



Test and Trace

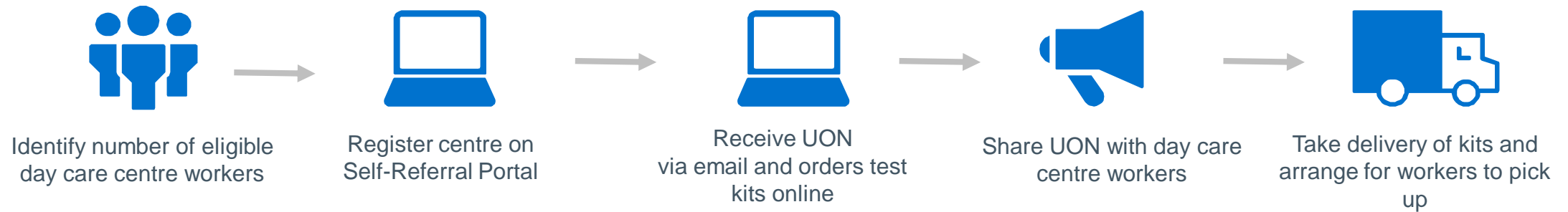
AT-HOME REGULAR TESTING FOR ADULT DAY CARE CENTRES IN ENGLAND

WEBINAR

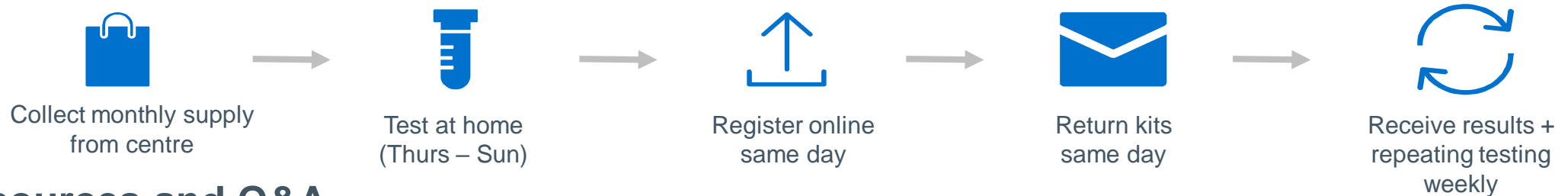
FEBRUARY 2021

Agenda

1. Introduction
2. Summary of the testing process and who's involved
3. End-to-end process for day care centre managers



3. End-to-end process for day care centre workers



4. Resources and Q&A

Summary: Testing for day care centre workers

What is the service?

- Weekly **PCR** testing of all individuals working at **critical to be open** day care centres across England
- Day care centre managers should register their centres online (“Self-referral portal”) and applications will be reviewed for eligibility by Local Authorities
- If approved, day care centre managers should order tests every 28 days for workers
- Tests are delivered for each day care centre worker to the centre, for a 28 day testing cycle
- Each day care centre worker should be given four test kits every 28 days
- Every 7 days, between **Thursday** and **Sunday**, a day care centre worker should take a test, register it online, and return it by post same day
- Day care centre workers will receive their results in 2 to 4 days by email and text message (SMS)

Who is eligible?

Day care centres that are run by paid care staff and deemed critical to be open during lockdown by Local Authorities. Services must be for adults over 18 and provided within non-residential care settings that support the health and wellbeing of adults. This includes settings such as:

- purpose-built day centres
- day centres attached to or part of a care home or supported living
- other buildings in communities specifically used for regular adult day care

Why is testing important?

- **Identifies anyone working in the day care centre** who currently has Covid-19 so they are able to self-isolate if their result is positive
- **Protects those attending services** from infection passed to them by day care centre workers who are confirmed positive
- **Prevents and controls the spread of the virus** by identifying asymptomatic cases

How am I involved?

A “day care centre manager”

You are the manager of a day care centre, responsible for a team of day care centre workers or you have been delegated responsibility for testing by your organisation

Your key responsibilities are to:

1. **Attend a webinar** to understand the process
2. **Register your centre** on the Self Referral portal and obtain centre's Unique Organisation Number (UON)
3. **Order test kits** for day care centre workers for every 28 day testing cycle
4. **Communicate your UON** to day care centre workers so they can register kits online
5. **Distribute test kits** to day care centre workers
6. **Encourage and support your day care centre workers to complete weekly testing.** This must happen between Thursdays and Sundays

A “day care centre worker” *Workers include full-time, part-time, volunteers, specialists and private transport drivers.

