

Visitors Testing Pilot – LFD READINESS CHECKLIST

Home:

Date:

Audited By:

How to use this checklist

This checklist includes all the key steps you will need to prepare your home and visitors for point-of-care LFD testing. The checklist is divided into seven key themes. You may wish to use this checklist before each day of scheduled visitor testing.

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Materials we will provide

- Guidance playbook, to print or have on hand
- Managed devices for using the Log Results App
- Reporting spreadsheet
- Test site ID for visitor registration form
- Visitors Letter
- PPE for visitors

Materials you will need

- Devices for visitor registration
- Permanent markers (Red/Black) for timing devices
- Timer (if possible)
- Laptop with reporting spreadsheet (unless you prefer to print and fill in)

COVID 19 – LFD TESTING READINESS CHECKLIST

Before you start

Key Areas	YES	NO	COMMENTS / OBSERVATIONS
Have you communicated the testing approach to staff who will conduct the test?			
Have all staff completed the online training assessment and emailed screen grabs to your SPOC?			
Have you ensured you have enough of the appropriate PPE for all staff AND visitors?			

COVID 19 – LFD TESTING READINESS CHECKLIST

Prepare test site & staff

Key Areas	YES	NO	COMMENTS / OBSERVATIONS
Have all staff read the instructions, guidance, and attended the webinars?			
Have you set up your testing workflow with a separate area for visitor self-assisted testing and waiting?			
Have you printed out the guidance playbook?			
Have you downloaded and prepared the reporting spreadsheet?			

COVID 19 – LFD TESTING READINESS CHECKLIST

Prepare visitors

Key Areas	YES	NO	COMMENTS / OBSERVATIONS
Have you scheduled visitors according to testing time considerations?			
Are you prepared to support visitors with putting on PPE upon arrival and taking it off appropriately upon leaving?			
Have you shared appropriate information with visitors, including the visitor's letter?			
Have you prepared the visitor consent forms that they will sign upon arrival?			

COVID 19 – LFD TESTING READINESS CHECKLIST

Order test kits & prepare for testing

Key Areas	YES	NO	COMMENTS / OBSERVATIONS
Have you received order confirmation of your LFD and universal test kits?			
Have you received kit delivery and stored test kits according to the guidance?			
Have you familiarised yourself with other IPC safety procedures and guidance?			
Have you ensured you have the correct equipment, materials and Personal Protective Equipment for both staff AND visitors?			
Have you prepared the test kits including the swabs, extraction materials, test tube racks, LFD devices, and barcodes?			
Do you have the Log Results app managed devices and set up iPads or devices for registering visitors?			

COVID 19 – LFD TESTING READINESS CHECKLIST

Theme: Conduct testing and sample analysis

Key Areas	YES	NO	COMMENTS / OBSERVATIONS
Do you have your Test Site ID ready and available for visitors to use when they register kits?			
Have you obtained consent to conduct daily tests and share personal information from visitors, in line with your existing policies and procedures?			
Have you organised consenting visitors and provided them with allocated test times?			
Have you organised the unique barcodes and registration cards to hand the visitors before they complete registration and testing?			
Have you successfully tested visitors and provided them with the unique test barcode on the LFD cartridge?			
Have you cleaned your test site after each batch of visitors?			
Have you analysed the LFD test kits?			
Have you recorded the result using permanent marker on the LFD cartridge?			
Have you recorded the results using the “Log Results” app AND on the reporting spreadsheet?			

COVID 19 – LFD TESTING READINESS CHECKLIST

Results notification & follow up

Key Areas	Yes	No	COMMENTS/ OBSERVATIONS
Have both the visitor and staff received and understood the test results?			
Have you followed the guidance and instructions if the visitor tests positive?			
Have you ensured internal policies reflect guidance on how to control the spread of COVID-19 during a visit?			
Have you ensured all test devices are disposed of in clinical waste?			
Have you returned the daily reporting spreadsheet to your POC?			

COVID 19 – LFD TESTING READINESS CHECKLIST

Positive Results action

Key Areas	Yes	No	COMMENTS/ OBSERVATIONS
Have you copied down the LFT test kit barcode onto the reporting spreadsheet?			
Have you provided the visitor with a positive PCR test kit and supervised that they complete the test and online registration?			
Have you copied down the PCR test kit barcode onto the reporting spreadsheet?			
Have you booked a courier for the test kit pickup?			
Have you provided the visitor instructions to return home immediately and isolate, following NHS Test and Trace protocol?			

FEEDBACK / RECOMMENDATIONS

Signed:

Date:

Designated Role: