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## Summary: Testing in extra care and supported living settings

### What is the service?

- To make regular COVID-19 testing available to Extra Care and Supported Living settings that meet certain criteria.
- All staff and residents should be offered tests in these settings, including care staff, housing staff, and all residents, whether they receive personal care or not.
- From 9th December, testing coordinators should order tests every 28 days for their setting.
- Each member of staff should conduct a test each week and each resident should be tested monthly.
- Completed tests can be sent back via priority post box or collected via a courier.
- Results will be received within 2 to 4 days by email and text message (SMS).
- The testing coordinator is the person that orders tests for the setting and has oversight of the overall testing process.

### Why is testing important?

- **Identifies staff and residents** who currently have Covid-19 so they are able to self-isolate if their result is positive.
- **Protects those receiving care** from infection passed to them by staff who are confirmed positive.
- **Prevents and controls the spread of the virus** by identifying asymptomatic cases.
Join our webinars

We would like to invite you to our regular Extra Care and Supported Living testing webinars. We welcome Local Authorities and all staff at the Extra Care and Supported Living settings to this webinar series.

The webinars will last 1 hour and give detailed information about all aspects of testing, including:

1. Ordering tests
2. Preparing for testing
3. Test kit delivery
4. The testing process itself
5. Registering completed test kits
6. How to send test kits back to our labs
7. Results and what they mean for your organisation

The content of the webinars will largely be the same for each session, however, will include key updates on testing so is subject to change. We will announce any key updates via this bulletin also.

The session will include a Q&A with representatives from the testing team, who will be able to answer your questions and address any concerns in the session.

To sign up to attend our new Extra Care and Supported Living testing webinars, click here:

https://event.webcasts.com/starthere.jsp?ei=1380165&tp_key=dfecd07a9d
Which settings are able to access test kits?

My setting meets the following eligibility criteria:

- The setting is a closed community with substantial facilities shared between multiple people, and
- Where most residents receive the kind of personal care that is CQC regulated (rather than help with cooking, cleaning and shopping)
- Your Local Authority has identified you as eligible for Extra Care and Supported Living testing and you will have received an email inviting you to order test kits from the following email address: organisation.coronavirus.testing@notifications.service.gov.uk

My setting meets the criteria, but I have not been identified by my Local Authority:

- The ‘self referral portal’ can support you from 11th December
- The aim of this portal is to ensure that all eligible settings are able to access testing
- The portal will allow settings to put themselves forward for testing without having to be referred by Local Authorities, meaning that the process will be faster for providers
- The next slide walks through the self referral process
Self referral portal

We are planning that from the 11th December, all eligible settings (which have not already been set up to apply for test kits (onboarded)) will need to complete the following steps to refer their setting:

1. Provider navigates to: https://request-onboarding.test-for-coronavirus.service.gov.uk/
2. Provider inputs the ‘DHSC Referrer Unique Organisation Number’ which is 99874802. You will only need to use this code once, the UON cannot be used to order test kits.
3. Provider completes eligibility questions
4. Provider inputs the information for the setting, including delivery address and contact details
5. Submit referral
6. Referral is sent to LA for approval
7. LA assesses if the setting/s meets the eligibility criteria, and confirms or denies the referral request/s
8. If eligible, setting is on-boarded onto our systems and will be eligible to place an order for test kits

This process can take up to 2 weeks for eligible settings to be onboarded
What to do if you have an outbreak

Outbreak testing may be available through your local Health Protection Team (HPT)

You must alert your HPT immediately if a confirmed case of coronavirus occurs in your setting

Staff with symptoms should not be in work and should not come into work for testing. They should be tested via the home testing portal

To find out which public health team covers your area visit: https://www.gov.uk/health-protection-team

**New or current outbreak**

Report to Health Protection Team (HPT) / Directors of Public Health

They will undertake an initial risk assessment, provide advice on outbreak management and decide what testing is needed

**No outbreak**

We are now rolling out the re-testing of staff and residents in Extra Care and Supported Living settings which meet certain risk-based criteria

Local Directors of Public Health will determine which extra care and supported living settings meet the criteria
The end-to-end testing process
Summary: Testing in extra care and supported living settings

Testing manager receives Unique Organisation Number (UON) and orders test kits.