You are a worker within a day care centre and you work with adults with vulnerabilities. Your key responsibilities are to:

1. **Collect 4 test kits from your day care centre** every 28 days
2. **Conduct tests weekly** between Thursdays and Sundays
3. **Register tests same-day**, and as soon as you have completed your weekly test, register it online through the 'organisation' registration route using your day care centre's Unique Organisation Number (UON)
4. **Return your test kits at least one hour before the last collection at a Royal Mail priority post box on the same day** that you take the test
5. **If you test positive:** self-isolate immediately, NHS Test & Trace will be in touch for contact tracing.
6. **Regardless of your result, continue following all IPC measures** such as wearing PPE, washing your hands and socially distancing where possible

Testing during vaccine rollout

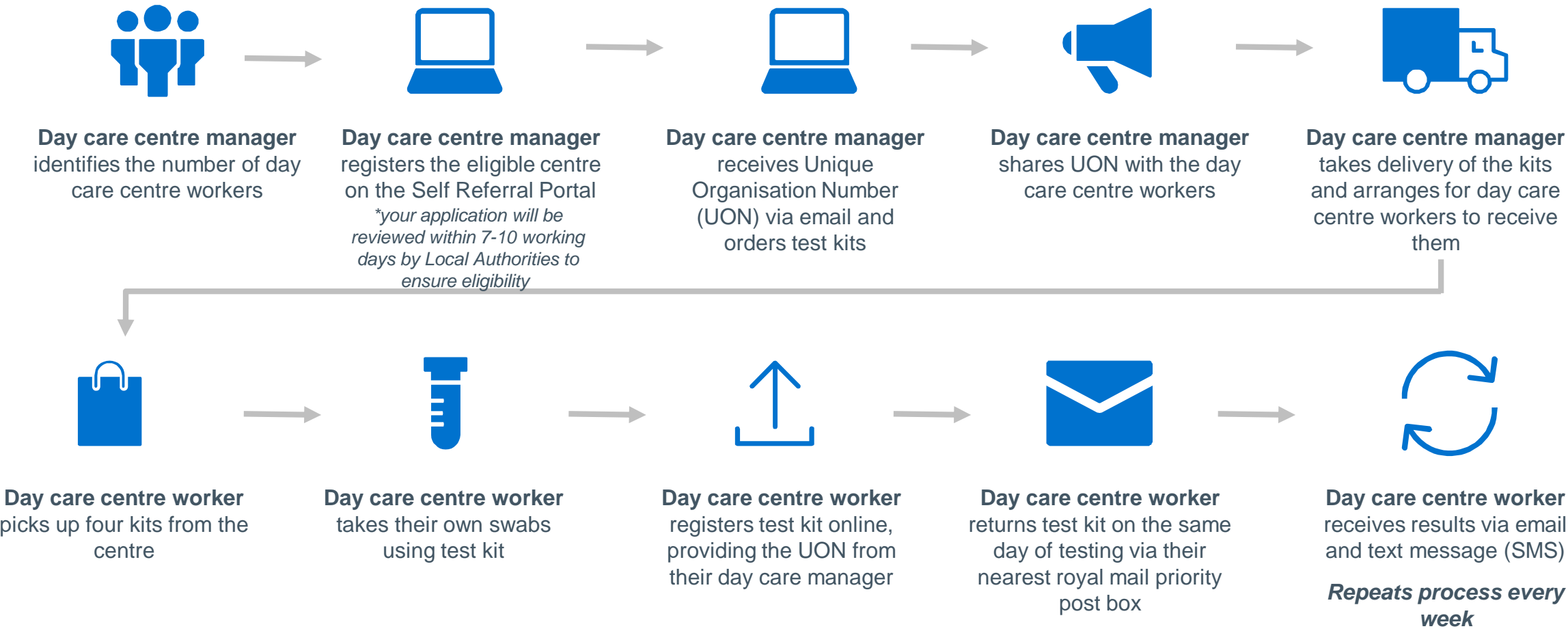
We are aware that some staff and service users may have already been offered a first dose of vaccination. There should be no change in recommended behaviour and IPC measures both pre and post vaccination, until we have a better understanding of the vaccination programme and its effects. Day care centres should therefore continue to test staff regularly. Any changes in IPC policy, including the use of testing and PPE will be communicated out and published in our online guidance.

For more information please refer to:

<https://www.gov.uk/government/publications/priority-groups-for-coronavirus-covid-19-vaccination-advice-from-the-jcvi-30-december-2020>

How the service works

Summary: Testing for day care centre workers



Unique Organisation Number (UON)

What is a UON

There are two UON's involved in this process:

1. **The referral UON** – to gain access to the self referral portal
2. **Your day care centres UON** – The UON you will be granted once you are accepted on our system (the UON used to order test kits)

Day care centre managers will need to use the UON for:

- Ordering test kits at <https://request-testing.test-for-coronavirus.service.gov.uk>

Day care centre workers will need to use the UON for:

- Registering completed test kits to make sure they will receive their results <https://gov.uk/register-organisation-tests>

Organisations which run multiple day care centres at various locations will need to register each centre separately and receive multiple UONs, even if the contact details for each of these are the same.

How to receive a UON

Day care centre managers will need to register their day care centre on the self referral portal to receive a UON for their centre:

<https://request-onboarding.test-for-coronavirus.service.gov.uk/>

The referral UON to gain access to the portal is 99915258. Please note this is only a referral code, this is not the code used to order your test kits.

Your application will be reviewed to ensure eligibility. Once accepted on our system, day care centre managers will receive their UON via the email address they enter into the self referral portal. Please make sure that the person who receives these emails understands the importance of this message and knows who to contact.



Identify day care centre workers



Register Centre on Self Referral portal



Order test kits



Communicate with day care centre workers



Distribute test kits

End to end Process:

Day care centre managers



Self-Referral Portal



Register Centre on Self-Referral Portal

The **day care centre manager** is responsible for registering your organisation on the GOV.UK self-referral portal at

<https://request-onboarding.test-for-coronavirus.service.gov.uk/>



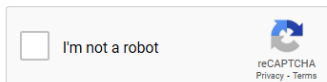
STEP 1: Referral UON (99915258)



Register for coronavirus test ordering

You can only request coronavirus testing for your organisation if you've been referred by someone else. You'll need their 8-digit unique organisation number (UON) to do this.

