouraged **to undertake an LFD test at the care home**. Some visit several care homes - it is recommended that they test twice weekly; they do not need to be tested in each care home.

- Where visiting professionals, e.g. maintenance staff, are working over several days in the home, they should be tested on arrival on their first day and then later in the week.

Funeral Directors

- Based on the nature of their work within care homes, it is considered that funeral directors do not need access to testing to carry out their work safely. Their role is distinct with no interaction with residents and minimal time in the home so testing would not help reduce the risk of transmission in this setting. Testing is therefore not recommended - the work of funeral directors in care homes can be safely supported by physical distancing, the use of PPE, and appropriate cleaning and hygiene measures.

It is important to always remember that, **while testing can reduce the risk of transmission, it does not completely remove the risk of infection**. When used alongside robust Infection Prevention and Control (IPC) measures such as PPE, testing can support care homes to safely maintain a balance between infection control and the vital benefits of visiting to the health and wellbeing of residents.

Testing Expansion –Care home staff and visitors

The table below summarises the start and review dates of different testing regimes for people coming into care homes. It also outlines the recommended timing and technique for testing of different types of visitors.

Type of care home visitor	Start date	Review date	Recommended frequency	Recommended test delivery	Recommended technique
Designated visitor	From 14 th December	Aug 2021	Each visit or a minimum of twice week for regular visitors	By trained staff. From July care home discretion to allow home testing community testing route	Throat and nasal swab
Visiting professionals:	From 4 th January				
i) NHS professional visitors	See NHS guidance	Aug 2021	Twice Weekly	NHS delivery	See NHS guidance
ii) Care Inspectorate visiting professionals	Separate Guidance self-testing	Aug 2021	Twice Weekly	Self-testing overseen by employer	Throat and nasal swab
ii) Social care professional visitors	Separate Guidance self testing	Aug 2021	Twice Weekly	Self-testing overseen by employer	Throat and nasal swab
iv) other visiting professionals not covered by employer eg, optometrists, essential maintenance staff	From 4 th January	Aug 2021	Twice Weekly	Supervised especially for non healthcare on arrival at care home	Throat and nasal swab
Enhanced Care Home Staff Testing	From 4 th January	Aug 2021	Weekly PCR plus Twice weekly LFD testing (first one same time as PCR)	By trained care home staff or self test if trained. At work. 2 nd LFD test at home once approved self test kits available	Throat and Nasal swab
Additional Outbreak Management (if advised by public health)	From 4 th January	Aug 2021	7 consecutive days staff testing (or to end of outbreak if advised by local HPTs)	By trained care home staff. At work	Throat and Nasal swab

Lateral flow device testing Overview

	What to expect	What to do
Preparations and supply of LFD kits	Stock for twice weekly staff and visitor LFD testing is sent to care homes. Arrangements are in place to order emergency supplies (see below)	<ul style="list-style-type: none"> • Start planning in advance so that you are ready to begin testing: • Communicate the testing approach to all staff • Read this guidance and take the online training available at and conform that you have done so. • Plan out your testing area and workflow • Ensure you have enough appropriate PPE for staff and visitors
Prepare visitors (for care home designated visitors)	Along with preparing your staff and home, schedule visits as usual and inform visitors of testing guidance and preparations.	<ul style="list-style-type: none"> • Tailor the visitor's letter, privacy notice and consent forms to your care home and share with visitors in order to gain formal consent for testing and collecting/using personal information. If the visitor has already completed a consent form, you can reconfirm consent verbally (as long as you continue to hold their completed consent form). • Communicate testing arrangements to visitors including the supplied Visitor Guidance Leaflet. • Make sure visitors have appropriate guidance on PPE
Prepare testing area	On the day(s) of testing, set up the testing area in your care home, including a check-in area, a place to conduct testing and await results.	<p>Key considerations for the testing area:</p> <ul style="list-style-type: none"> • Make sure there is a separate area for visitors: to enter and don PPE, to carry out the test, and to await results without entering other parts of the home • Make sure the visitor can enter and support them to immediately put on PPE appropriately • If possible, the testing area should have a separate entrance away from the main entrance to the care home. • Follow other key considerations include social distancing, disability access, and fire safety regulations

<p>Do the testing</p>	<p>Deliver testing as per staff guidance and training</p>	<p>For EACH day of testing:</p> <ul style="list-style-type: none"> • Provide visitors with PPE upon entrance • The Lot number on the outer foil pack should be recorded, plus the individual code on the test (below the QR code) as required by the system (this may change as system being refined). • Prepare kits including the swab, small clean container, extraction fluid, and LFD.
<p>Analyse test samples</p>	<p>The testing care home staff member analyses and interprets results</p>	<ul style="list-style-type: none"> • Following the test instructions to prepare, collect and record sample result • Record results into will be recorded through the NHS Scotland Covid Testing and Registration System. • Dispose of the result in line with supplied waste disposal instructions outlined below.
<p>Results – Next Steps (care home designated visitors)</p>	<p>Communicate the result to each visitor and ensure that the test result is recorded</p>	<ul style="list-style-type: none"> • If an LFD test result is positive: • Take care to communicate this result to the visitor sensitively, particularly if they are from a more vulnerable or high risk group to Covid. • Ask the visitor to log into NHS Scotland Covid Testing and Registration Portal to record their results, you may need to help them with this. The visitor will need the Test Lot and Serial Numbers to do this. Care home staff should support people to enter details online if needed for any reason (or use the Excel sheet to record details if there is an issue with internet access). • The visitor also needs to register for a confirmatory PCR test (details below), then isolate immediately in line with guidance. • The visit cannot go ahead if a positive result is recorded. <p>If the LFD test result is negative:</p> <ul style="list-style-type: none"> • Let the visitor know of their result • Support the visit to go ahead with PPE and wider (existing) safety measures in place. • Ask the visitor to log into NHS Scotland Covid Testing and Registration Portal to enable recording of the results – provide help as necessary. They will need the Test Lot and Serial Numbers to do this. Care home staff should support people to enter details online if needed for any reason (or use the Excel sheet to record details if there is an issue with internet access)

