INTRODUCTION TO LFD TESTING IN WORKPLACES

Overview of approach
2 February 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

- Request access to Egress
- 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

**SET UP TEST SITE & TRAIN STAFF**

- Click to accept the legal terms & conditions
- Fill out the Order Request Form to organise test kit delivery in advance
- Communicate booking slots to your employees

**ORDER TEST KITS & PREPARE FOR TESTING**
Begin testing employees

**CONDUCT TESTING**

**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:

**Government-Supported Test Site Responsibilities**

**Organisation**
- Identify, construct and set up test site, and recruit workforce
- Conduct site risk assessment
- Size population to test and plan testing throughput / scheduling;
  - Source PPE, cleaning materials, and other consumables
- Co-brand and adapt communications materials, engage employees, and provide test-appointments process
- Employee self-registers online on their or your device;
  - Move employees through the site for supervised self-swab
- Operatives who process the swabs and analyse the LFD results
  - Device and Operative to submit results on Results Logging service
- Employees notified via text or email entered during self-registration

**NHS T&T**
- Guidebook with full spatial requirements
- Make available an approved supplier of “booths in a box” if your organisation needs to purchase these
- Online training and assessment for your test Operatives
- Provide and fund test kits
- Standard communications pack for employees and media lines, videos/posters and FAQs
- Subject registration portal
- Approved clinical protocol (SOP)
- Web-based Results Logging service
- Provide managed device to scan & record results
- Subject notification through T&T

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

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Product Name</th>
<th>Test Type</th>
<th>Sensitivity est.</th>
<th>Specificity est.</th>
<th>Sample-to-analysis est.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innova Tried &amp; Tested</td>
<td>Innova SARS-CoV-2 Antigen test</td>
<td>Swab</td>
<td>76.8%</td>
<td>99.68%</td>
<td>20 – 30 mins</td>
</tr>
</tbody>
</table>

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

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

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

- Log result
  - **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. Give to Facilities/Project Manager.

**Order request form**

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

**Comms pack**

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

**Standard legal terms**

Legal agreement with DHSC under standard terms and conditions. Available on the Egress platform for SRO, Counsel, and Signatory to “click to accept”

**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. Give to 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, and their close contacts, will need to self isolate as per government guidelines

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

Note: subject to change, Terms and Conditions apply and must be accepted prior to receiving test kits
Please attend the DHSC webinar series to seek expert support

Your mobilisation journey

- Attend webinar “Introduction to Mass Testing”
- Attend webinar “Operational Overview”
- Request access to Egress platform to read documents
- Mobilise resources and start planning

- Attend webinar “Q&A” as often as needed for support during mobilisation
- Submit order request on Egress platform*
- Accept standard legal Terms on Egress platform
- Define scope & phasing

- Procure services & materials
- Build site and set it up
- Set up sites for Results Logging and attend optional drop-in sessions
- Communicate with employees

- Start testing and plan scale up
- Dry run
- Access online training and train the Trainer
- Recruit Operatives

*Each new request requires approval from the DHSC governance board and supply chain planners.
To get started, please see the following next steps

1. Register interest here: [https://www.gov.uk/get-workplace-coronavirus-tests](https://www.gov.uk/get-workplace-coronavirus-tests)

2. Await an email from the relevant government department to invite you to the webinar series

3. Await invitation to Egress platform and begin to read/download latest documents

4. Attend webinars. Decide high level scope for your organisation, including which locations, populations to test, frequency, and roll-out phasing until the end of March