



**Guidance for COVID-19 Lateral Flow
Device (LFD) Testing For
Social Care Workforce including:
Fieldwork Social Care Staff,
Day Services, and
Personal Assistants**

Document Information

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V1.0	Published	2 Feb 2021		

This guidance on the use of Lateral Flow Device (LFD) tests is for Fieldwork Social Care, Adult and Older People Day Service employees and Personal Assistants.

Kits

The guidance on lateral flow devices is broadly consistent across the four countries but has been adapted for use in the social care setting.

The manufacturer's Instructions for Use (IfU) are included in the box and are detailed and very technical. *It has been agreed with MHRA and relevant parties that this guidance is a suitable replacement and should be followed as stated below:*

Before you do any testing you must:

- Read this guidance in its entirety
- Complete the testing training and checklist
- Make sure you have received all parts of your order
- Familiarise yourself with the NHS Portal where your result must be recorded.

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1. Introduction

This document provides guidance for fieldwork social care staff, day services staff, and Personal Assistants providing social care support, on how to prepare for and manage lateral flow device (LFD) testing.

For clarity, the breakdown of the services covered by this guidance is provided below:

Fieldwork Social Care services

Day Services

Personal Assistants (self-directed support)

This guidance focuses on LFD testing.

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 provide an additional layer of protection to support the health and wellbeing of service users and the workforce.

2. Testing Expansion – Fieldwork Social Care, Day Services and Personal Assistants

The table below summarises the testing approach for the above staff groups:

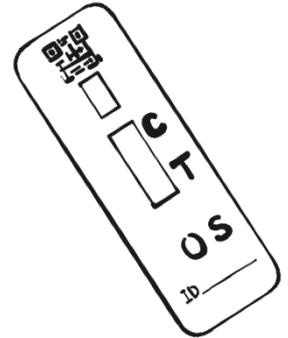
Staff member	Start Week Commencing	Review date	Supply of tests	Test type	Recommended frequency	Location/ delivery	Recommended technique
Day Services staff	1 February	28 Feb 2021	Day Care hubs	LFD	Twice weekly	Self-testing at home	Throat and nasal swab
Personal Assistants	8 February	28 Feb 2021	Take Control Office	LFD	Twice weekly	Self-testing at home	Throat and nasal swab
Fieldwork social care staff	15 February	28 Feb 2021	Local Office	LFD	Twice weekly	Self-testing at home	Throat and nasal swab
ESWS	15 February	28 Feb 2021	ESWS Office, Pollock Avenue	LFD	Twice weekly	Self-testing at home	Throat and nasal swab

3. Lateral flow device (LFD) testing overview

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

The LFD 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 LFD will appear to show a positive result in 30 minutes.

You will be provided with Innova SARS-CoV-2 Antigen Rapid Qualitative Kits. Lateral Flow Devices (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, lateral flow testing is not a foolproof 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.**



Assurance:

The ongoing evaluation process of the use of lateral flow testing across social care will be part of the overall testing evaluation process NHS.

4. Eligibility

The following assumptions apply to employees who are self-testing:

- Employees will be asymptomatic
- Employees will consent to participation in testing
- Employees will consent to sharing their data as described in the Data Privacy Notice, including with Test and Protect
- Employees will be 18 years, or older

*Exclusions (e.g. those non-consenting to test)

*Eligibility may change depending if self-swabbing or assisted swabbing, requiring training and extra workforce

5. Frequency of Testing

Individuals should test themselves twice per week – every three to four days – to fit with working patterns – for example, Wednesday and Sunday, or Monday and Thursday.

Staff should continue to test themselves during periods of leave so that, in the event of a positive test, they can begin their period of self-isolation at that point whilst still on leave. However, test kits are not taken on flights where storage temperatures cannot be maintained.

6. Testing Area

Testing should be carried out on a clean flat surface with good lighting. Reagents and devices must be at room temperature (15–30 °C) when used for testing.

At your testing area, you should prepare the following:

- LFD cartridge
- Extraction fluid
- Extraction tubes
- Extraction tube nozzle
- Appropriate holder for tube (e.g. small glass or egg cup)
- Appropriate waste bin/bag

- Disinfectant spray bottle
- Paper towel roll
- Pen/Pencil
- Timer to monitor the test time
- Permanent marker pens (see below for requirements)

At your analysis area, you need space for:

- LFD timing, reading and recording
- Results uploading (e.g. mobile phone)

7. Training

It is mandatory that all staff who undertake LFD testing, familiarise themselves with this guidance and instructions, prior to you commencing self-testing. If you feel, you need further assistance please contact your line manager/employer in the first instance.

8. Storage

LFD Kits must be stored at room temperature:

9. Results

You must record your LFD test results each time you undertake a test. Results must be recorded via the online portal at www.covidtestingportal.scot. Data from these records will feed into NHS Scotland for use in reporting and any required systems integration. You can use your own device or a workplace device to record your results.