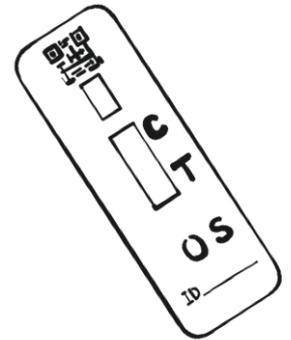
<p>Visitors testing in their own home</p>	<p>Communicate and check with the visitor they may meet your requirements</p>	<ul style="list-style-type: none"> • At the care home's discretion, visitors may test in their own homes immediately prior to a visit. • The visitor will require to order their own LFD kits, information available at - https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/no-covid-symptoms/ and report the result at https://nhsnsstest.service-now.com/covidtesting?id=test_home • The test should take place on the same day as the visit to the home and the care home may ask for proof of a negative test. Regular visitors can test at a minimum twice weekly
<p>Visiting professionals (not covered by wider pathways through their employer)</p>	<p>LFD testing on arrival at the care home</p>	<ul style="list-style-type: none"> • From 4 January. For non-healthcare staff it is recommend that care home staff carry out test. For health professionals self-swabbing. As for care home visitors results should be recorded on: NHS Scotland Covid Testing and Registration • If the LFD test is positive the member of staff should self-isolate and arrange for a confirmatory PCR test themselves.
<p>Care home staff LFD testing</p>	<p>Arrange twice weekly LFD testing of all care home staff Discuss the result with the staff member and ensure that the test result is recorded</p>	<ul style="list-style-type: none"> • From 4 January staff to twice weekly LFD tests, to be used alongside the existing weekly PCR test. • The test can be carried out by either the care home testing lead or the individual staff member at the discretion of each site. • At the care home's discretion, the second LFD test may be carried out in the member of staff's own home (once LFD tests kits approved for self-test are issued to care homes). • The first LFD test should be done on the same day as the PCR (both of these tests should be carried out in the care home) and if the result is positive the member of staff should self-isolate and await the PCR result to confirm. • If this PCR test is negative they can return to work. If it is positive they must remain isolated. The second LFD test can be done later in the week (when staff on shift). If this later test is positive staff should self-isolate and have a confirmatory PCR.

		<ul style="list-style-type: none"> • As for care home visitors, the LFD results should be recorded on NHS Scotland Covid Testing and Registration Portal • NHS Scotland Covid Testing and Registration
Outbreak management	<p>In the event where a resident or staff member tests positive for COVID LFD can be used</p>	<p>In the event of a resident or staff member testing positive for COVID via LFD, the local HPT should conduct a public health risk assessment to decide if whole home testing (WHT) is appropriate. Local HPTs may instigate WHT after one positive LFD in an asymptomatic staff member depending on the risk assessment unless there is a very clear reason not to do so. HPTs will advise if WHT should use PCR or LFD tests and will oversee the process. If LFDs are recommended, Care homes can utilise the home's stocks of LFDs to do simultaneous testing of all staff in addition to PCR. This may not be as suitable for residents who should have, as a minimum, PCR testing, though LFD may be useful for a first suspected case pending PCR confirmation.</p> <p>Any staff immediately identified as positive for COVID by LFD test must self-isolate pending the PCR result. Any residents identified as positive must be isolated and managed in line with the relevant guidance. Staff who initially test negative should continue to be tested daily for at least 7 consecutive days (and ideally for the remainder of the outbreak if local HPT advise), after the identification of a single case of COVID within a home. In addition all previously negative residents should be tested on day 4/5 with PCR. This is in line with SAGE guidance.</p>

Overview

Lateral Flow Antigen testing involves processing a throat and nasal swab sample with an extraction fluid and a lateral flow device.

The test detects a COVID-19 antigen that is produced when a person is infectious with COVID-19. If this antigen is present, then a coloured strip on the Lateral Flow Device (LFD) will appear to show a positive result within 20 – 30 minutes.



We will be providing you with Innova SARS-CoV-2 Antigen Rapid Qualitative Kits. LFDs find at least half of the cases that PCR testing detects and about three-quarters of those who have very high amounts of virus present when an individual is tested. They are helpful in detecting cases that would not be detected by other testing strategies in use routinely. Like with other testing processes, LFD testing is not a fool-proof solution: it should be seen as an addition to PPE and other IPC measures and **must not** be seen as a way of relaxing their use.

Safety Considerations

- It is important that visitor testing is not conducted without considering other safety and risk management protocols.
- Visitors don PPE during testing and visit, and comply with existing care home guidance on infection prevention and control measures.
- Separate the visitor testing from other parts of the home.
- Clean the testing area between tests and follow decontamination protocol.
- Use clean and dirty entrances for the testing area, wherever the layout of the care homes allows

Assurance:

The ongoing evaluation process will be part of the overall testing evaluation process. This may include the following elements:

1. Plans for future dual swabbing at a selection of sites. This will be enacted for the purpose of ongoing evaluation once testing at care homes with LFDs is fully established. This will explore process and implementation issues.
2. Ongoing quantitative analysis of results from routine data e.g. positives, negatives, and void LFD tests.
3. Care homes are responsible for their own internal quality assurance. These might include measuring:
 - Visitor numbers
 - Staff training completion records

Stock for twice weekly staff and visitor LFD testing is sent to care homes. If you have any queries about your stock/ supply, please call the dedicated helpline 0800 008 6587 which is open daily 09.00 to 17.00.

If you have urgent requests for further test supply to support with outbreaks (*i.e you have a positive test on your premises, have contacted local Health Protection who have advised you to test all staff for the next 7 days*), please use the

nss.covid19testorderrequests@nhs.scot mailbox, notify them of the situation and request additional kit. When making these necessary urgent requests, please include the following in your email request:

- Care Home Service Number (CS200XXXXXX)
- Number of staff
- The nature of the urgent request (e.g. outbreak, stock depleted due to a specific reason) If you are experiencing an outbreak, please add OUTBREAK in the email subject line and confirm you have been in touch with local Health Protection who have advised you to test all staff for 7 days.
- Current remaining number of Lateral Flow devices for staff twice weekly testing.

Ordering PPE - Please continue to access your local PPE Hubs for support with additional PPE, including provision for visitors, should your normal supply routes be unsuccessful.

Preparing your visitor

These kits are available for testing visitors prior to every visit.

Who is a visitor?

A ~~designated~~ visitor is defined as any relative or friend wishing to visit a resident, nominated by the resident (or their authorised representative). Designated visitors should be offered tested every time that they visit. (From 26 December only care homes in level 3 are offering indoor visiting to designated visitors. Those care homes in level 4 are advised to support outdoor and essential indoor visits only)

Essential visitors who often need to see their relative urgently do not need to be tested unless the individual wishes to be tested. Essential visits should be supported to proceed at all stages of the pandemic, because they are just that – essential. LFD tests for routine (or non-urgent) visits from spiritual and faith representatives to people in the care home can be offered.

Visitor expectations

On arranging their visit, we recommend you prepare visitors for testing. There are information materials to support you to do this. Visitors will need to prepare to:

- Consent to testing and processing test results
- Register their own kits online, or consent to sharing personal information if you support them with registration
- Agree to care home staff delivering a throat and nasal swab (recommended)

- or alternatively to self-complete a throat and nasal swab
- Wait 30 minutes for a result before visiting
- Wear PPE during testing and visit
- Follow all other existing visiting infection control protocols and safety requirements during their visit
- Complete a confirmatory PCR test if LFD test is positive

Visitor prep check list

- Share visitor's letter, leaflet, privacy statement and consent forms visitors in advance of their visit
- Prepare consent forms to receive written consent to testing and processing personal information (if you support them with registration)
- Schedule visits according to time it will take to test each visitor (approx 45 min - 1 hour)
- Ensure you have enough PPE and can support visitors with putting on and taking off
- Provide visitors with web devices or direct support with registering results

What happens with a positive result?

If a visitor tests positive, the visit cannot occur. A confirmatory test is required for a person who received a positive result, they will be advised to go home to isolate and arrange a PCR test. Tests can be accessed from [Get a free NHS test to check if you have coronavirus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-free-nhs-test-to-check-if-you-have-coronavirus) or 0300 303 2713 telephony route if individual does not have internet access. For more information on booking a test see [Coronavirus \(COVID-19\): Testing in Scotland | NHS inform.](#)

The visitor should then immediately return home, avoiding public transport and wearing a face covering. If the visitor's confirmatory PCR is positive, their household/ bubble will also need to self-isolate and NHS Test and Protect will be in touch with them to contact trace.

PPE Requirements

Visitors need appropriate PPE upon entry into the care home and during the visit, including:



Disposable gloves



Disposable plastic apron



Surgical, fluid resistant facemask

PPE should be worn during testing and throughout the visit. Visitors should not take off their PPE. They can continue to wear the same PPE for the duration of their visit unless it is contaminated, in which case they should change their PPE.

Registration of kits

Visitors should register their test individually at NHS Scotland's https://nhsnsstest.service-now.com/covidtesting?id=test_home. You may need to support people to do this or to provide a web-enabled device if a visitor does not have a suitable one themselves.

If there are issues accessing the Testing and Registration Portal then we are asking care homes also to record tests using the *Care Home Visitor Test Results recording sheet (Excel file)* at the point of testing.

Make sure the device is kept clean between each use and that IPC measures are carefully followed. If a member of staff or visitor has to use the device in the middle of the testing process, the device should be cleaned and PPE should be replaced appropriately.

Visitors can complete registration before or after swabbing, depending on what workflow works best for your home.

What the visitor will need for registration:

- The Care Home name
- The serial number of the test (beside the QR code on the test)
- Test Lot number, on the test packet
- Date and time that their test was taken
- Contact information
- Personal details including DOB
- The visitor's current address details, if they are staying somewhere other than home

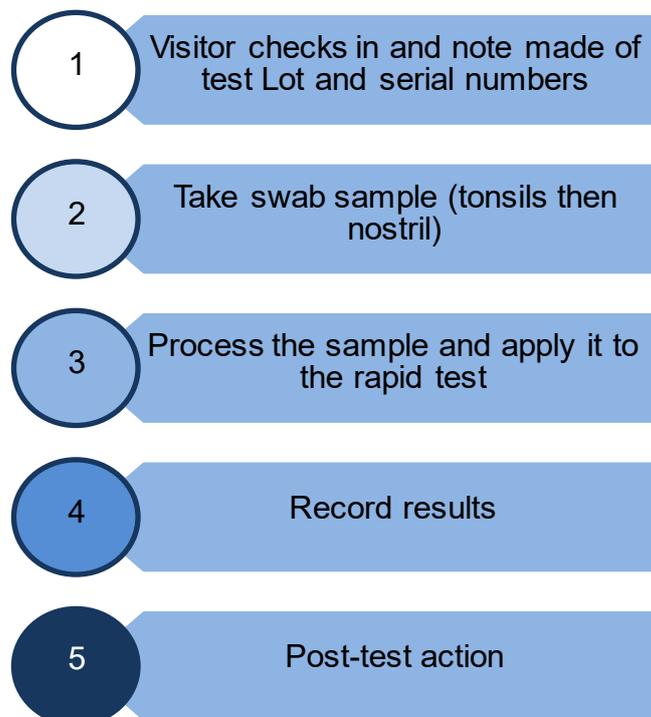
Preparing the test area

Before you start

Prepare for day of testing and make sure:

- There is a separate area for visitors to complete a self-assisted swab and wait on results, maintaining social distancing.
- You have your visiting schedule planned accordingly to take into account time for testing.
- You have prepared written consent forms for all visitors to be tested in line with your normal policies and procedures.
- Devices are set up for registration and your home's unique organisation number (UON) is visible for visitors to register online.
- Devices are set up to use the Log Results app.
- You are prepared to have a clear record of which barcode matches which result.
- You have a mirror, timer, permanent markers, hand sanitiser, and clear bags (or equivalent. See waste section) in the testing area.

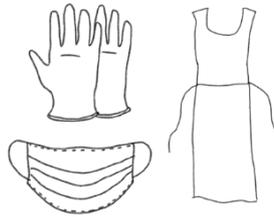
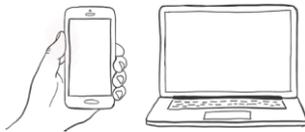
Testing process check list



Prepare the check-in area

Prepare the testing area with the following:

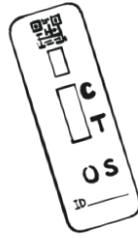
Devices for registration support (if visitors cannot use mobile phones)



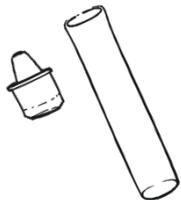
PPE for visitors



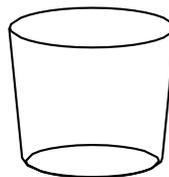
Swab, inside sealed wrapper



LFD cartridge



Extraction tube



Clean cup to prop up the extraction tube



Extraction solution



Results entering

Visitor arrival



1. Check visitor in

As each visitor enters they are provided with PPE, checked in against the visitor list, asked to complete consent to testing and confirm they do not have symptoms



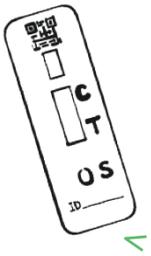
Note the lot and test serial numbers. The lot number is on the outer foil package of the device and the test serial number is found on the device underneath the QR code.

2. Visitor moves to swabbing area

The visitor can now move to the testing area.

Sample collection

3. Test kit preparation



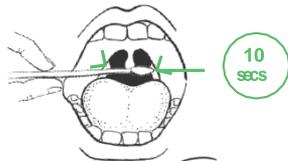
The care home staff member prepares other parts of the test kit including the extraction tube and extraction solution to process individual samples.

The care home staff member then performs the swab (unless the visitor expresses a preference to self-swab)

4. Swabbing

Un-package the swab and - administer the swab sample for both the throat and nose.

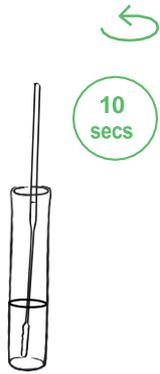
If the visitor prefers to self-swab they should undertake the same procedure and then If the visitor is self-swabbing they hold their used swab until the staff member assisting with the test procedure is ready to process their test sample. It is critical that no one touches the end of the swab.



6. Extraction preparation

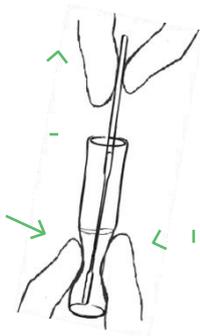
The staff member assisting with the test procedure puts the extraction tube into a small cup and puts 6 drops of the extraction solution into the tube (without touching the edge of the tube).

The visitor can move into the waiting area after they have the sample or handed over the swab if self-swabbing.



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.



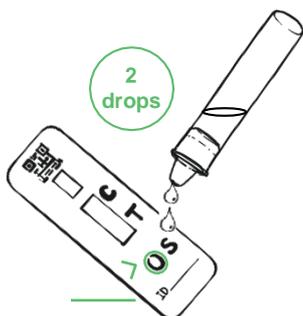
9. Swab extraction

Take out the swab while squeezing the tube and fabric end of the swab to squeeze as much fluid out as possible. Place the swab into the plastic bag provided and dispose of it in a clear bag



10. Prepare nozzle

Press the nozzle cap tightly on to the tube.



11. LFD cartridge processing

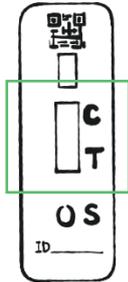
Squeeze 2 drops of the solution into the sample well of the LFD cartridge and record the time of test (for example, "Drop @ HH:MM") in marker on the LFT.

Result 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 30 minutes.

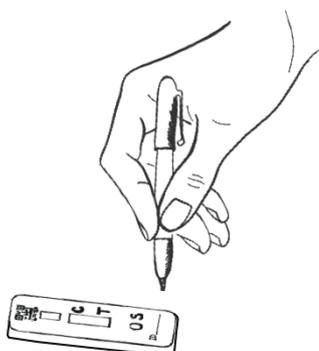
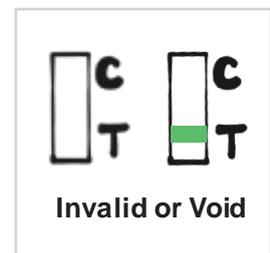
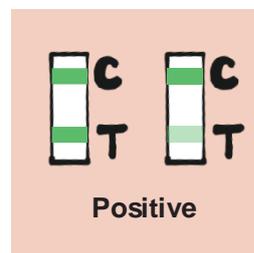
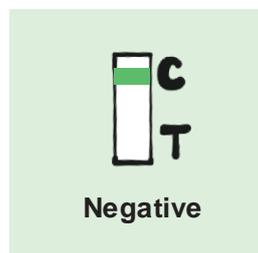


13. Results Interpretation

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

Positive results may appear after 20 minutes. Result should ONLY be read and reported at 30 minutes.

If a positive signal appears after 30 minutes, it should not be reported as positive waiting longer than 30 minutes can create false positives. Line C must be coloured to have a valid test result.



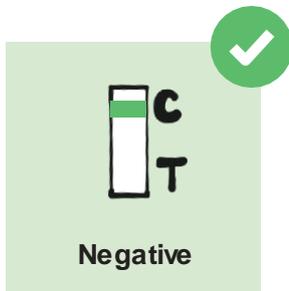
Marking Results

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

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

Results guidance

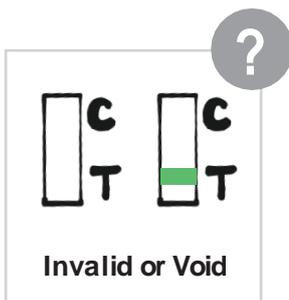
Once the result is logged, you can notify the visitor and follow the associated guidance on their visit.



Negative result

The visitor can proceed with the visit if other IPC measures are adhered to.

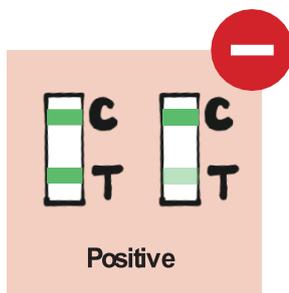
The visitor should only enter designated parts of the care home and must wear appropriate PPE including a face mask, gloves, apron and follow IPC measures in line with the care home and national policy. IPC measures remain important because the test is not 100% sensitive. If these measures are followed, the visitor is allowed a more meaningful visit including hand-holding or entering the resident's room.



Invalid or void result

Re-test using a spare LFD kit to receive a conclusive result.

If the retest comes back as invalid, we recommend that you discuss with the visitor the potential risks, but allow the visitor to complete the visit ensuring that IPC measures, including social distancing and PPE, are followed.



Positive result

The visitor can no longer proceed with the visit, should return home immediately – avoiding public transport if possible and to arrange a confirmatory PCR test.

Provide the visitor with details on how to arrange a PCR test and sensitively explain what an LFD positive test means and give information for the visitor to explore.

Visitors testing outwith the care home

Visitors will now, subject to care home discretion, be able to undertake an LFD test in their own home immediately prior to coming to visit by accessing LFD tests via community testing routes. Visitor testing at home is not a mandatory requirement; decisions should take into account the circumstances of your care home and your visitors. Not all visitors will be comfortable or able to test themselves, so you may wish to continue to support visitor testing at the care home for some or all of your visitors.

For those visiting regularly eg multiple times/ daily we recommend that a visitor tests a minimum of twice weekly. However, individual care homes have the discretion to decide whether or not that needs to be done each time.

If you are happy for the visitor to test in their own home, they will need access to a device such as a smartphone or tablet to register their result online at <https://nhsnss.service-now.com/covidtesting>. There are three ways of visitors accessing testing kits and information on how to do this is available at the following link - <https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/no-covid-symptoms/>. Visitors may ring 119 or order online for home delivery or tests can be collected from the COVID-19 testing centres or picked up from local pharmacies <https://maps.test-and-trace.nhs.uk/>. The latter is a new service which commenced on the 9th May and has over 1000 pharmacies taking part.

The test should take place on the same day as the visit to the home. You may wish to ask for proof of a negative test, confirming date of test, to be shown prior to the visit, such as a screenshot from [Welcome - COVID Testing Portal \(service-now.com\)](https://nhsnss.service-now.com/covidtesting) showing the uploaded result.

