**Checklist for Care Home visits using Lateral Flow Testing**

*Based upon HM Government Care Home Visitors COVID-19 Testing Guidance*

[Click here for the guidance](https://www.hcpa.info/wp-content/uploads/Care-Home-LFD-Testing-of-Visitors-Guidance-25-11-2020-1.pdf)

**Please ensure you can answer Yes to all the questions below prior to starting LFT**

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| **Who?** | **Stage of process** | **Please mark Yes / No** |
| **Preparing your Home for testing and visitors** |
| MANAGEMENT>VISITORS | Have you prepared a written consent form covering the testing and sharing personal datafrom ALL those wishing to visit? | Yes / No |
| MANAGEMENT>PORTAL | Are you signed-up to the National PPE Portal (www.nhs-ppe.co.uk)? | Yes / No |
| MANAGEMENT | Have you sufficient stocks of PPE to manage visits? | Yes / No |
| MANAGEMENT | Have you set up a testing area that has enough space to allow visitors to maintain social distancing before, during and after the test, including a waiting area and a one-way system?  | Yes / No |
| MANAGEMENT | Have you readied a workstation within the testing area for the preparation and unpacking of test kits? | Yes / No |
| MANAGEMENT | Have you got enough Lateral Flow Devices through your regular stocks? If not order more through the national portal | Yes / No |
| MANAGEMENT | Have you prepared an area 2-30 degrees C for storing the extraction solution and the test cartridges? NOTE: Test kits need to be stored and separated from universal test kits for confirmatory PCR tests and routine testing of residents and staff. | Yes / No |
| MANAGEMENT>STAFF | Do you have 2 members of staff ready – One to welcome and check visitors in and one to conduct the test and record the result? | Yes / No |
| MANAGEMENT>STAFF | Have you ensured your staff have undertaken the DHSC online training and completed the online assessment to satisfaction?Details of the portal can be found here- [www.hcpa.info/guideline/covid-19-testing](http://www.hcpa.info/guideline/covid-19-testing)  | Yes / No |
| MANAGEMENT | Are you satisfied that your staff are proficient in registering test and logging results? | Yes / No |
| MANAGEMENT  | Are you confident you can schedule visitor testing as well as staff and residents testing, including having sufficient staff numbers required? | Yes / No |
| MANAGEMENT | Have you displayed the following advice for visitors?Visitors must prepare to:• Consent to testing and sharing test results• Register their own test kits online, or consent to sharing personal information, if supported by staff with registration• Complete a self-assisted throat and nasal swab• Wait 20 - 30 minutes for the test results before visiting• Wear PPE during testing and visit• Follow all other infection control protocols and safety requirements during visit• Complete a confirmatory PCR test if LFD test is positiveNOTE: A template poster is available here: <https://www.hcpa.info/wp-content/uploads/LFT-VISITOR-TESTING-POSTER.docx>  | Yes / No |
| MANAGEMNT | Have you prepared your waste management process for used tests?  | Yes / No |
| **Getting ready for visitors** |
| MANAGEMNT | Have you displayed your Homes Unique Organisation Number (UON) so visitors can register themselves online? | Yes / No |
| STAFF | Have you prepared the test kits, ready for use (including swabs, extraction materials, test tube racks, LFS devices and barcodes)? | Yes / No |
| MANAGEMENT | Have you one / more devices (tablets / laptops computers) available and online for visitors to use to register themselves? | Yes / No |
| MANAGEMENT | Are your staff ready to log the Results (before each visit)? | Yes / No |
| **Conducting the tests** |
| MANAGEMENT>VISITORS | Have you made visitors aware they will need to:• Consent to testing and sharing test results• Register their own test kits online, or consent to sharing personal information if you support them with registration• Complete a self-assisted throat and nasal swab• Prepare to wait 20 - 30 minutes for a result before visiting• Wear PPE during testing and visit• Follow all other infection control protocols and safety requirements during visit• Complete a confirmatory PCR test if LFD test is positive | Yes / No |
| STAFF>VISITORS | Have visitors been provided with PPE upon entrance and advised on wearing PPE?\*Staff member handing over PPE must be in PPE themselves  | Yes / No |
| STAFF>VISITORS | Are you clear what to do with a positive result? If the visitor tests positive they must immediately leave the premises to go home and self-isolate, avoiding public transport wherever possible. They must follow government [guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) and immediately self-isolate and complete a confirmatory polymerase chain reaction (PCR) test which should be provided to them by the care home. This can be returned either through a courier or through a Royal Mail priority postbox. If the confirmatory PCR comes back positive, their household must also self-isolate and contacts may also need to self-isolate in line with current government [guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). | Yes / No |