The results from your test must be recorded digitally **after 30 minutes has passed**. 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. If however you record your test before the 30 minute timescale, this could also show a false result.

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.

If you get an invalid test result, you should repeat the test using a new kit. If this issue persists and you continue to get invalid results, you should seek advice and support from your line manager or your employer if you are a Personal Assistant.

Positive Result:

If your test result is positive, you should immediately self-isolate and arrange for a confirmatory PCR test by contacting Test and Protect to arrange a PCR test. Tests can be accessed from [GOV.UK \(www.gov.uk\)](http://GOV.UK) or 0300 303 2713 telephone route if you do not have internet access.

If your confirmatory PCR is positive, your household/ bubble will also need to self-isolate and NHS Test and Trace may be in touch to contact trace. Until the PCR result is confirmed, you 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, you will be able to attend for work as normal.

If you have tested positive via PCR testing, you should not start or continue your twice weekly LFD routine COVID self-testing until 90 days after your positive test was taken. However, as above, if you develop COVID-19 symptoms during that 90 day period, you must self-isolate in line with government guidance and arrange a further PCR test.

Negative Result:

When staff test negative on LFD testing they 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. You should remain vigilant to the development of symptoms that could be due to COVID-19 and existing Infection Prevention and Control (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.

Symptomatic Staff

Staff must 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 using the normal routes.

If COVID symptoms develop whilst participating in testing, then you must start your 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, a symptomatic staff member must remain in isolation until 10 days from symptom onset, or longer if certain symptoms persist. The rest of your household must also remain in isolation for 10 days from symptom onset in the symptomatic person, even if they do not have symptoms themselves.

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 undertake twice weekly LFD testing and adhere to existing IPC measures. The need for testing will be in place until there is better understanding of the degree and duration of protection that the vaccination provides, including importantly whether it is possible to still transmit the virus if you have been vaccinated. The vaccination will not impact on the LFD test result.

10. Recording and reporting results

All results for LFD tests carried out in Scotland must be recorded through the *NHS Scotland Covid Testing and Registration System*, which is completed by individuals undertaking the test. There will be a drop down menu that allows you to record the test as a social care professional, and you will then be given the option to select from the following four choices:

- Adult day care
- Personal assistant
- Sheltered housing/housing with multiple occupancies
- Care at home

You should choose the appropriate drop down for your job and continue to complete the form.

The following data elements are captured by the [NHS Scotland Covid Testing and Registration System](#). These fields may change in the early weeks of January to reflect refinement of the portal as more testing pathways are added:

1. CHI Number (if known)
2. Last name
3. First name
4. DOB
5. Sex
6. Home address (including postcode)
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 (see list above)
10. Serial number from test kit
11. Date test was taken
12. Time test taken (Hour/Min)
13. Result: positive/negative/ inconclusive.

11. Waste Management

Testing at Home

Negative LFD tests can be safely disposed of in domestic/household waste as normal.

Positive tests should be double bagged and held for 72hrs before disposal in domestic waste.

As set out in the manufacturer's safety instructions, the buffer solution is not hazardous; however, if accidentally ingested, advice should be sought from a medical practitioner.

12. Ongoing Supply of Testing Kits

The ongoing supply of LFD kits will vary for each service. Your line manager or employer will advise you when your kit is available and when to start your testing.

Worker Type	Where to collect your Kit	Testing Start Date
Day Services	Lateral flow testing kits will be made available through your locality Day Service hub	Week Commencing 1 Feb 2021
Personal Assistants	Lateral flow testing kits will be made available through Take Control Office	Week Commencing 8 Feb 2021
Fieldwork Social Care Services and ESWS	Lateral flow testing kits will be made available through your admin support at your local office	Week Commencing 15 Feb 2021

13. Ongoing support

If you have any questions or concerns, you should raise these in the first instance with your line manager or employer. A team of Testing Champions is being developed who will be able to support line managers to advise you or answer any questions.

The Scottish Government has organised a series of online workshops aimed at HSCPs and social care staff from mid-January 2021.

Each workshop can accommodate around 300 attendees and the dates and links are listed below should you wish to join one of the workshops.