If visitors do not have access to a smartphone/ tablet, or are not able to produce confirmation of negative test result, you may wish to ask them to take the test at the care home.

Please note that the instructions in the LFD test kits supplied by the community route recommend recording results on the UK Government Department of Health and Social Care portal. These instructions will be updated in time to reflect reporting on the Scottish Portal. **In the meantime, please advise visitors to use:** <https://nhsnss.service-now.com/covidtesting>.

Please be aware that in the event of a decrease in testing and/or a rise in care home infections, care homes may be advised by local oversight teams to reintroduce on-site testing.

Enhanced Care Home Staff Testing

Staff should be tested using LFD tests twice weekly alongside existing weekly PCR testing. This is in line with the SAGE recommendations. It is recommended that this is carried out in the workplace. However care homes will have **discretion to allow staff to undertake the second LFD test at home when LFD self-test kits approved for home use become available**. These testing kits come in smaller boxes, most likely with 7 LFD test kits and will be available from

August 2021. (more details below)

This is not a requirement - it is up to you as the employer whether you allow staff to undertake LFD testing at home.

The test can be carried out by either the care home testing lead or the individual staff member at the discretion of each site. Please note that research shows that sensitivity decreases slightly when an individual is responsible for the end to end self-testing process and recording of results but not in a way that increases the risk substantially.

The first LFD test should be done on the same day as the PCR and if the LFD result comes back positive the member of staff should self-isolate and await the PCR result to confirm. If this PCR test is negative they can return to work. If it is positive they must remain isolated.

The second LFD test can be used later in the week to best fit with shift patterns (or it can be done at home at the discretion of the care home once LFD self-test kits approved for home use become available). If this later test is positive staff should self-isolate and seek a confirmatory PCR.

In the event of a positive result, the staff member must self-isolate immediately (along with their household) in line with government guidance, inform their manager and occupational health department, and arrange to have an urgent confirmatory PCR test performed; swabs will be taken in accordance with their organisational protocols and sent to their local designated COVID-19 laboratory for testing.

Until the PCR result is confirmed, the staff member must self-isolate in line with government guidance. At the point the confirmatory PCR test result is known, and this is positive, test results will, as normal, be referred to Test and Protect so that full contact tracing can commence. If the PCR result is negative, the staff member would be able to attend immediately for duties.

If symptoms develop subsequently, then the staff member must restart their period of isolation for the full 10 days from start of symptom onset. Staff must continue to isolate until they have the results of the PCR test.

In line with existing government guidance, the symptomatic staff member must remain in isolation until 10 days from symptom onset, or longer if certain symptoms persist. The rest of their household must also remain in isolation for 10 days from symptom onset in the symptomatic person, even if they don't have symptoms themselves.

A staff member who has tested positive via PCR should not commence/recommence regular COVID testing until 90 days after their positive test was taken. However, as above, if the staff member develops COVID-19 symptoms during that 90 day period, they must self-isolate in line with government guidance and arrange a PCR test.

Staff who are negative on LFD testing must **not** regard themselves as free from infection – the test could be a false negative – they may also go on to acquire the virus in the period before the next test. They should remain vigilant to the development of symptoms that could be due to COVID-19 and existing IPC measures - including the use of PPE, the extended use of face masks, physical distancing, increased environmental cleaning, and good hand and respiratory hygiene – all remain critical to minimise the risk of transmission of COVID-19. Staff should not be at work if they have symptoms of COVID 19. If staff have coronavirus (COVID-19) symptoms they must self-isolate as per Government advice and book a PCR test as per usual symptomatic testing channels.

The LFD testing programme, and ongoing need for other IPC and PPE measures, also

applies to staff who are participating in the vaccination programme. Staff who have been vaccinated should still partake in twice weekly LFD testing and adhere to existing IPC measures. The need for testing will be in place until we better understand the degree of protection, and duration, that the vaccination provides, including importantly whether it is possible to still transmit the virus if you've been vaccinated. The vaccination will not impact the LFD test result.

Reporting of results and PCR testing

The results from the LFD test will be documented by the individual digitally via https://nhsnsstest.service-now.com/covidtesting?id=test_home. Data from these devices will flow to NHS Scotland for use in reporting and any required systems integration. As with the visitor testing the portal is on a web link so that anyone can use their own device or a workplace device to record the results. Bar code scanners have been made available to care homes to scan the bar code on both PCR and LFDs to remove the need to key the number in manually. More guidance is available at [Coronavirus \(COVID-19\): uploading LFD testing results and bar code scanners - gov.scot \(www.gov.scot\)](https://www.gov.scot/Coronavirus-(COVID-19)-uploading-LFD-testing-results-and-bar-code-scanners)

The results from the device must be recorded digitally by the staff member after 30 minutes has passed via the online portal. The timing is critical, as leaving the test for longer than 30 minutes can lead to false positive results and the test will need to be repeated. Results must be recorded in line with the following:

Negative: The presence of only the control line (C) and no test line (T) within the result window indicating a negative result.

Positive: The presence of the test line (T) and the control line (C) within the result window, regardless of which line appears first, indicating a positive result. The presence of any test line (T), no matter how faint, indicates a positive result.

Invalid result: If the control line (C) is not visible within the result window after performing the test, the result is considered invalid.

When an invalid result is observed, the test should be repeated with a new test kit. If this issue persists and an individual continue to get invalid results, they should seek advice and support from their manager and the Board point of contact for LFD testing.

Location of Test

Care homes will be provided with LFD testing kits that will come in smaller boxes, most likely with 7 LFD test kits from August 2021. These testing kits are approved for self-testing at home. Until this new stock is available, care homes will continue to use the Innova LFD kits of 25 tests within Care Home settings.

Once you start to receive the boxes of LFD 7s, which are approved for self-test at home, you will have the discretion to allow your staff to undertake their second LFD test in their own home. This is not a requirement - it is up to you as the employer whether you allow staff to undertake LFD testing at home.