Referrer's unique organisation number (UON)



Start now

STEP 2: Select Adult Day Care Centre



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What type of organisation are you?

If your organisation type is not listed please call the customer contact centre:

- England, Wales and Northern Ireland: call **119** (free from mobiles and landlines)
- Scotland: call **0300 303 2713** (charged at your standard network rate)

Lines are open 7am to 11pm.

- ☒ Adult day care centre
- ☐ Children's care homes
- ☐ Extra care housing
- ☐ General practitioner
- ☐ Supported living

STEP 3: Enter your organisation details including the local authority of the centre



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Organisation details

Enter the primary address of your organisation. If your organisation is eligible for testing, we'll use this address when delivering and collecting your test kits.

If your organisation needs test kits at 2 or more locations call the customer contact centre:

- England, Wales and Northern Ireland: call **119** (free from mobiles and landlines)
- Scotland: call **0300 303 2713** (charged at your standard network rate)

Lines are open 7am to 11pm.

Organisation name

Number of staff

Number of non-staff

Organisation local authority

Include all workers (I.e. full and part-time staff, volunteers, specialists, transport drivers)

Enter the estimated number of people who attend your centre monthly only for our records

Do not leave this blank

Register Centre on Self Referral Portal




Order kits



Test and Trace

STEP 4: Enter primary contact details

 COVID-19

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Primary Contact Details

Enter the details of the person who'll be responsible for coronavirus testing at your organisation. This will normally be a manager. We'll email test kit order confirmations and instructions to this person.

First name

Last name

Job title

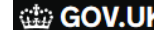
Phone number

Email address

Confirm email address

Continue

STEP 5: Enter applicant details (this is the person who will receive UON)

 COVID-19

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Applicant contact details

Enter the details of the person who is requesting coronavirus testing for your organisation, if different from the primary contact.

☐ Same as primary contact details

First name

Last name

Job title


Phone number

Email address

Confirm email address

Continue

STEP 6: Application submitted.

 COVID-19

Request received

Thank you for requesting coronavirus testing for your organisation

We've sent a confirmation email to organisation.coronavirus.testing@notifications.service.gov.uk. If you do not receive the email within a few hours please check your spam folder.

If you have any questions about your order or do not receive the confirmation email, call the customer contact centre:

- England, Wales and Northern Ireland: call **119** (free from mobiles and landlines)
- Scotland: call **0300 303 2713** (charged at your standard network rate)

Lines are open 7am to 11pm.

Please wait 7-10 working days for your request to be reviewed. If approved, you will receive an email containing your UON once accepted from coronavirus.testing@notifications.service.gov.uk.



Ordering test kits



Ordering test kits

The **day care centre manager** is responsible for ordering test kits for the day care centre workers in the team

Each day care manager must order test kits using this link
(<https://request-testing.test-for-coronavirus.service.gov.uk>)

In order to apply, **you will need:**

1. Your Unique Organisation Number (UON), **not the referral UON**
2. The total number of day care centre workers for testing

When ordering you will be asked to enter the number of residents or non- staff. Enter the estimated number of people who attend your centre monthly. *This will not impact the number of test kits you are sent as we are only sending test kits to your staff, however this information will be used only for our records.

Once you have placed and order, the you will receive a confirmatory email from the following address:
organisation.coronavirus.testing@notifications.service.gov.uk

The screenshot shows the 'GOV.UK COVID-19' header. Below it, the title 'Apply for coronavirus tests for your organisation' is displayed. The form prompts the user to 'Please enter your Unique Organisation Number (UON)' and explains that this is an 8-digit number from the National Testing Programme. It provides a link for searching for the UON if the user doesn't know it. There is a text input field for the 'Organisation number'. Below the input field is a reCAPTCHA 'I'm not a robot' checkbox. At the bottom of the form is a green 'Submit' button.

Screenshot of entering a UON



After test kits have been ordered

The **day care centre manager** will receive an email from: organisation.coronavirus.testing@notifications.service.gov.uk when their test kits have been dispatched, informing them of their delivery date

Test kits will be delivered in boxes of 40 to the **registered address of your day care centre**

Organisations which run multiple day care centres at various locations will need to register each centre separately and receive multiple UONs, even if the contact details for each of these are the same

The day care centre manager is responsible for taking delivery of the test kits

The day care centre manager must then order kits every 28 days for their day care centre workers

If you have any issues ordering test kits, please call 119

GOV.UK **COVID-19**


Apply for coronavirus tests for your organisation

Please enter your Unique Organisation Number (UON)

This is the 8-digit number provided to you by the National Testing Programme (it looks like this: '12345678').

If you do not know your UON, you can search for it using your existing organisation ID: <https://organisation-number-lookup.test-for-coronavirus.service.gov.uk>

Organisation number

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

Submit

Screenshot of entering a UON



Communicating to your day care centre workers



Communicate

Communicating to your day care centre workers

The **day care manager** is responsible for communicating key information that day care centre workers will need to successfully conduct testing.

We encourage day care managers to use existing communication channels that are best suited to your team.

The activities which need to take place are:

	Communication	When to do this?	Recommended form of communication
1	Share your location's Unique Organisation Number (UON) with day care centre workers in the team	Before test kits are delivered, day care centre workers will need the UON to register their kits	Send an email to all day care centre workers including the UON
2	Make the team aware of the process	Before the test kits are delivered	Email relevant links to the team
3	Share all relevant support materials	Before testing begins	Email relevant links to the team
4	Inform the team that the kits have arrived, and distribute them or arrange collections	As soon as the kits are delivered	Most appropriate channel for your team, e.g. Microsoft Teams channel



Distributing test kits

Distributing test kits

Once the kits are delivered to the registered address, it is the **day care manager's** responsibility to distribute them to day care centre workers.

The day care manager should inform their team that the kits have arrived. They can either distribute the kits, or advise carers to collect **four test kits each as soon as possible**.

You will know best how to handle the distribution process for your team but below are some suggestions used by other organisations who receive test kits:

1. **Day care centre workers** can pick up kits during their shifts or at the same time they pick up other materials (e.g. PPE)
2. **Day care centre managers** or supervisors can hand out the kits to the group at daily/weekly meetings

Ensure each day care centre worker receives 4 kits every 28 days so that weekly testing can continue without interruption

**Each test kit should include a pink individual Royal Mail return label.
Please check that there is one in each bag provided.**

Encouraging participation

Encouraging participation

In order to protect your day care centre workers and the people they support, it is important that day care centre workers are encouraged to complete the end-to-end weekly process of:

1. Completing the test between a Thursday and Sunday each week
2. Registering the test online
3. Returning the test through a priority post box

Below are some ideas that we have seen work well to encourage participation for day care centre workers:



Digital tracker (e.g. Microsoft Teams) so day care centre workers can confirm they have tested each week



A physical tracker (e.g. a matrix on a team notice board with stickers for completed tests)



Text/WhatsApp group message reminders to test



Sending outlook invite placeholders to remind team members to test



End to end Process:
Day care centre workers



Collecting or receiving test kits

Collecting test kits

The **day care centre manager** will inform you when test kits arrive and how they can be collected or distributed.

Each day care centre worker should take four test kits, one for each of the four weekly testing cycles.

Please ensure you have postage labels for each test.

Prepare for testing by looking at guidance

Before testing be sure to:

- Read guidance (shared via email)
- Read instructions included with your test kit
- Watch the instructional video for self swabbing

[gov.uk/government/publications/covid-19-guidance-for-taking-swab-samples/how-to-use-the-self-swabbing-kit-for-a-combined-throat-and-nose-swab-video](https://www.gov.uk/government/publications/covid-19-guidance-for-taking-swab-samples/how-to-use-the-self-swabbing-kit-for-a-combined-throat-and-nose-swab-video)



Instructional video for self swabbing



Using the test kits

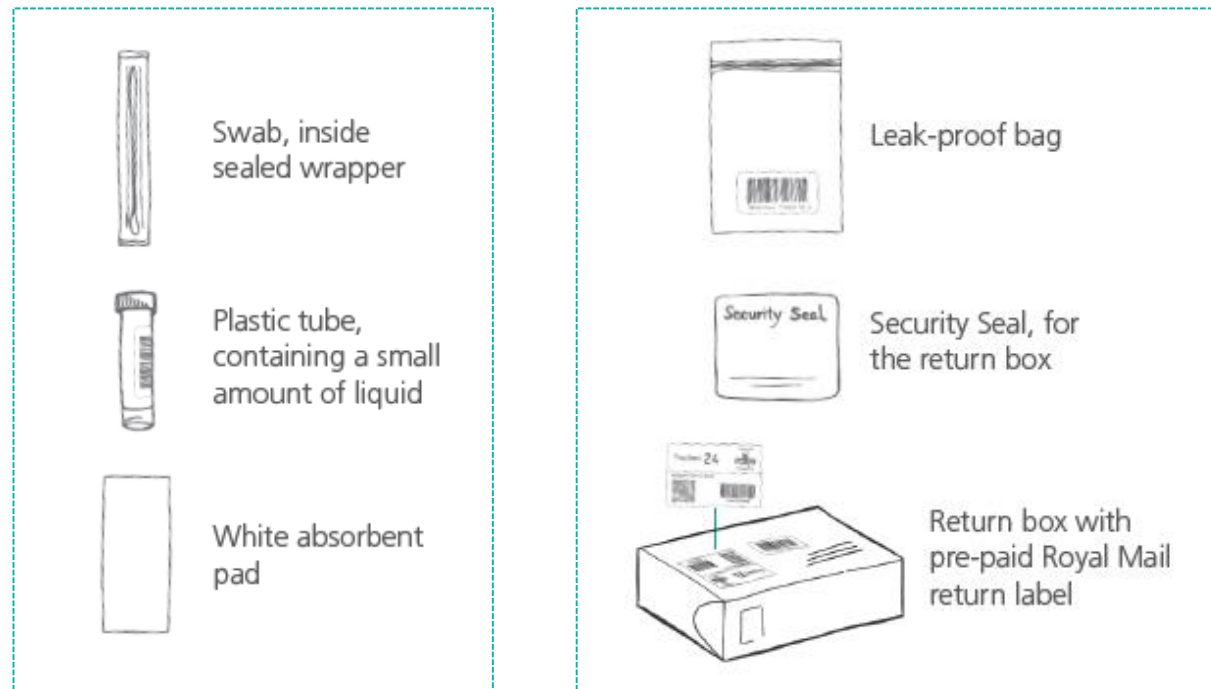


Test



Checking the contents

The test kits that day care centre workers will receive are **standard organisation test kits**. Please check for the following contents:



Taking the test

How to complete the test

You will conduct a **combined throat and nose self-swab** for the test.