Workshops

Monday 8th February 2-3pm, [Click here to join the meeting](#)

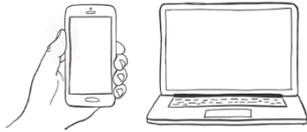
Tuesday 9th February, 12-1pm [Click here to join the meeting](#)

Monday 15th February 2-3pm, [Click here to join the meeting](#)

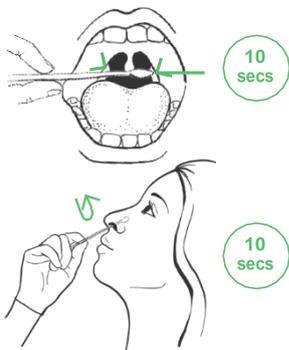
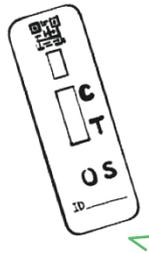
Tuesday 16th February 2-3pm, [Click here to join the meeting](#)

14. Annex A: Testing Process

14.1 To Begin



Sample Collection



1. Testing Kits

Note the lot number and test serial number for entering into e-platform. 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. Testing kit preparation

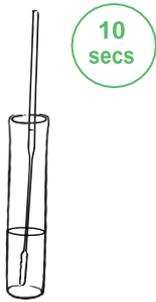
The staff member prepares other parts of the test kit including the extraction tube and extraction solution to process individual samples and then performs the swab

3. Swabbing

Un-package the swab and -administer the self-swab sample for both the throat (tonsil area) and nose.

4. Extraction preparation

The individual 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).



5. 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.



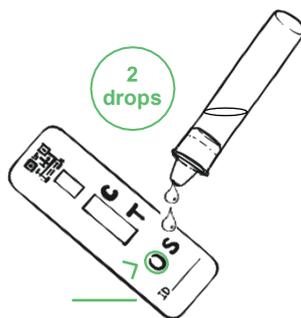
6. Swab extraction

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



7. Prepare nozzle

Press the nozzle cap tightly on to the tube.



8. LFT cartridge processing

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

14.2 Result Analysis



9. Results Development

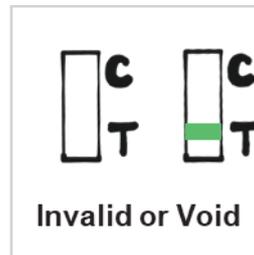
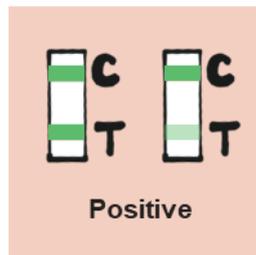
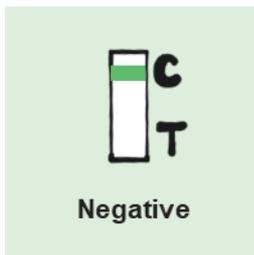
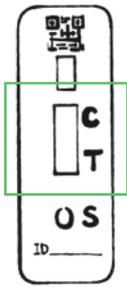
Move the LFT cartridge to an area where results will be processed and start the timer to track the development of the sample. Results can be analysed at 30 minutes.

10. Results Interpretation

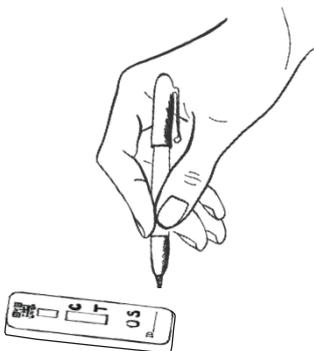
The results are interpreted by examining the presence of coloured lines on the LFT.

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. Line C must be coloured to have a valid test result.



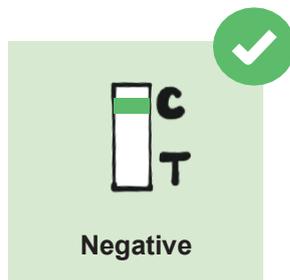
Marking Results



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

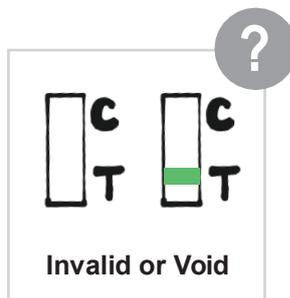
- +** for positives
- V** for invalid and void tests
- for negatives

14.3 Results guidance



Negative result

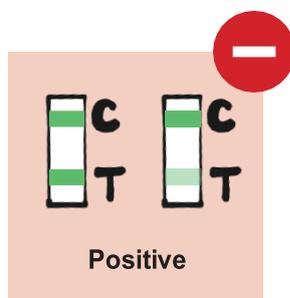
A negative result should not be taken as a guarantee staff are Covid-negative, so staff must continue to wear appropriate PPE including a face mask, gloves, apron and follow IPC measures in line with national policy. IPC measures remain important because the test is not 100% sensitive.



Invalid Result

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

If the retest comes back as invalid, a second test should be undertaken. If a second test kit is inconclusive then a discussion with the employing organisation should be had and a precautionary PCR may be deemed appropriate to enable normal work practices to resume.



Positive Result

Immediate arrangements for a confirmatory PCR should be made. Information on how to do this (including phone number/web portal) is available at: [Coronavirus \(COVID-19\): getting tested in Scotland - gov.scot \(www.gov.scot\)](https://www.gov.scot/getting-tested-in-scotland).

Isolation until the PCR result is known is required. If PCR test is negative then the individual can resume duties. If it is positive then isolation for 10 days from point of LFD test should begin.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

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