

# Test and Protect and Workplace Testing FAQ

Scotland

Questions	Advice
<b>General</b>	
What is Test and Protect?	<p>On 26 May, the government introduced a new Test and Protect service to ensure that anyone who develops symptoms of COVID-19 can be quickly tested and to trace close recent contacts of anyone who tests positive. This is accompanied by <a href="#">guidance for employers</a>.</p>
What should we do if someone has symptoms of COVID-19?	<p>It is recommended that an employer download and adopt the Emergency Action Plan on our Coronavirus Advice Hub. This needs to be agreed amongst the management team and communicated with all members of the workforce.</p> <p>In the first instance, anyone who develops symptoms at work needs to leave work to self-isolate straightaway. Employees should be directed to <a href="http://www.nhsinform.scot">www.nhsinform.scot</a> or call 0800 028 2816 to arrange a test.</p> <p>If the employee tests positive, they will need to self-isolate for a minimum of ten days. NHS contact tracers will interview the employee and get in touch with people they have been in close contact with to inform them to self-isolate for 14 days.</p> <p>If your employees are informed by a contact tracer that they should isolate, you should help them to do so straightaway. You can ask them to work from home if they are able to and they are not unwell. Employers should not ask someone who is isolating to come into work before their period of isolation is complete, in any circumstances.</p> <p>Workers can then use this notification to inform their employer that they have been told to self-isolate and, in turn, you can ask for copies of the notification as evidence of sickness, especially if you are planning to claim a rebate for SSP (which can be done online <a href="#">here</a>). Please note that any SSP paid since 13 March for the first 14 days of absence due to COVID-19 can now be claimed back using this online portal.</p>
Should we isolate all our employees?	The government has specified that workers should self-isolate if they:

	<ul style="list-style-type: none"> <li>• Have COVID-19 symptoms and are awaiting a test result;</li> <li>• Have tested positive for COVID-19;</li> <li>• Are a member of the same household as someone who has symptoms or has tested positive for COVID-19; or</li> <li>• Have been in close recent contact with someone who has tested positive and received a notification to self-isolate from the Test and Protect service.</li> </ul> <p>Beyond Level 0, the requirement to self-isolate as a close contact of a positive case has changed for fully-vaccinated individuals, as long as you remain asymptomatic.</p> <p>You do not need to self-isolate as a close contact if you meet all of the following criteria:</p> <ul style="list-style-type: none"> <li>• You are fully vaccinated, and 14 days has passed since your second dose of vaccination.</li> <li>• You have taken a negative PCR test since being advised to isolate as a close contact. You must remain in self-isolation while awaiting the result of the PCR test result.</li> <li>• You do not develop COVID-19 symptoms. If symptoms develop at any stage, you must self-isolate immediately and book a PCR test, in line with existing arrangements.</li> </ul> <p>Adults who are not fully vaccinated must continue to self-isolate for 10 days if identified as a close contact of someone who has tested positive. If you are not fully vaccinated, receiving a negative PCR test result after identification as a close contact does not permit you to leave self-isolation.</p> <p>People who test positive must still self-isolate for 10 days from the onset of symptoms, or from the date of the positive test if displaying no symptoms.</p>
<p>We've had more than one confirmed case in our workplace. What should we do?</p>	<p>The guidance states that if multiple cases of COVID-19 appear in a workplace, an outbreak control team from either the local authority or Public Health Scotland will, if necessary, be assigned to help you manage the outbreak. Employers should seek advice from their local authority if necessary.</p>
<p>Should we force everyone to download the Protect Scotland app?</p>	<p>If employees have company phones, we recommended that this is downloaded and used throughout the business/organisation. However, employers cannot force employees to use the app outside of work on</p>