Each test kit comes with step-by-step instructions on how to complete the swab on yourself, along with videos for support.



Watch how to take a swab test at
youtu.be/zCqo7MhQT6U



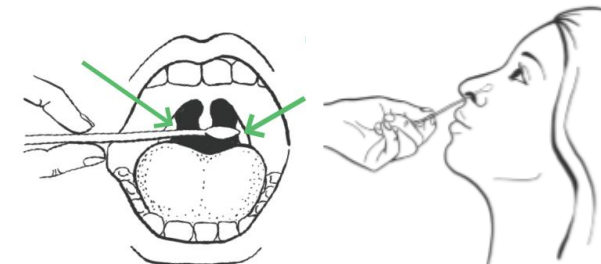
Instructional video for self swabbing

When to complete the test

You should only conduct your test between Thursdays and Sundays. Our labs are quieter on these days so results come back on average 30% faster!

Always leave **7 days** between tests where possible.

If possible please continue testing whilst on holiday or off work due to illness which is not related to Coronavirus.





Registering test kits

Registering test kits

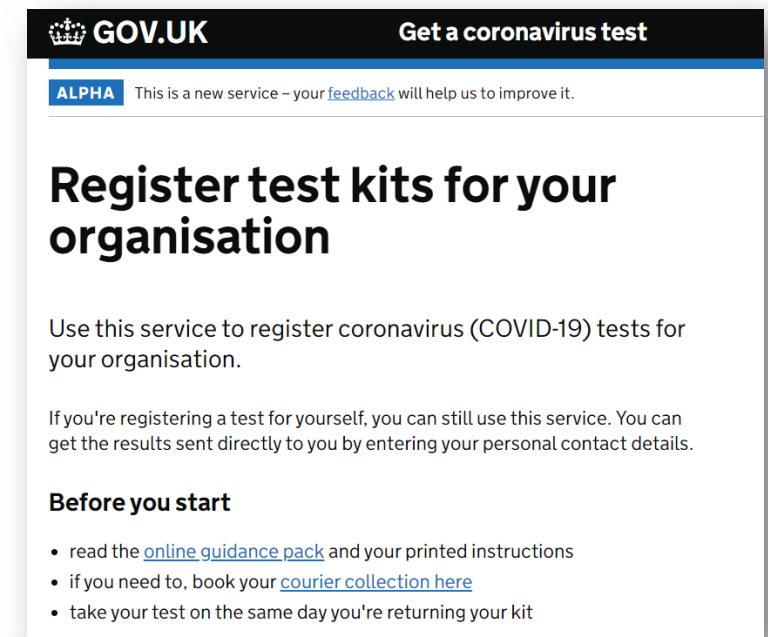
You need to register your test every time that you complete one. Follow the step-by-step instructions in your test kit to register your test.

1. Go to www.gov.uk/register-organisation-tests
2. Enter the **UON of your day care centre**, provided from your day care centre manager
3. Enter **personal details**:

<ul style="list-style-type: none"> Name Service user or staff member (select <i>Staff</i>) Whether you have symptoms or not Gender Date of birth 	<ul style="list-style-type: none"> Email address (for results) Phone number (for results) Home postcode NHS number (optional, but to update your NHS records)
---	---
4. Enter or scan your **test kit barcode**, please enter carefully and do not copy and paste
5. Once you complete the form, you will receive an **e-mail confirmation of registration**



www.gov.uk/register-organisation-tests



Screenshot of the registration portal



Returning test kits

Returning test kits

Each test kit contains a pink pre-paid return label. Please attach this to the outside of the delivery packaging next to the security seal. If there is no label in the kit please check in the box that the kits were delivered in. If additional support is needed please call 119.

The test kit should be returned via a Royal Mail priority box.

You will find your nearest priority post box and its collection times at www.royalmail.com/services-near-you

Only use a Royal Mail priority post box. It will be labelled with the below Priority Box sign and one of the regional NHS logos.

Please do not enter any Post Office with the kit.



Example of Royal Mail priority post box



Returning test kits

Please be aware of the following key points to ensure samples reach the laboratories in time:

1. Please post the kits in the priority mail box at least one hour before the last collection time to ensure that it is not missed
2. Locate your nearest priority post box and collection times in before taking the test. Tests should be posted on the same day as they are taken
3. Some post boxes do not collect post on Sundays, and so please check if there is a collection available before testing on Sunday



Receiving results

Receiving results

The person tested will receive:

1. An email
2. A text message (if a mobile phone number was provided at registration)

The results will also include guidance on next steps for the person tested.