Testing manager ensures setting is prepared for testing.

Testing manager takes delivery of the kits and books courier if testing 9 or more people.

Staff tested weekly, residents every 28 days.

All completed tests must be registered online.

Courier collects completed test kits or tests can be returned via your nearest priority post box if testing less than 8 people.

Results received via email and text message (SMS).

Follow testing schedule each week.

If you have any queries with any of the steps please call the national coronavirus contact centre on 119.
Re-testing timetable

From 9th December, Extra Care and Supported Living settings in England should conduct repeat testing over a period of 4 weeks.

All Extra Care and Supported Living homes can apply for regular re-testing at: https://request-testing.test-for-coronavirus.service.gov.uk

When we process the order for kits, the Extra Care or Supported Living setting will be provided with the following test kits:

- 4 x all staff
- 1 x all residents

You can apply for more test kits after 21 days have elapsed from your previous order being processed. You will receive an email with the subject line ‘COVID-19: Organisation test kit order – delivery confirmed’.

Extra Care and Supported Living settings are advised to follow the following testing timetable:

1. **Week one**
   - Test all residents and staff

2. **Week two**
   - Test all staff

3. **Week three**
   - Test all staff

4. **Week four**
   - Test all staff and apply for more kits on day 21

Repeat testing process every 4 weeks.
Unique Organisation Number

To use all services, organisations are assigned an 8 digit Unique Organisation Number (UON)

Why have I been assigned a UON?

Each setting has been assigned their own UON so that test kit orders, courier bookings and test kit registrations can all be tracked back to an individual setting

Through the use of UONs our systems can uniquely identify each setting

Better data helps us to better understand the risk posed by the virus – all of the testing we do supports an array of scientific research, which needs up-to-date and robust data

How do I find out my UON?

Once on-boarded, an email will be sent to organisation informing them of their new UON number from

organisation.coronavirus.testing@notifications.service.gov.uk

The email will come with the subject title ‘COVID-19: Your new Unique Organisation Number (UON)’

Eligible settings will only receive a UON once your Local Authority is on-boarded

If your setting is eligible and have been on-boarded, but haven’t received your UON, please call 119
Ordering test kits
Ordering test kits

The **testing manager** is responsible for ordering test kits for the setting.

You must register for test kits using this link ([https://request-testing.test-for-coronavirus.service.gov.uk](https://request-testing.test-for-coronavirus.service.gov.uk))

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

1. Your Unique Organisation Number (UON)
2. Total number of residents and whether they are displaying coronavirus symptoms
3. Total number of staff, including agency staff, and whether they are displaying coronavirus symptoms
4. Their contact details

Once you have placed an order, you will receive a confirmatory email from the following address: [organisation.coronavirus.testing@notifications.service.gov.uk](mailto:organisation.coronavirus.testing@notifications.service.gov.uk)
Preparing your setting
Preparation is key to successful testing. You should start to plan for how you will conduct testing in your setting as soon as you order your test kits.
Make sure your facility is fully prepared

Schedule:
- Testing can be scheduled over multiple days, taking into account various shift patterns and courier timings
- Testing can take place over the weekend too – note that on Sundays you cannot use the Royal Mail postage return option unless your nearest priority post box states it has a Sunday collection. You do not have to test everyone on one day

Communication:
- Making all staff and residents aware of testing plans and what the tests are for

Consent
- Obtaining written consent from all staff and residents to be tested in line with your normal policies and procedures. Consent form templates can be obtained from your local authority if required

Create a template to record completed tests

- Prepare the record keeping template for your own records
- Make sure you have a clear record of which barcode belong to each person
You should not begin testing on the day of delivery. You must have a courier booked if you plan to test 9 or more people.
Delivery and storage

**What to do**

- Accept the test kit delivery
- Follow guidance in delivery confirmation email and printed instructions with your test kits
- Store test kits in a safe place at room temperature (between 5 and 22 degrees Celsius)
- If you have any spare test kits, they should be stored between 5 and 22 degrees Celsius until their expiry date, which is displayed on the swabs

**What not to do**

- Don’t store test kits in the fridge
- Don’t mix with test kits from your local HPT, as this may lead to complications with test kit registration
- Sharing test kits between settings may lead to issues with test kit registration, courier collection and also contact tracing
Conducting a test
Taking the test

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

Follow the instructional video on how to do a throat and nasal swab

Instructional video for self swabbing

The link to your test kit guidance document will be in your delivery confirmation email

You will also receive printed instructions with your test kits

This is a service for asymptomatic individuals, anyone that is symptomatic can get a test here:
https://www.gov.uk/get-coronavirus-test
The test kit

The test kit contains the following items when delivered.