If you are satisfied that staff are fully trained to complete and record their LFD tests without supervision in their own homes, the following arrangements apply:

- **Staff should undertake one LFD test on the same day as their weekly PCR test on site at the care home.** Undertaking both the PCR and the LFD test will help to provide quality assurance checking.
- **Staff can complete the second LFD test midweek between PCR tests in their own homes.**

- If a member of staff is undertaking the second LFD test at home on the same day as a shift, they should do the test before travelling to work and ideally in good time to allow for cover arrangements to be made should they test positive. This will help reduce the burden of testing on care home capacity and help avoid further transmission of anyone who may test positive.
- If staff take testing kits home, these should be stored safely at room temperature.
- It is essential that all results (negative/positive/inconclusive) are recorded on the **National Services Scotland testing portal**: https://nhsnss.service-now.com/covidtesting?id=test_home either by the care home or by the individual staff member. Staff can register for an account with NHS NSS and record themselves as “care home staff” and the care home that they work at. This means it will be quicker each time someone uploads their results as they will not need to enter personal details multiple times.
- If the test is inconclusive, the member of staff should re-test. The care home should ensure that staff know how the test result is to be recorded. Recording of **all tests** is critical for our understanding of prevalence within the workforce and for informing the future testing strategy.
- It remains the care home manager’s responsibility to monitor testing compliance and maintain records of the kits that are distributed to staff, including the LOT number.
- It is also important to remind staff that regular testing is vital even when they have been fully vaccinated as people can still catch and transmit Covid when vaccinated.
- Please be aware that testing uptake and recording will continued to be monitored locally by your oversight team and nationally. In the event of a decrease in testing and/or a rise in care home infections, you may be advised to reintroduce on-site testing for both LFD tests.

Additional LFD Testing to support Outbreak Management

New advice for the use of LFD testing to support the immediate Care Home response to a suspected outbreak was documented in letter to care homes on 24 December. **However, use of LFD testing in outbreak situations should only be done following advice from local health protection teams who will undertake a risk assessment alongside a full PPE and IPC review.** Using LFDs in outbreak situations may support early and immediate action to support the health and wellbeing needs of both their residents and staff. The procedure is as follows:

- In the event of a single resident or staff member testing positive for COVID via PCR a **whole home outbreak management process involving staff testing should be triggered immediately by Public Health Teams.**
- This outbreak management process will be supervised by local Health Protection Team.
- An assessment will be undertaken by health protection teams to determine whether the outbreak testing will involve LFD or PCR testing
- If a one person tests a positive from an LFD test, the local HPT will conduct a public health risk assessment to decide if whole home testing (WHT) is appropriate. Local HPTs may instigate WHT after one positive LFD in an asymptomatic staff member depending on the risk assessment unless there is a very clear reason not to do so. HPTs will advise if WHT should use PCR or LFD tests.
- If using LFDs in outbreak situations, the focus should be on staff LFD testing as it may not be as suitable for residents who should have, as a minimum, PCR testing, though LFD may be useful for a first suspected case pending PCR confirmation.

- Public Health teams should take LFD swabs, and process and read within 30 minutes, along with a PCR swabs for both staff and residents. Care Home staff can support the reading of test where they have completed the competency training.
- The care home's stock of LFDs can be used to do simultaneous testing of all staff in addition to PCR if advised by local health protection. If you need to order stock urgently for outbreak purposes please email nss.covid19testorderrequests@nhs.scot, providing the details as set out above.
- Any staff immediately identified as positive for COVID by LFD must self-isolate pending the PCR result.
- Any residents identified as positive must be isolated and managed in line with the relevant guidance.

Staff members who initially test negative may continue to be tested daily using LFD testing, for at least 7 consecutive days (and ideally for the remainder of the outbreak if local HPT advise), after the identification of a single case of COVID within a home. Confirmatory PCR will be required for a positive LFD result where the staff member immediately self-isolates until the PCR result is received. If the PCR result is negative the staff can immediately return work.

In addition, all previously negative residents should be tested on day 4/5 with PCR. This is in line with SAGE guidance.

Recording and reporting results

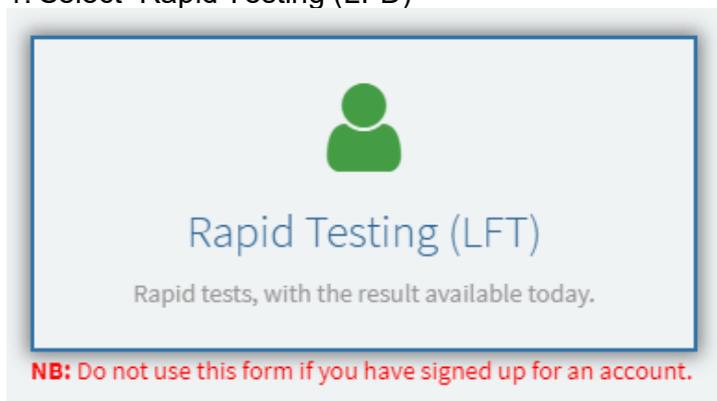
All results for LFD tests carried out in Scotland will be recorded through the *NHS Scotland Covid Testing and Registration System*, which is completed by the visitor getting the test, unless they need help to do this in which case the Care Home should complete. Care Homes should access the web platform by following the link below: [Welcome - COVID Testing Portal \(service-now.com\)](https://www.service-now.com)

More information about the portal may be found at: [Coronavirus \(COVID-19\): uploading LFD testing results and bar code scanners - gov.scot \(www.gov.scot\)](https://www.gov.scot)

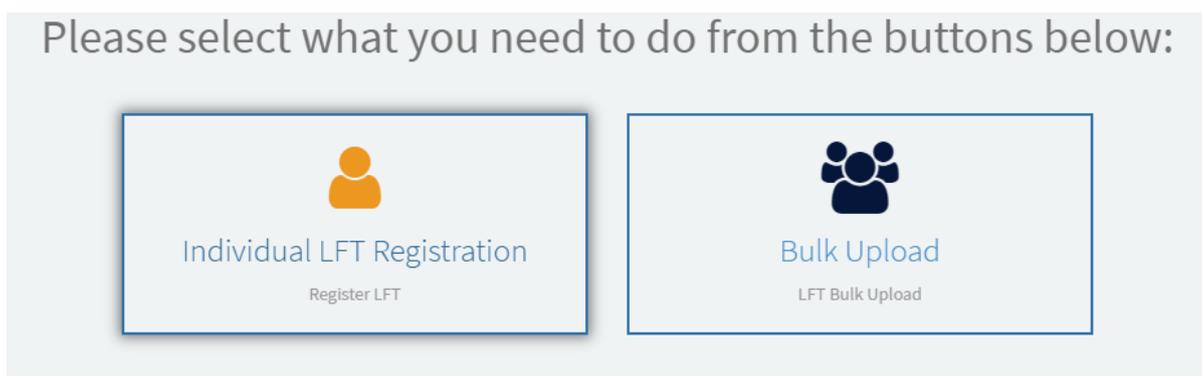
There are two routes for recording tests – one for individuals with an account with NSS and one for individuals without an account with NSS. It is recommended that you register for an account with NSS as it will save time as there will be no need for you to add personal details multiple times. If staff are allowed to test at home they should register for an account and ensure that they **record themselves as “care home staff” and the care home that they work at**. This means the tests and results can be linked to the care home and monitored.