	<p>their work phone due to potential issues of privacy regarding the tracking of movements in their own personal time. If employees only have personal phones, we recommend that they download it; however, you will be unable to force your employees to do so.</p>
<p>We do not allow employees to have mobile phones on them during the working day. Should we now allow this?</p>	<p>If mobile phones are prohibited on safety grounds, do not allow mobile phone use.</p> <p>If mobile phones are prohibited based on them being a distraction, it may be worth reconsidering this rule and looking to allow employees to retain the phone on their person but maintain that they are still not permitted to use it.</p>
<p>Should we update our current risk assessments?</p>	<p>Yes, this is a key control measure in preventing the spread of the virus and needs to be added to existing risk assessments.</p>
<p>Should we inform others if someone has symptoms and is self-isolating, but hasn't yet been tested?</p>	<p>Those who need to also isolate because they have come in contact with a person who has tested positive should be notified by the Test and Protect service, so there should be no need to notify any employees yourself.</p>
<p>Should we tell people if someone who works in a different department to them, or somebody they will not have come into contact with, tests positive?</p>	<p>Disclosure of medical information about an employee could be a breach of the General Data Protection Regulations. However, you could notify employees that there has been a confirmed case, so long as the identity of that employee is not disclosed or apparent because they are the only absent employee. If you have concerns, seek consent from the employee before notifying colleagues if you believe their identity may be obvious.</p>
<p>Are there any steps you can take if an employee has gone home with symptoms, but they refuse to get tested?</p>	<p>Employees cannot be forced to undertake medical tests and examinations. If they have symptoms, they will need to isolate in accordance with the advice from Public Health Scotland.</p>
<p>What is a Polymerase Chain Reaction Test (PCR)?</p>	<p>For PCR tests, a swab is used to collect an RNA sample (the nucleic acid that converts DNA into proteins) from the patient's tonsils and inside their nose. RNA is collected as it carries the genetic information of this specific virus. This is then sent to a laboratory where the sample is heated and cooled so it multiplies into larger quantities of DNA.</p>

	<p>These types of tests have been used by the NHS in their testing centres around the country for the past few months and are the tests sent out by the NHS to people who have symptoms.</p>
<p>What is a Lateral Flow Test (LFT)?</p>	<p>These tests are designed to identify asymptomatic people.</p> <p>A swab is inserted into the nose or throat, then the sample is inserted into a tube of liquid for a short time which extracts the molecule that determines if COVID-19 is present. No laboratory equipment is needed as a few drops of liquid are then dropped onto a small strip.</p> <p>Within 15 minutes, two lines will show on the strip of if it is positive, one line on the top if it is negative or one line on the bottom if the test is invalid.</p> <p>People who test positive on an LFT should self-isolate and book a PCR test with the NHS.</p>
<p>Can I force employees to take a COVID-19 LFT or PCR test if available through the government?</p>	<p>This is not something that an employee can be compelled to do but it may be reasonable in certain circumstances. For example, it may be justified in specific sectors (healthcare for example, especially when dealing with vulnerable people).</p>
<p>If an employee gives a positive test, what can you tell the rest of your workforce?</p>	<p>Certainly, employees should be notified of the risks of infection as soon as possible. However, revealing the identity of the employee who has tested positive may be a step too far in most cases. The Information Commissioner's Office has provided a bit of guidance on this, confirming that you should not provide more information than is necessary and, in most cases, it will not be necessary to name individuals.</p>
<p>How do we set up workplace testing?</p>	<p>Workplace testing in Scotland is open to all Scottish businesses with over 10 employees. This approach aims to support and protect Scottish businesses as they return to work, especially those with younger members of staff who may not be fully vaccinated and who are therefore more vulnerable to COVID-19.</p> <p>Businesses with fewer than 10 employees can freely access the universal testing programme. Details can be found <a href="#">here</a>.</p> <p>The government aims to review the approach to workplace testing in September 2021.</p>

Will we need to complete a separate risk assessment for testing?	Yes, or you can update your current coronavirus risk assessment to include the new control measures you have implemented. A separate risk assessment can be found on our Coronavirus Advice Hub.
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