**Rapid Swab Testing (Lateral Flow) for staff   
FAQs – updated June 2021**

**FAQS** [**relevant to Managers**](#ManagerFAQS) **are available at the end of this document.**

**Who should take regular lateral flow tests?**

Members of staff who have direct sustained contact with service users.

All staff visiting or working at any of our Trust sites at any time, even if there is no direct service user contact.

**Is the test mandatory?**

Tests are voluntary, although given the importance of keeping our service users and colleagues safe we would strongly encourage staff to test regularly.

**How often should I test myself?**

**If you are a member of staff who has direct sustained contact with service users you are encouraged to take a test at least twice a week on the days you are working. You will need to test yourself to fit your shift pattern in sufficient time before you come in work for your shift in order to allow any absence to be reported in a timely manner.**

**Your result should be ready 30 minutes after taking your test.**

If you are visiting any of our Trust sites at any time, whether regularly or even as a one-off, we would encourage you to plan ahead and take a lateral flow test before you visit.

**I work irregular shift patterns which means I am in and out with perhaps one day off at a time in a particular week.**

You should only be testing on days when you are coming into work or visiting one of our sites.

**How many tests will I get?**

The testing kits will arrive in boxes containing the following:

* 25 foil pouches containing the test cartridge and a desiccant
* Two vials of 6 mls buffer solution
* 25 Extraction tubes and 25 tube caps
* 25 sterilised swabs for sample collection
* Instructions for use of the device (IFU)
* There is enough for a 12 weeks supply

**Do I have to report my results?**

**Yes you do – both negative and positive. Whilst taking the test is voluntary, where it is conducted there is a statutory requirement to report the results. If the result is invalid, repeat the test with a new test. The test can be repeated immediately. If the second test is invalid, call the Lateral Testing helpdesk on 0113 85 55957for further advice.**

**How do I report the results?**

You will need to document and provide the results using the reporting link sent to you via email. <https://www.smartsurvey.co.uk/s/L7VX8O/>

**What if I don’t have access to a computer / phone /IT?**

Contact the Lateral Flow Test Helpdesk via telephone on: 0113 85 55957

**Do I follow the instructions in the box or the attachment sent to me in the email?**

Please ignore the manufacturer instructions inside the box, as they say to swab mouth and nose. Please refer to the instruction document sent to you in the email, or by watching the [HEE Video](https://learninghub.nhs.uk/self-swab). Then record your results via the email link.

**What if I can’t pick my tests up on the day specified in the email?**

We recommend that you collect a testing kit whilst you are on shift – you DO NOT need to make arrangements outside of your working time to collect one.

**What if I work at one of our regional sites? (e.g. Salford, Sunderland)**

Please complete the consent form as instructed on the email. You will be contacted by the Lateral Testing Team with details of delivery of your kits. If you have not been contacted, please get in touch with the helpdesk on 0113 85 55957.

**What if I’m a member of frontline staff, but am currently working from home or shielding?**

If you are visiting any of our Trust sites at any time we would encourage you to plan ahead and take a lateral flow test before you visit.

**What if I’ve already tested positive for COVID-19?**

A staff member who tested positive would recommence home testing 90 days after their positive test was taken.

**What happens if I get a positive result?**

You should inform your line manager of a positive result straight away, and update the results on the link <https://www.smartsurvey.co.uk/s/L7VX8O/> we have sent you so that we can talk to you about arranging a confirmatory PCR test. You and your household should isolate as set out in government guidance. You will be contacted by the Infection Control Team to complete a test and trace questionnaire.

**If my lateral flow test is positive and my PCR test is negative do I continue isolating?**

No, you can return to work if you do not have symptoms and the PCR test is negative.

**What if I keep getting negative/invalid results?**

Contact the Lateral Flow Test Helpdesk by telephone: 0113 85 55957 or email: [lateral.testing@nhs.net](mailto:lateral.testing@nhs.net).

**What if I have COVID-19 symptoms, but test negative?**  
If you have Covid symptoms you should take a PCR test regardless of the lateral flow test result.

**What if my lateral flow test is inconclusive?**

If your result is inconclusive, you will need to perform the test again immediately. If that is also inconclusive please contact the Infection Control Team on 0113 85 55957 or email [infectioncontrol.lypft@nhs.net](mailto:infectioncontrol.lypft@nhs.net).

**If I test positive, what then happens with this testing?**

If your PCR test is positive you do not need to self-test using the lateral flow device for 90 days from the date you tested positive.

**What should I do with the used tests?**

You can safely dispose of the test items in your normal household waste but should pour any residual buffer solution away first.

**Can I use these tests on my family and friends?**

No – these are for staff only. Family and friends should access tests in the normal way using the Government portal.

**Can these tests be used for patients?**

These test kits will be allocated to staff and should not be used on patients. PCR tests should continue to be used for patients.

**I have a question about the lateral flow test process that I cannot find the answer for.**

There is a helpdesk that has been set up to help answer any questions – email [**lateral.testing@nhs.net**](mailto:lateral.testing@nhs.net)or phone0113 85 55957

**Manager FAQs**

**A member of my team had a positive Lateral Flow Test, What do I need to do?**

Please log the positive result on Healthroster using the **Isolate Lateral – Working / Not Working codes.** The individual will need to isolate until they receive their results from the PCR test.

**My team member has had a positive PCR Test result, what do I need to do?**

You need to update Healthroster to show the individual as COVID positive and support them to isolate for 10 days as per the guidance.

**My team member has had a negative PCR Test result, what do I need to do?**

If the individual is unwell, then you need to update Healthroster to show them as off sick or self-isolating and support them in the usual way. If they are not symptomatic, the individual can return to work and Healthroster should reflect the change.