Find out more about what to do when you get your results:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

If you do not receive your results please contact 119 and select option 1.

What to do if a test comes back positive or negative?

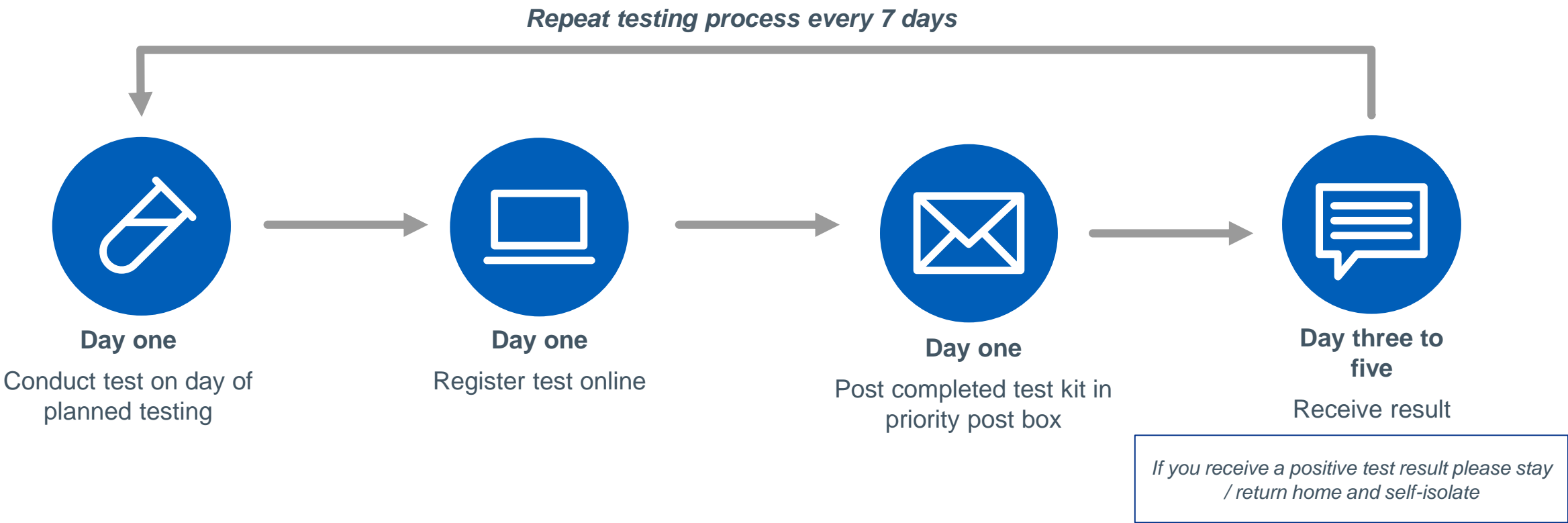
	Symptomatic	Asymptomatic (no symptoms)
Positive result	<ul style="list-style-type: none"> Continue to self isolate for 10 days from the day of symptoms. Workers with symptoms should not come into the day care centre 	<ul style="list-style-type: none"> Self isolate for 10 days from the day the test was taken. Workers can return to work on day 11 if they have no symptoms
Negative result	<ul style="list-style-type: none"> If symptoms develop, there will be a need to isolate and retesting may be appropriate using the surplus test kits you have been provided with. 	<ul style="list-style-type: none"> You do not need to isolate if there are no symptoms and a negative COVID-19 result and you can continue to work.

- ✓ You must have **written consent** from the individual if you plan to have results returned to a different person
- ✓ If you have one or more positive cases, please contact your local Health Protection Team immediately who will provide further advice going forward.
- ✓ If a worker has **tested positive**, they do not need to **test again for 90 days unless they develop symptoms**.
- ✓ **Workers** who are **symptomatic should be off work and should be tested through the home testing channel**. They will be able to return to work after isolating when well and test through this programme. Symptoms are defined here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- ✓ It is **your responsibility** to **inform your GP and local Public Health authority of a positive result**
- ✓ **More information can be found here:** <https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings>

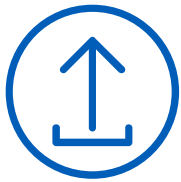
Weekly retesting

Weekly retesting

After you have completed your first round of testing, day care centre workers should continue to test on the same day each week between Thursday and Sunday. If you have tested positive, you **do not** need to **retest** for 90 days.



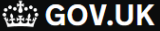
Step-by-step guide for day care centre workers to register their kits after completing a test



Individual registration upload – Process Walkthrough

www.gov.uk/register-organisations-tests

STEP 1: Confirmation of consent

 **GOV.UK** Get a coronavirus test

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Confirm you have consent

☒ I confirm that I've got consent from each person to register them

☒ I confirm that I've got consent for the results to go to the contact details entered for them

[Continue](#)

STEP 2: Enter your 8 digit UON

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What's your organisation number?

This is the 8 digit number provided to you by the National Testing Programme. For example 12345678.

[▶ What to do if you cannot find your organisation number](#)

[Continue](#)

STEP 3: Select 'add each person's details one by one'

 **GOV.UK** Get a coronavirus test

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How do you want to register tests?

