

Briefing for Managers – Further expansion of testing

The Scottish Government has announced a further expansion of Coronavirus (COVID-19) testing to include all care home staff and anyone over the age of five with COVID-19 symptoms.

To ensure essential services are kept running access to COVID-19 testing in Scotland had already been widened to include, those over the age of 65, all residents and staff of care homes where there is a confirmed case of COVID-19 whether they have symptoms or not, and a broader range of key workers.

Under the updated guidance any member of staff showing any one of the following three symptoms of COVID-19, can now be tested:

- **High temperature or fever**
- **A new continuous cough**
- **Loss of sense of smell or taste** (updated 18 May)

The guidance has also been updated so that all care home staff, regardless of whether there is a confirmed case of COVID-19 at the home will soon be tested, though there will continue to be prioritisation of care homes with an active case for the time being.

Priority will also be given to those who are key workers, and their household members, to support them returning to work where it is safe to do so.

Testing under the UK programme in Scotland is currently conducted in drive-through sites operating at:

- Glasgow Airport
- Edinburgh Airport
- Aberdeen Airport
- University of the Highlands and Islands campus in Inverness
- University of the Highlands and Islands campus in Perth

This programme runs alongside the existing programme of testing in the NHS for clinical purposes and testing of key workers in health and social care. Health and social care staff should follow the same process for testing as they use currently.

Why are we referring?

So that all staff who are displaying symptoms of COVID-19 can get tested early, and if negative, can return to work as soon as possible.

Who to refer?

Any member of staff self-isolating because they are displaying symptoms of COVID-19.

If any member of staff is self-isolating because someone they live with has symptoms, then that person that they live with can also be referred for testing.

All residents and staff, whether they have symptoms or not, where there is a confirmed case of COVID-19 and this will soon be expanded to all staff regardless of whether the home has a case or not.

The following list provides a range of job titles across the council considered to be key workers and priority for testing will continue to be given to this group, and those in their household.

Please note, this list is not exhaustive and will be reviewed in line with the Councils arrangements as they flex to meet future requirements or recovery.

Key workers:

- Working in Hubs (Community or Education)
- Those who are essential to the delivery of Education Services or essential to the operation of the education premises that are supporting essential workers
- Driving duties either directly in their own occupations or those deployed to support other essential services, such as community meals or those shielding
- Registrations services
- Those involved in Social work or Criminal Justice activities
- Waste and Street scene operatives
- Residential workers
- Sheltered housing teams
- Homeless Services
- Concierge and Caretaking
- Housing Support
- Environmental Health Officers
- Trading Standards
- CCTV operators
- Wardens
- Cleaners
- Building Services
- Roads Workers
- Vehicle Mechanics
- Janitors
- And anyone within essential services, that are contributing to the operation and management of the COVID19 response. This includes those who volunteered or have been deployed to support in other areas.

As our response to the pandemic changes regularly, this list is continually under review.

When to refer?

Referrals should be made immediately as tests must be completed within the first three days of Coronavirus symptoms first appearing. Staff should be encouraged to refer on the first

day, (even if this falls on a weekend) of their reported absence, if they haven't already done so.

No testing should be undertaken after day five.

How to refer?

- **Self-referral**

Tests should be arranged on the government [self-referral portal](#) and staff should use this where necessary.

A guide on how to use the self-referral portal is available [here](#).

Managers are asked to support staff getting access to the portal by sending them the link via email or text.

When registering their details staff should select:

'Local and national government' from the drop-down list of professions.

After they have entered their details on the portal, staff will receive a text or email the same day inviting them to either book an appointment or offering a home self-testing kit depending on availability and capacity.

If they choose to book an appointment this will be followed by a text or email confirming where to go to complete the test.

Once booked staff must confirm with their manager that they have an appointment. Managers must in turn inform HR who will log and track.

Staff must arrange their own transport to the testing facility (likely to be Glasgow Airport). If they can't then managers should advise staff to choose the home testing kit option, if available.

Home testing

If they select the home test option then a testing kit will be delivered on the next working day, subject to availability and capacity.

A Royal Mail courier will arrive the day after to collect it and take it to the lab.

Those using self-referral can indicate their preference for appointment, or home self-testing kit prior to registering details.

- **Employer referral**

Where a member of staff (or someone in their household) cannot self-refer due to being ill or does not have access then managers should refer them for appointments by contacting HR, on 0141 618 7323, 0141 618 4031 or 0141 618 6676, or by emailing [HR Systems](#) when all phonelines are busy, who will be available Monday-Sunday to make referrals on your behalf.

HR will then contact the member of staff and then make a referral on their behalf. Once completed the member of staff will receive a text or email confirming where to go for testing, and staff must contact their manager to confirm the date and time of the appointment.

What to do while you wait for results?

The aim is that the results will be received within 48 hours.

You must not attend work during this time and continue to follow NHS advice.

What to do when you get your results?

Once a member of staff receives their results they should contact their line manager immediately to update and make suitable arrangements to either:

Continue to self-isolate, working from home if you can, or
Plan for your return to work

Even if the test results return negative, it's important to still apply caution. If everyone with symptoms who was tested in their household receives a negative result, the member of staff can return to work if their work cannot be done from home, providing they are well enough, and have not had a fever for 48 hours.

Managers should already be updating HR on all COVID-19 cases via the helpline, 0141 618 7323, 0141 618 4031 or 0141 618 6676, or by emailing [HR Systems](#) when all phonelines are busy. And it is imperative that this continues!

Further guidance is available in the [Reporting an Absence](#) section of our website.

More information is available in the attached Q&A and if you have any questions please do not hesitate to contact HR as above.