

**PLAY
YOUR
PART**

Workplace testing: free rapid coronavirus tests

Why you should test your workforce

Around 1 in 3 people who are infected with COVID-19 have no symptoms. Completing regular testing will reduce the spread of the virus and protect those who are not working from home.

It is a voluntary decision for employers to run on-site testing programmes for their staff.

Rapid testing

Rapid testing is a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus. Results are available within 30 minutes.

Rapid tests are designed to be intuitive, require minimal training to operate and do not require a laboratory to process the test. The test involves self-swabbing the throat and nose and processing the sample on a cartridge, similar to a pregnancy test, to produce a result.

Those who test positive must immediately self-isolate to avoid passing the virus on to others.

How often should employees get tested?

It is recommended that organisations offer access to two rapid tests every week. This will help identify staff who are carrying the virus without displaying symptoms, reducing the risk of transmission.

Through the new government led Workplace Testing scheme, your organisation can access free rapid tests until the end of June 2021.

To qualify for the scheme, you must ensure:







- your organisation is registered in England
- your employees cannot work from home

Register your interest **before 31 March** to order workplace rapid tests by [visiting the government website](#).

In the meantime, your employees can continue to visit a Hertfordshire County Council test centre and [book a rapid test appointment online](#).

Testing roles and responsibilities

Once you have signed up to offer workplace testing, please complete the steps below. The table sets out your responsibilities and those of NHS Track and Trace. Training and guidance documentation is available.

Preparation required	Organisation	NHS Track and Trace
 Set up test site and train staff	<ul style="list-style-type: none"> Identify and set up test site/test area Recruit workforce to manage test site Conduct site risk assessment 	<ul style="list-style-type: none"> Guidebook with full requirements (site visit for novel settings) Supply “booths in a box” for employers to purchase if required Online training and assessment for your test Operatives
 Order test kits and prepare for testing	<ul style="list-style-type: none"> Calculate number of staff to be tested Plan a testing schedule (twice a week per employee recommended) Source PPE, cleaning materials and other consumables 	<ul style="list-style-type: none"> Provide and fund test kits
 Employee engagement	<ul style="list-style-type: none"> Adapt communications materials, engage employees, and provide test-appointments process 	<ul style="list-style-type: none"> Standard communications pack for employees and media lines, videos/posters and FAQs
Testing process		
 Conduct testing	<ul style="list-style-type: none"> Employee self-registers online on their or your device Move employees through the site for supervised self-swab 	<ul style="list-style-type: none"> Registration portal
 Test sample analysis	<ul style="list-style-type: none"> A member of staff who processes the swabs and analyses rapid test results A digital device, such as phone, iPad or laptop and a member of staff to submit results on Results Logging service 	<ul style="list-style-type: none"> Approved clinical protocol (Standard Operating Procedure) Web-based Results Logging service
 Result notification and follow up	<ul style="list-style-type: none"> Employees notified via text or email entered during self-registration 	<ul style="list-style-type: none"> Provide managed device to scan and record results Notification through Track and Trace

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

Full documentation and training is available to support your organisation

- Testing introduction and guidebook
- Test order form
- Communications Pack
- Standard Legal Terms
- Standard Operating Procedure (SOP) for testing
- Data Protection Impact Assessment and guidance
- Access to online self-service training portal

Next steps to get started

1. Register your interest by **31 March** at www.gov.uk/get-workplace-coronavirus-tests
2. Attend an online webinar to find out more
3. Decide if you want to proceed, order test kits directly from government and set up your workplace testing site