☐ Use our spreadsheet to add a list of patients
Enter and upload details for up to 100 people at a time


☐ Add each person's details one by one
Use an online form to enter their details

[Continue](#)



Individual registration upload – Process Walkthrough

STEP 4: Only select staff

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Who are you registering?

☐ Non-staff (for example residents or patients)

☐ Staff

Continue

STEP 5: Enter your name

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What's the person's name?

First name

Last name

Continue

STEP 6: Enter your date of birth

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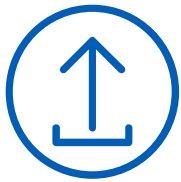
[< Back](#)

What's Peter Smith's date of birth?

For example, 31 3 1980

Day Month Year

Continue



Individual registration upload – Process Walkthrough

STEP 7: Enter your gender

COVID-19

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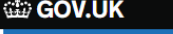
What's Pete Smith's gender?

☐ Male

☐ Female

Continue

STEP 8: Enter your ethnicity. You can select prefer not to say

Get a coronavirus test

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What is Peter Smith's ethnic group?

This will help us understand how coronavirus is affecting people of different ethnic backgrounds.

☐ **Asian or Asian British**
Includes any Asian background, for example, Bangladeshi, Chinese, Indian, Pakistani

☐ **Black, African, Black British or Caribbean**
Includes any Black background

☐ **Mixed or multiple ethnic groups**
Includes any Mixed background

☐ **White**
Includes any White background


☐ **Another ethnic group**
Includes any other ethnic group, for example, Arab

or

☐ Prefer not to say

Continue

STEP 9: Enter your work status.

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Is Peter Smith currently in work?

This will help us understand more about the spread of the virus.

☐ Yes, and for the last 2 weeks I've worked from home

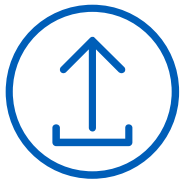
☐ Yes, and for the last 2 weeks I've travelled to work

☐ No

or

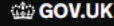
☐ Prefer not to say

Continue



Individual registration upload – Process Walkthrough

STEP 10: Enter your area of work (Health and social care)

 **Get a coronavirus test**

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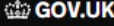
Select Peter Smith's area of work

This helps us understand how coronavirus is affecting people in different workplaces.

- ☐ Teaching and education
- ☐ Health and social care
- ☐ Transport
- ☐ Retail
- ☐ Hospitality
- ☐ Hair and beauty professionals
- ☐ Information and communication
- ☐ Financial services and insurance
- ☐ Manufacturing or construction
- ☐ Civil services or local government
- ☐ Arts, entertainment or recreation
- ☐ Other
- or
- ☐ Prefer not to say

Continue

STEP 11: Enter your occupation. You must select an option from drop down menu but you can say that you are unable to find the correct occupation

 **Get a coronavirus test**

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[< Back](#)

What is Peter Smith's occupation?


This helps us track which occupations are more at risk from coronavirus.

Start typing and select their occupation from the drop down. If their occupation is not displayed select 'Other'.

Occupation

Continue

[Prefer not to say](#)

 **Get a coronavirus test**

ALPHA This is a new service – your [feedback](#) will help us to improve it.

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What is Peter Smith's occupation?

This helps us track which occupations are more at risk from coronavirus.

Start typing and select their occupation from the drop down. If their occupation is not displayed select 'Other'.

Occupation

Rece


Receptionist

I cannot find the correct occupation

Continue

[Prefer not to say](#)

STEP 12: Enter the name of your employer.

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What is the name of Peter Smith's employer?

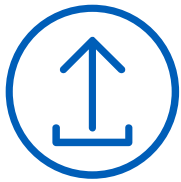
This helps us trace their work colleagues if they test positive for coronavirus.

Employer Name

Continue

[Prefer not to say](#)

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Individual registration upload – Process Walkthrough

STEP 13: Enter the country you live in.

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What country does Peter Smith live in?

☐ England

☐ Scotland

☐ Northern Ireland

☐ Wales

Continue

STEP 14: Enter the first line of your address and postcode.

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What's the first line of Peter Smith's address and home postcode?

For residents, enter the organisation's first line of address and postcode.

For patients of a GP or dental surgery, enter the first line of their personal address and postcode.

For staff, enter the first line of their personal address and postcode.

First line of address

Postcode

Continue

STEP 15: Enter your NHS number, if you know it. This is used to link the result to your patient record.

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Do you know Peter Smith's NHS number?

It's OK if you do not, you can still continue.

Their NHS number is a 10 digit number, like 867 406 5600. You can find it on any letter the NHS has sent them, on a prescription, or by logging in to some GP online services.

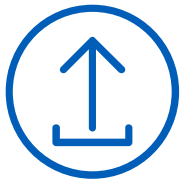
[How to find your NHS number](#)

☐ Yes, I know Peter Smith's NHS number

☐ No, I do not know Peter Smith's NHS number

Continue

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STEP 16: Select Yes or No depending on whether you have symptoms.

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Does Pete smith currently have coronavirus symptoms?

This will help us track and trace the spread of coronavirus.

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

Most people with coronavirus have at least one of these symptoms.

☐

 Yes, they currently have at least one of these symptoms

☐

 No, they currently do not have any of these symptoms

Continue

STEP 17: Enter date of onset of symptoms, if you see this page.

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When did Peter Smith's symptoms start?

