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

1. **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.

2. **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.

3. **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.

4. **Conduct Testing**
   - Begin testing employees.

5. **Test Sample Analysis**
   - The collected samples are processed and analysed on site in the allocated area, results will be determined on the day.

6. **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:

<table>
<thead>
<tr>
<th>SET UP TEST SITE &amp; TRAIN STAFF</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify, construct and set up test site, and recruit workforce</td>
<td>Guidebook with full spatial requirements (site visit for novel settings)</td>
</tr>
<tr>
<td>Conduct site risk assessment</td>
<td>Supply &quot;booths in a box&quot; for employers to purchase if required</td>
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<table>
<thead>
<tr>
<th>ORDER TEST KITS &amp; PREPARE FOR TESTING</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Size population to test and plan testing throughput / scheduling; Source PPE, cleaning materials, and other consumables</td>
<td>Provide and fund test kits</td>
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<tr>
<th>EMPLOYEE ENGAGEMENT</th>
<th>NHS T&amp;T</th>
</tr>
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<tbody>
<tr>
<td>Co-brand and adapt communications materials, engage employees, and provide test-appointments process</td>
<td>Standard communications pack for employees and media lines, videos/posters and FAQs</td>
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</tbody>
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<tr>
<th>CONDUCT TESTING</th>
<th>NHS T&amp;T</th>
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<tbody>
<tr>
<td>Employee self-registers online on their or your device; Move employees through the site for supervised self-swab</td>
<td>Subject registration portal</td>
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<tr>
<th>TEST SAMPLE ANALYSIS</th>
<th>NHS T&amp;T</th>
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<tbody>
<tr>
<td>Operatives who process the swabs and analyse the LFD results</td>
<td>Approved clinical protocol (SOP)</td>
</tr>
<tr>
<td>Device and Operative to submit results on Results Logging service</td>
<td>Web-based Results Logging service</td>
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<th>RESULT NOTIFICATION &amp; FOLLOW UP</th>
<th>NHS T&amp;T</th>
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<tr>
<td>Employees notified via text or email entered during self-registration</td>
<td>Provide managed device to scan &amp; record results</td>
</tr>
<tr>
<td></td>
<td>Subject notification through T&amp;T</td>
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</tbody>
</table>

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.

Key Facts

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

Test kit composition

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

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

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

Analyze

Analyze 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. 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

**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

**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

**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”
- Read & disseminate documents
- Mobilise resources and start planning
- Attend webinar “Operational Overview”
- Attend webinar “Q&A” as often as needed for support during mobilisation
- Accept standard Terms and submit orders
- Define scope & phasing
- Procure services & materials
- Build site and set it up
- Set up site for Results Logging and attend optional drop-in session
- Communicate with employees
- Start testing and plan scale up
- Dry run
- Access online training and train the Trainer
- Recruit Operatives

Your mobilisation journey continues...
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