If you have not registered for an account with NSS, please follow these steps:

1. Select “Rapid Testing (LFD)”



2. Select “Individual LFT Registration”



3. Complete this form:

Welcome Guest to the Rapid Testing (LFT) results portal

Covid-19 LFT Result

Individual Lateral Flow Test result

Please enter your Community Health Index (CHI) number if you know it

* Last name

* First name

* Date of birth

* Sex

4. When selecting the most relevant reason for the test, please select “Care Home Staff” or “Care Home Visitor”:

Ethnicity

* Please select the most relevant reason for taking this test

- None --
- Healthcare Worker
- Care home - Visitor
- Care home - Visiting Professional
- Haulier
- Care Home Staff
- Social Care

Hours	0	0	0
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* Please select the Result from the test

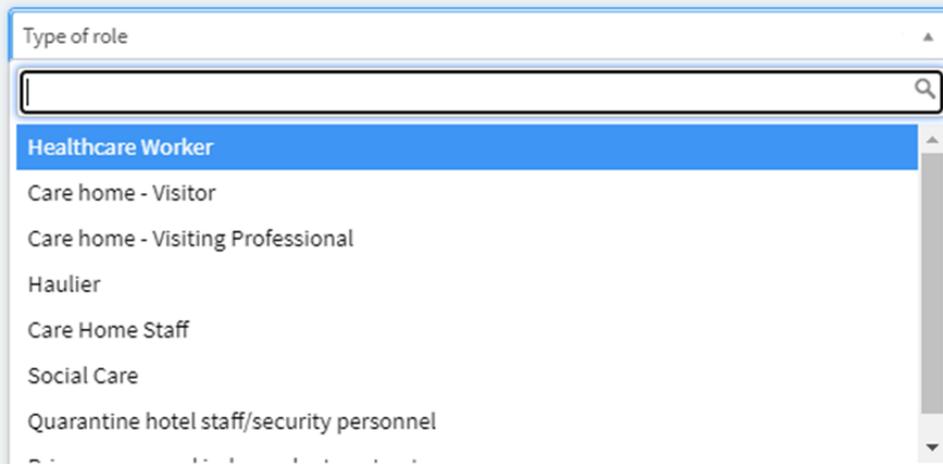
If you have registered for an account with NSS, please follow these steps:

1. When selecting the most relevant reason for the test, please select “Care Home Staff” or “Care Home Visitor”:

Please provide information about your role

NB: If you cannot find your working location, you can enter "Other" in the drop-down.

* Type of role



A screenshot of a web form showing a dropdown menu for 'Type of role'. The dropdown is open, displaying a search bar at the top and a list of role options below. The first option, 'Healthcare Worker', is highlighted in blue. Other visible options include 'Care home - Visitor', 'Care home - Visiting Professional', 'Haulier', 'Care Home Staff', 'Social Care', and 'Quarantine hotel staff/security personnel'. The dropdown has a search icon in the top right corner and a scroll bar on the right side.

2. You will then have the option to specify care home and staff group. If you are a care home visitor then please enter the care home you visited.

Please provide information about your role

NB: If you cannot find your working location, you can enter "Other" in the drop-down.

* Type of role

* Please select your care home

* What staff group do you belong to?

Previous

Next

Processing and Managing Visitor Consent information

Each care home provider is a data controller in its own right for the data collected during the testing process. It is responsible for the secure handling of data in line with existing protocols, and for uploading data onto the COVID Testing Portal.

Information in the COVID Testing Portal is the responsibility of the Scottish Government, and NHS Boards (National Services Scotland, plus local Health Boards).

Care homes are responsible for communicating the purpose of the testing to develop an understanding of the service. Participation by visitors is voluntary and consent is sought from the visitor to take the test. Visitor information letter and consent form templates have been prepared

for care homes to do this. Additionally *Coronavirus (COVID-19) testing for visitors: Information for people visiting care homes in Scotland – Leaflet for visitors* has also been created by NHS National Education Scotland (NES). Consent forms will need to be recorded and kept for a relevant period, suggested as one year, at which point a review will take place with continued secure storage or secure destruction, if visiting is no longer taking place.

As a data controller care homes must issue a privacy notice that informs visitors of how their data will be used. If the visitor wishes to take a test, having now received this information, the visitor should indicate their consent by reading and completing the consent form. Care Homes must securely store a copy of visitors' consent (see below). Repeat visits by the same designated visitor do not require consent forms to be completed each time, if consent is securely stored by the care home. Instead, confirmation of consent can be taken by the care home verbally for tests after the first, unless the visitor indicates they wish to do otherwise.

Privacy notices have been prepared to support informed consent by visitors and supplied to Care Homes. This outlines the purposes for which their personal data will be used, the data controllers and processors involved. It also includes a link to Scottish Government's Covid-19 privacy statement for information in relation to the various tools and applications to help respond to the pandemic, and how people's data may be used by these (see: [COVID-19 Privacy Statement | Information Governance \(scot.nhs.uk\)](https://www.scot.nhs.uk/covid-19/privacy-statement)).

The care home must ensure that any personal data it collects is processed and managed in line with data protection requirements. Personal data (e.g. consent and results recording forms) that the care home collects from visitors should be kept securely by the care home for the period that the designated visitor wishes to continue visiting weeks. After this, it should be permanently and securely destroyed by the care home.

The following data elements are captured by the [NHS Scotland Covid Testing and Registration System \(or the Excel file, if using this when the Covid Testing and Registration portal is unavailable\)](#). These fields may change in the weeks Dec-Jan 2021 and content will be updated to reflect any changes:

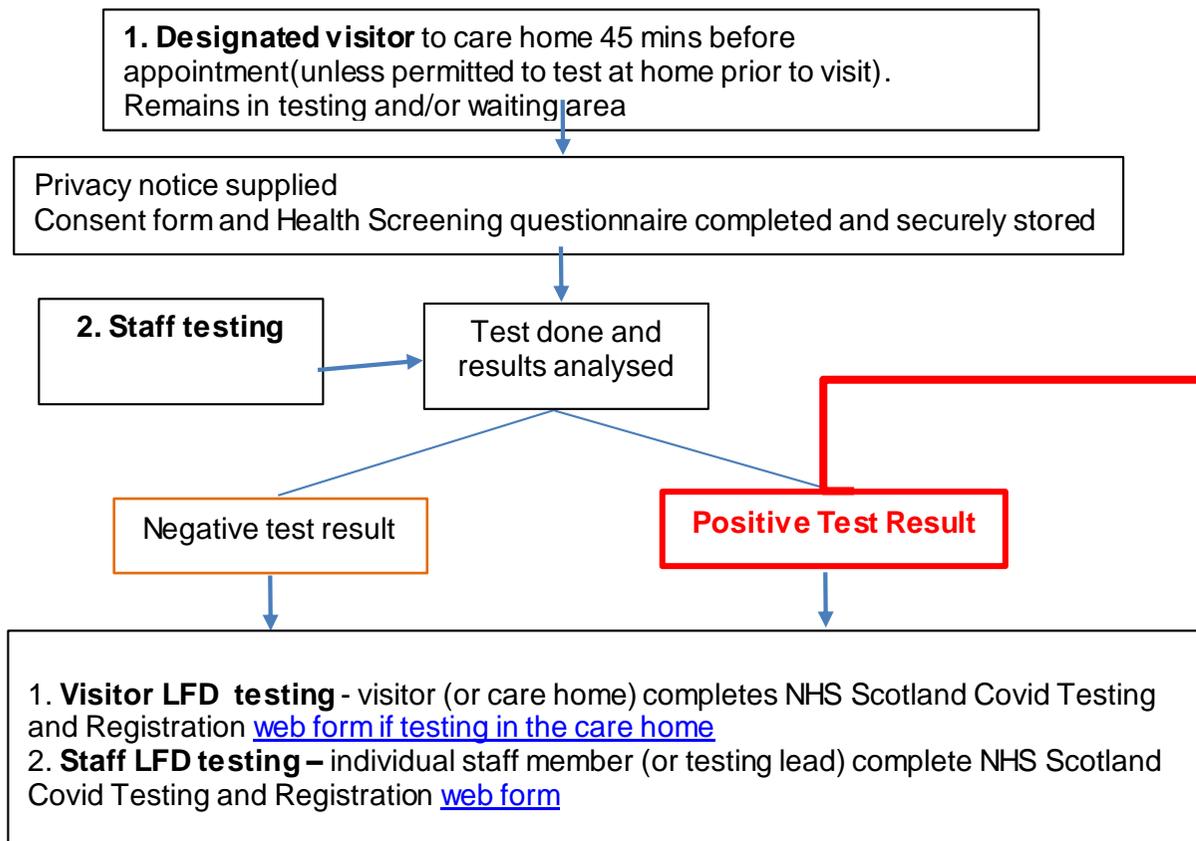
1. CHI Number (if known)
2. Last name
3. First name
4. DOB
5. Sex
6. Home address (inc p/code)
7. At least one contact method: telephone, mobile phone or email
8. Do you currently stay at your residential address? (y/n)
9. Select most relevant reason for taking test (healthcare worker; visiting professional to Care Home; visitor to Care Home)
10. Serial number from test kit
11. Date test was taken
12. Time test taken (Hour/Min)
13. Result: positive/negative/ inconclusive.

Data Pathway

The following diagram outlines the interim data pathway and timescales for review:

Interim Lateral Flow Device Testing Data Pathway

1. Care Home visitors 2. Staff



Note – Subject to change (Jan 2021) - Scottish Government working to streamline and automate where possible.

- The LFD web platform reports positives to Test & Protect system. Care homes are not required to provide information.
- Test and Protect follow up initiated, including support to confirmatory PCR test and contact tracing as appropriate.
- We are working to put in place same day data transfer to enable local health protection teams to take quick action.

Where NHS Scotland Covid Testing and Registration form cannot be used

- Result recorded, per individual, on 'Care Home Visitor Test Results recording sheet (Excel)'. As soon as feasible, Care home manager enters data from 'Care Home Visitor Test Results recording sheet (Excel file)' onto the NHS Scotland NHS Scotland Covid Testing and Registration [web form](#)
- [If a positive results is received, support the visitor to register for a confirmatory PCR test](#)

Testing Quality and Governance

Each care home should designate a member of the team to act as a quality and governance lead. In most cases this is likely to be the care home manager who will ensure that they:

- Implement appropriate local quality assurance including stock control and audit processes
- Concerns and safety and quality issues need to be escalated to the local public health team where COVID related.
- Support the care home testing staff with maintaining a site risk register, and develop and implement mitigation plans
- Report to local clinical oversight teams on quality assurance concerns, incidents, risks and mitigations.
- Agree with local clinical oversight and HSCP appropriate local arrangements for implementing and monitoring training, if required
- This guidance is the main guidance document for rolling out designated visitor testing in your care home. It is aimed mainly at care home managers and the designated quality and governance lead who should ensure that all staff delivering testing do so in line with this guidance. Supporting materials by NES and the competency form are focussed on the testing process itself in the main.
- Document staff training and supervision and review staff testing performance
- Ensure the promotion of good quality practice
- Undertake quality audits.

Waste Management

Updated Guidance on Management of Waste from LFD testing - 30 March 2021

SEPA have updated their guidance on how to manage waste from LFD testing and it is available at: [SEPA Section heading](#). These updates follow additional public health advice on the risks of managing waste from lateral flow device testing. A document containing answers from Public Health Scotland and SEPA to commonly asked questions regarding the management of waste arising LFD testing for asymptomatic cases of COVID-19 is available at: [Coronavirus \(COVID-19\): Disposal of waste from Lateral Flow Device Testing in Scotland - FAQs - gov.scot \(www.gov.scot\)](#)

The SEPA guidance notes that:

- in community and workplace settings, where testing is on a small scale (such as at care homes), waste from LFD tests can be placed in the residual waste “black bag” waste stream;
- you should agree this with your waste collector before changing current practices;
- the external packaging of LFD testing kits should, in agreement with your waste contractor, be recycled.
- the LFD test itself (swab, cartridge/device) is not recyclable and should be disposed of in your residual (‘black bag’) waste bin.
- any waste produced should not be disposed of in the clinical waste (orange bag) stream.
- any disposable equipment such as face coverings, gloves, or aprons worn during the LFD testing process, either by those undertaking the test or those supervising others taking LFD tests, should also be disposed of in your residual (‘black bag’) waste bins.

Questions and Feedback

A free helpline is available to provide advice on testing. Tel: **0800 008 6587** available 09:00 to 17:00 every day

If you have an urgent request relating to 1. Outbreaks 2. Insufficient stock to test your staff twice weekly, please email nss.covid19testorderrequests@nhs.scot mailbox

When making these necessary urgent requests, it is helpful to confirm the following in the email you send to clarify your requirements :-

- **Care Home Service Number (CS200XXXXXXX)**
- **Number of staff**
- **The nature of the urgent request (e.g Outbreak, stock depleted due to a specific reason) **If you are experiencing an outbreak, please add OUTBREAK in the email subject line.****
- **Number of Lateral Flow devices you have remaining for staff twice weekly testing.**