Please note that test kits will arrive in boxes of 40, along with printed guidance booklets.
What if someone can’t tolerate a throat swab?

If a throat swab is not possible, a double nasal swab can be done.

For double-nasal swabs it is recommended that you also take into account the individual's circumstances when interpreting results.

For example, when looking at a negative result for a double-nasal swab, you also need to take into account if the person was symptomatic, and if so err on the side of caution, isolate and retest. It could be that the swab may not have collected enough virus to be detectable.

Conversely, if the result is negative and the person seems well, no need to do anything. If you take a double-nasal swab you should note this down and keep this information to refer back to.
Registering completed tests
You must register each test kit after completing the test using the link given to you in your delivery confirmation email
Multiple registration upload – tips for success

- For guidance on how to use our multiple upload portal and to download the record keeping spreadsheet, please click here: https://www.gov.uk/government/publications/organisation-testing-registration-record-of-users/unique-organisation-number-uon-and-multiple-registration-guidance

- Watch our multiple upload portal webinars: https://event.webcasts.com/viewer/event.jsp?ei=1381611&tp_key=6a1298b186

- The excel document should not be altered. Barcode, date and time of the swabs should be entered after the spreadsheet is uploaded. Should not be digitally entered into the excel spreadsheet

- The excel document cannot be scanned into the computer – it must be a digital copy

- Grey cells and columns A and B should not be filled in (unless printing a copy and manually filling in for your own records). Cells should only be grey if you do not have to fill in that particular cell

- If the bulk upload feature is not working, please register the test kits individually
Registering a single kit online

Steps to register a test kit:

These are the key steps, for full step-by-step instructions please see the appendix

Each week you should register your test after you have completed your test

1. Please go to https://organisations.test-for-coronavirus.service.gov.uk/register-organisation-tests
2. Enter your Unique Organisation Number
3. Enter or scan test kit barcode, please enter carefully and do not copy and paste
4. Enter personal details:
   • Name
   • Whether they are a service user or staff member
   • Whether they have symptoms or not
   • Gender
   • Date of birth
   • Email address (for results)
   • Phone number (for results)
   • Home postcode
   • NHS number (optional, note that this is important to update the subjects’ NHS records)
5. Check your answers
6. Test kit registration confirmed
7. You will receive confirmation of registration via email

If there are any problems with registering a test kit, please call 119
Returning test kits
RETURN METHOD 1:
Courier collection of test kits (9 or more test kits a day)

Book at:
https://test-kit-collection.test-for-coronavirus.service.gov.uk/

- You will need your Unique Organisation Number and postcode to register
- You can book a courier 24 hours after your order is ‘confirmed’
- You must book for next day before 5pm for the 9am – 1pm courier collection slot
- You must book for next day before 7pm for the 4pm – 9pm courier collection slot
- You can book up to 28 days in advance
- You can book ad hoc courier collections through this portal
RETURN METHOD 1:
Courier collection of test kits (9 or more test kits a day)

What you must do – courier collection

• Place individual completed tests into the cardboard box (right)

• Ensure you have a UN3373 label on the return outer box that you use to comply with safety regulations

• You can use your own box if you place the UN3373 label on it (print or in pen)

• Store kits between 5 - 22 degrees Celsius

• Make sure all staff know the courier is arriving so they can hand the kits over quickly
RETURN METHOD 1: COURIER

Courier timeslot 1: 4pm – 9pm on the day of testing

Conduct testing until 3pm

Register kits after testing

3pm - 4pm
No testing

4pm - 9pm
No testing

Collection between 4pm - 9pm

If courier has not arrived, please contact the Coronavirus Testing Contact Centre the following morning on 119.
RETURN METHOD 1: COURIER

Courier timeslot 2: 9am – 1pm the day after testing

Site / service open hours
Conduct testing

Site closes

9am-1pm
Collect test kits from day 1

Day 1
Test all day
Register kits after testing

Day 2
Collection the following morning*

*Test kits completed on day 1 will be collected on day 2, etc.

