



October 2021

Employee Coronavirus Testing from Home Policy

Introduction

This policy describes the arrangements Lower Covey Ltd has put in place for the testing of employees for coronavirus who are continuing to operate from our workplace, with these tests being conducted from employees' homes due to on-site testing not being feasible. It covers who is eligible for testing, how the test will be carried out and what happens after a result is produced. Employees who have any questions about this policy can speak to Laura Foster.

Why we are offering tests

The health and wellbeing of everyone at Lower Covey Ltd is paramount to us and we hope frequent testing will help to provide reassurance to employees that they are not carrying the virus. By promoting testing that can be done from home, we seek to provide confidence to our employees that the workplace remains Covid-19 free and that we are taking a proactive role in the identification of asymptomatic cases. Regular testing helps us to enable business continuity.

Having a test is not compulsory for our employees. However, we encourage our employees to take up this opportunity. Those who do not take up the opportunity to have a test must, as all employees are required to, continue to adhere to all of our health and safety rules including hand hygiene and social distancing.

If employees experience symptoms in between tests, they should not wait for their test before taking action. Employees are required to comply with Government guidance on self-isolation upon developing symptoms.

Why are tests to be conducted at home

After careful consideration, we have determined that on-site testing is not feasible in our workplace and, as such, have concluded that all staff testing should be conducted at home. This is due to the following:

- having a dual site setting
- lack of available space to perform number of tests needed weekly

Sourcing of testing kits

Staff are responsible for sourcing their own lateral flow tests from the Government website.

Obtaining consent and using your personal data

Employees must confirm their consent to testing before a test takes place by completing a consent form which is available from Laura Foster and should be passed back to her once complete. New members of staff should also be asked to confirm their consent.

Information relating to your health is classed as special category data under data protection legislation. We will process such data in line with our obligations under the legislation. Data collected includes your name and your test result which is needed in order to administer appropriate payments during the self-isolation period.

Employees can speak to Laura Foster if they have any questions about how their data will be used.

The testing process

Upon receiving your test kit, staff should complete the test at home in line with the instructions that will be provided, twice a week. We are using rapid tests, otherwise known as lateral flow tests.

Receiving test results and what happens next

As we are using lateral flow tests, it is expected that a result should be available within 30 minutes.

Those who have a negative result are able to continue with their work as normal and attend the workplace. You should notify Laura Foster of your negative result so this can be recorded and processed with the companies weekly results. A positive test result means that the person tested potentially has Covid-19 at the time of testing.

Employees who receive a positive result must inform Julie Partridge and Laura Foster immediately and must not attend the workplace. For their safety, and the safety of all others in the workplace, it is absolutely essential that employees are honest about their test result. If it is suspected that an employee has deliberately misled Lower Covey Ltd regarding their test result, a full investigation will be conducted, and disciplinary action may be taken.

Employees with a positive result should seek a further PCR test through the Government testing service. They must then inform Julie Partridge and Laura Foster of their second test result as soon as possible after it is received. If this is negative, the employee may return to work and arrangements to do so will be made. If this is positive, the employee must self-isolate in line with legal requirements.

Employees must not attend the workplace, or another premises on work business, during any period of self-isolation. Where possible, employees are permitted to work from home during self-isolation provided the employee remains well enough to do so. Where not possible, employees will be paid statutory sick pay immediately.

Positive results will be shared as soon as possible after the result has been given to Julie Partridge and Laura Foster so they can pass this information onto relevant bodies. Only those who are required to know the name of the employee who has had a positive test in order to take necessary action will be told this information. It is not always necessary that those who are performing an action subsequent to a positive test are made aware of which employee has tested positive.

While the wider workforce will be informed of potential cases of Covid-19 that we become aware of through our testing exercise, names of those who have had a positive result will not be disclosed.

Our health and safety measures

Our Covid-secure health and safety measures remain in place and all employees must continue to adhere to them regardless of a negative test result. Failure to adhere to these measures at any time may result in disciplinary action being taken. Details on the Covid-secure measures can be found within our risk assessment.