Enter the date. If they cannot remember the exact date, enter the date they think it was, roughly.

Use the format DD MM YYYY, for example 15 4 2020

Day

Month

Year

Continue

STEP 18: Enter the test kit barcode.

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Enter the unique test kit barcode

You'll find the 11-character barcode attached to the plastic tube, biohazard bag and return box inside the test kit.

Choose 1 of these ways to enter the barcode:

- use the camera on your phone or computer
- use your handheld scanner
- enter it manually

[What does the barcode look like?](#)

[How to use the barcode scanner](#)

Use camera

Use camera to scan barcode

Use handheld scanner or enter manually

If you're using a handheld scanner, click in the box before you scan the barcode

Test kit barcode reference

Confirm test kit barcode reference

Continue



Individual registration upload – Process Walkthrough

STEP 19: Enter the date and time the test was completed. This date and time can be in the past

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When will Peter Smith take their swab test?

Select the date and time they will take their swab test. If they've already taken the swab test, tell us the date and time they took it.

We need to know this so the lab can work out when the test is due to expire. If you select the wrong date and time, it could mean they receive an incorrect result.

Select a date

☐ Today, 15 October 2020

☐ Yesterday, 14 October 2020

☐ A different date

Enter a time

For example, 9pm

Hour

☐ am

☐ pm

Continue

STEP 20: Enter your email address. Results will be sent to this email address.

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Enter an email address

We'll send their test result to this email address.

If the email address does not belong to the person being registered, make sure you have got their consent for their results to go to someone else's email address.

Email address

Confirm Email address

Continue

STEP 21: Enter your mobile phone number if you'd like to receive text notification of your result. If you do not have a mobile or do not want to receive a text, select 'No'.

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Do you want to add a mobile number?

We'll also send their test result to this mobile phone number.

If the mobile phone number does not belong to the person being registered, make sure you have got their consent for their results to go to someone else's mobile phone number.

☐ Yes, I want to add a mobile phone number

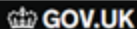
☐ No, I do not want to add a mobile phone number

Continue



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STEP 22: Check your answers. You are able to change details at this stage.

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Check your answers

Full name	Change
Date of birth	Change
Gender	Change
Ethnic group	Change
Ethnic background	Change
In work	Change
Country of residence	Change
First line of address and postcode	Change
NHS number known	Change
Do they have any symptoms?	Change
Date of symptoms onset	Change
Test kit barcode reference	Change
Test date and time	Change
Email	Change
Mobile	Change

Submit answers



Individual registration upload – Process Walkthrough

Your test will have now been registered.

The confirmation page also allows you to register more test kits should you need to

Note: You will receive confirmation of registration via email. If you do not receive this, please contact 119 to check that you have registered successfully.

The screenshot shows the 'Test kit registration confirmed' page on the NHS GOV.UK COVID-19 portal. The page has a black header with the GOV.UK logo and 'COVID-19'. Below the header is a blue banner with the text 'ALPHA This is a new service – your [feedback](#) will help us to improve it.' The main content area has a green background with the text 'Test kit registration confirmed' in white. Below this, the user's name 'Bob Smith' is listed next to their email 'Bsmithlonglonglong@email.co.uk' and phone number '07771 900 900'. The test kit barcode reference is 'CHE00000501', the test date is '28 March 2020', and the test time is '9pm'. A section titled 'We want to hear from you' includes a link to 'What did you think of our service?' (takes 3 minutes). At the bottom, there is a green button that says 'Register another test kit' with a right arrow. The footer contains the OGL logo and text: 'All content is available under the [Open Government Licence v3.0](#), except where otherwise stated'. The NHS logo is also visible in the bottom right corner.

GOV.UK COVID-19

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Test kit registration confirmed

Bob Smith Bsmithlonglonglong@email.co.uk
07771 900 900
Test kit barcode reference: CHE00000501
Test date: 28 March 2020
Test time: 9pm

We want to hear from you
[What did you think of our service?](#) (takes 3 minutes)

Register another test kit >

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Where to go for help

Where to go for more support?



Online

DHSC Adult Social Care testing portal:

<https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance>

SCIE guidance on delivering safe, face-to-face adult day care:

www.scie.org.uk/care-providers/coronavirus-covid-19/day-care/safe-delivery/about

SCIE guidance on re-opening day care services:

www.scie.org.uk/care-providers/coronavirus-covid-19/day-care/safe-delivery/re-opening

Self-referral portal link: <https://request-onboarding.test-for-coronavirus.service.gov.uk/> (Referral UON **99915258**)

Ordering test kits link: <https://request-testing.test-for-coronavirus.service.gov.uk>

Registering completed test kits link: <https://gov.uk/register-organisation-tests>



Videos

To find your **nearest royal mail priority post box** and its collection times: www.royalmail.com/services-near-you

How to take a combined nose and throat swab:

<https://www.youtube.com/watch?v=1I0jcv37WzI>



Call

Coronavirus Testing Contact Centre:

please call **119**, lines are open from 7am – 11pm daily

Select option 1 when calling



Test and Trace

Questions and Answers

If you would be happy to be contacted about the service and ways to improve it, please write in the Q&A function "happy to be contacted [and your email]" or email Imanfield@nihp.nhs.uk



Test and Trace

Thank you for joining our webinar!