

## **Best practice COVID-19 care home staff testing**

The transitioning of COVID-19 care home staff testing to the NHS Scotland pathway is progressing well with some positive feedback around ease of process and improved turnaround times.

It's important that you note the following best practice:

1. **Swabs** – all swabs must be removed from the test tube. Swabs can be discarded either into clinical waste, or placed in a double plastic bag, securely tied, retained for 72hours and disposed of in general waste.
2. **Registration** – ensure all your staff test samples (bar code numbers) are correctly recorded against names on [www.covidtestingportal.scot](http://www.covidtestingportal.scot) (only use Google Chrome, Firefox or Microsoft Edge web browsers. Please don't use Internet Explorer).
3. **YouTube** – <https://www.youtube.com/watch?v=7WIC2uelkGc&feature=youtu.be>  
Share and encourage your team to watch the YouTube video on the testing process. The video provides some useful tips on speeding up and improving the registration process.
4. **PCR Kit Delivery** – PCR kits are sent out automatically by NHS Scotland. Please only get in touch if they do not arrive by the day of testing.
5. **Courier** – You no longer need to book a courier to collect your tests as we have provided your delivery schedules to Eagle Couriers. If you wish to change your pick-up schedule, please contact the helpline.
6. **Unused/unopened PCR kits** – if you do not use all the PCR test kits provided to you on any given day, please keep them at your care home for future use. You may find them useful if you spoil a test or need kits urgently. Please do not return them by courier to the lab.
7. **Disposal** – Please dispose of any unused surplus DHSC/Lighthouse care home test kits, along with spoiled PCR kits and used lateral flow test kits, in line with your local procedures.
8. **Contact Us** – Please call 0800 008 6587 if you have any queries about either PCR or lateral flow device testing, or use the support function in the portal which you'll find on the top bar of [www.covidtestingportal.scot](http://www.covidtestingportal.scot)