If courier has not arrived by 3pm, please contact Coronavirus Testing Contact Centre on 119
RETURN METHOD 2:
Priority post box returns (8 or less test kits a day)

You will have ready paid return labels. Please attach these to the delivery alongside the security seal.

You will find your nearest priority post box and its collection times at www.royalmail.com/services-near-you and tick ‘show my nearest priority post boxes’

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

- Only use a Royal Mail priority post box. It will be labelled with the below sign Priority Box sign and one of the regional NHS logos. Please do not enter any Post Office with the kit.

- Do not put any completed tests in a priority box on Sunday unless your nearest priority postbox states it has a Sunday collection (or unless you have a courier collection booked, otherwise no testing should be conducted on a Sunday)

- Please drop the kits one hour before the last collection time to ensure that is not missed

If you have any issues with using the post box please contact 119
RETURN METHOD 2
Timeline for day of testing: Priority post box (8 tests or less)

- Start testing on the day of posting
- Conduct testing
- Register all kits after testing
- 1 hour before last priority post box collection - stop testing and post completed kits*
- Test kit collected by Royal Mail priority post

*Last collection times vary by local authority. Please go to [https://www.royalmail.com/services-near-you#](https://www.royalmail.com/services-near-you#) and tick ‘show my nearest priority post boxes’
Nothing should change in your setting while you wait for results, unless a person displays symptoms.
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. We have included example guidance in the next few slides for your information.

Staff should inform their employer of a positive result immediately so that they can protect others that they may have come into contact with at work.

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/

The Infection Control Fund (ICF) can be used to pay the wages of staff who have to self-isolate. Further details are on the website noted below:

### Examples of email containing results

There are 3 possible results – Negative, Positive and Unclear

#### Negative

- **From**: NHS COVID-19 Notification
- **To**: email address
- **Subject**: NHS COVID-19 Notification

Dear [(Full Name)]

Birth date – (Date of Birth)
(Date of Test)

Your coronavirus test result is negative. You did not have the virus when the test was done.

- you get symptoms of coronavirus (you’ll need a new test)
- you’re going into hospital (self-isolate until the date you go in)
- someone you live with tests positive
- you’ve been traced as a contact of someone who tested positive

For advice on how long to self-isolate, go to [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) and read ‘Self-isolation and treating symptoms’.

Otherwise, you may return to work if you’ve not had a high temperature for 48 hours and feel well. Talk to your employer first.

For a care home resident, follow the care homes guidance. If the resident still has symptoms, they may need a repeat test.

Contact 111 if you need medical help.

In an emergency, dial 999.

Help the NHS with coronavirus vaccine research
Sign up below to be contacted about taking part in coronavirus vaccine studies:
www.nhs.uk/researchcontact/testing

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#### Positive

- **From**: NHS COVID-19 Notification
- **To**: email address
- **Subject**: NHS COVID-19 Notification

Dear [(Full Name)]

Birth date – (Date of Birth)
(Date of Test)

Your coronavirus test result is positive. It means you had the virus when the test was done.

Try not to worry. You can often ease symptoms at home until you recover.

You may be contacted for contact tracing.

You must, by law, self-isolate for 10 days from your symptoms starting. If you’ve not had symptoms, self-isolate for 10 days from your test.

You may return to work on day 11 if you’ve not had a high temperature for 48 hours and are well. Talk to your employer first.

People live with should self-isolate for 14 days from your symptoms starting or 10 days from their symptoms starting.

For a care home resident, follow relevant guidelines.

For a child or staff at school or nursery, tell the school/nursery.

For medical help, contact 111. In an emergency dial 999.

More advice: [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

Help the NHS with coronavirus vaccine research
Sign up below to be contacted about taking part in coronavirus vaccine studies:
www.nhs.uk/researchcontact/testing

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#### Unclear

- **From**: NHS COVID-19 Notification
- **To**: email address
- **Subject**: NHS COVID-19 Notification

Dear [(Full Name)]

Birth date – (Date of Birth)
(Date of Test)

We could not read your coronavirus test sample. This means it’s not possible to say if you had the virus when the test was done.

We’re sorry, but you’ll need to get another test as soon as possible.

Keep self-isolating (and stay off work if relevant)

- you have or develop symptoms of coronavirus
- someone you live with has symptoms or tests positive
- you’ve been traced as a contact of someone who tested positive

For advice on how long to self-isolate in these situations, go to [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) and read ‘Self-isolation and treating symptoms’.

You can end your self-isolation period early if your new test result says to stop self-isolating.

For a child or staff at school or nursery, tell the school/nursery.

Contact 111 if you need medical help. In an emergency dial 999.

Help the NHS with coronavirus vaccine research
Sign up below to be contacted about taking part in coronavirus vaccine studies:
www.nhs.uk/researchcontact/testing

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**Email template for negative result**

**Email template for positive result**

**Email template for unclear result**
Examples of text message containing results

There are 3 possible results – Negative, Positive and Unclear

**Negative**

Your coronavirus test result is negative. You did not have the virus when the test was done.
You only need to self isolate if:
- You get symptoms of coronavirus (you’ll need a new test)
- You’re going into hospital (self-isolating until the date you go in)
- Someone you live with tests positive
- You’ve been traced as a contact of someone who tested positive

For advice on how long to self isolate, go to www.nhs.uk/coronavirus and read ‘Self-isolation and treating symptoms’

Otherwise, you may return to work if you’ve not had a high temperature for 48 hours and feel well. Talk to your employer first.

For a care home resident, follow the care home guidance. If the resident still has symptoms, they may need a repeat test.

Contact 111 if you need medical help.

In an emergency, dial 999.

**Positive**

Your coronavirus test result is positive. It means you had the virus when the test was done.
Try not to worry. You can often ease symptoms at home until you recover.
You may be contacted for contact tracing.

You must, by law, self-isolate for 10 days from your symptoms starting. If you’ve not had symptoms, self-isolate for 10 days from your test.
You may return to work on day 11 if you’ve not had a high temperature for 48 hours and are well. Talk to your employer first. People you live with should self-isolate for 14 days from your symptoms starting.

For a care home resident, follow relevant guidelines
For a child or staff at school or nursery, tell the school/nursery.

For medical help, Contact 111.
In an emergency, dial 999.

**Unclear**

We could not read your coronavirus test sample. This means it’s not possible to say if you had the virus when the test was done.
We’re sorry, but you’ll need to get another test as soon as possible.
Keep self-isolating (and care worker off work if relevant) if:
- You have or develop symptoms of coronavirus.
- Someone you live with has symptoms or tests positive.
- You’ve been traced as a contact of someone who tested positive.

For advice on how long to self-isolate in these situations go to www.nhs.uk/coronavirus and read ‘Self-isolation and treating symptoms’. You can end your self-isolation period early if your new test results says to stop self-isolating.

For a child or staff at school or nursery, tell the school/nursery.

Contact 111 if you need medical help.
In an emergency, dial 999.
## What if a test comes back positive

<table>
<thead>
<tr>
<th>Symptomatic</th>
<th>Asymptomatic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residents</strong></td>
<td>• Isolate for 14 days from the day the test was taken</td>
</tr>
<tr>
<td>• Continue to isolate for 14 days from the day that symptoms started</td>
<td>• Self isolate for 10 days from the day the test was taken.</td>
</tr>
<tr>
<td>• Continue to self isolate for 10 days from the day of symptoms</td>
<td>• Staff can return to work on day 11 if they have no symptoms.</td>
</tr>
<tr>
<td>• Staff with symptoms should not come into the facility</td>
<td></td>
</tr>
</tbody>
</table>

- You must have written consent from the individual if you plan to have results returned to a different person
- If a resident or staff member who has previously tested positive develops new symptoms, then please re-test after 90 days of the initial test
- Staff 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/](https://www.nhs.uk/conditions/coronavirus-covid-19/)
- It is your responsibility to inform your local Public Health authority of a positive result
What if a test comes back negative?

- You do not need to isolate if there are no symptoms and a negative COVID-19 result.
- If someone subsequently develops symptoms, they should isolate and order a test through the NHS symptomatic portal unless advised otherwise by local Health Protection Team.

What if a test comes back as unclear, also known as ‘we could not read your sample’?

- If symptomatic, treat tests as positive and isolate the resident or staff member.
- Residents should be retested using spare test kits to get a conclusive result. Staff can be retested using spare kits only if they are not displaying any symptoms.
- No symptoms and a ‘we could not read your sample’ result means that staff can continue to work but should be retested immediately.
- If you don’t have enough spare kits, call the Coronavirus Testing Contact Centre on 119 (England).
Where to go for support
Support


Complete the competency assessment: available at [www.genga.org/carehomes](http://www.genga.org/carehomes)

Contact your Local Authority - [https://www.gov.uk/find-local-council](https://www.gov.uk/find-local-council)

Coronavirus Testing Contact Centre: please call 119 (England)

Lines are open from 7am –11pm daily. After selecting your country, language requirements and data preferences, press ‘1’ for calling from an organisation who receives test kits directly from the national testing programme
Resources Available

- Consent form templates that can be used for staff and residents have been shared with Local Authorities.


- Easy reads on Coronavirus and testing
Appendix
Step-by-step guide to register their kits after completing a test
Individual registration upload – Process Walkthrough

Please refer to slide 24 for initial registration instructions / links

**STEP 1:** Confirmation of consent

- 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

**STEP 2:** Select other

- Which type of organisation are you?
  - Care home
  - GP surgery
  - Dental surgery
  - Prison
  - Other

**STEP 3:** Enter your 8 digit UON

- 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
Individual registration upload – Process Walkthrough

**STEP 4:** Select ‘add each person’s details one by one’

**STEP 5:** Select non-staff or staff

**STEP 6:** Enter your name
**STEP 7:** Enter your date of birth

What’s Peter Smith’s date of birth?

For example, 31.3.1980

Day  Month  Year

Continue

**STEP 8:** Enter your gender

What’s Pete Smith’s gender?

- Male
- Female

Continue

**STEP 9:** Enter your ethnicity. You can select prefer not to say

What is Peter Smith’s ethnic group?

- Asian or Asian British
- Black, African, Black British or Caribbean
- Mixed or multiple ethnic groups
- White
- Another ethnic group
- Prefer not to say

Continue
STEP 10: Enter your work status.

STEP 11: Enter your area of work.

STEP 12: 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.
**Individual registration upload – Process Walkthrough**

**STEP 13:** Enter the name of your employer.

**STEP 14:** Enter the country you live in.

**STEP 15:** Enter your home postcode. An additional question will ask for the first line of your address.
**Individual registration upload – Process Walkthrough**

**STEP 16:** Enter your NHS number, if you know it. This is used to link the result to your patient record.

Do you know Peter Smith's NHS number?

- [ ] Yes, I know Peter Smith's NHS number
- [ ] No, I do not know Peter Smith's NHS number

**STEP 17:** Select Yes or No depending on whether you have symptoms.

Does Pete smith currently have coronavirus symptoms?

- [ ] Yes, they currently have at least one of these symptoms
- [ ] No, they currently do not have any of these symptoms

**STEP 18:** Enter date of onset of symptoms, if you see this page.

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 19:** Enter the test kit barcode.

**STEP 20:** Enter the date and time the test was completed. This date and time can be in the past.

**STEP 21:** Enter your email address. Results will be sent to this email address.
Registration service update

The service for registering test kits for your organisation is changing on **Wednesday, 25th November.**

There’ll be an additional step on the single registration service (Image A). This will follow the step shown in image B, as follows:

This new step is **only for care homes taking part in the return box tracking pilot.**

If you’re not taking part in the return box tracking pilot, please click ‘No’ when you come to this page.
**Individual registration upload – Process Walkthrough**

**STEP 22:** 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’.

**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

**STEP 23:** Check your answers. You are able to change details at this stage.
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.