

Terms and Conditions of the COVID-19 Community Testing Programme

As part of the response to the COVID-19 pandemic, we are expanding our regular programme of testing. Testing isn't mandatory, but it is important because employees without symptoms could be carrying the virus and may spread it to others.

Testing will support businesses to remain open and to operate as safely as possible through early detection of possible COVID-19 virus.

By registering your business, you agree to these Terms and Conditions.

Eligibility to enrol on the COVID-19 Community Testing Programme

To be eligible for the COVID-19 Community Testing Programme, and to undertake Lateral Flow Testing (LFT) your business must operate in one of the following sectors:

- Early years and childcare services
- Children's Social Workers and those working in Children's social services
- Hospitality
- Retail
- Agriculture or fisheries
- Wellbeing, cosmetic or beauty services
- Public transport or freight, post and delivery services
- Veterinary practice and animal husbandry

The business must have 2 or more employees (including the business owner), as those taking a test will need to observe one another.

Participating in the testing is entirely voluntary for both businesses and employees.

How to participate

Any business wishing to take part in the Community Testing Programme must register on the Government of Jersey (GoJ) [secure online portal](#). Each business will need to nominate an employee to input business information into the portal, including:

- business name
- business address, email and contact number
- the business sector
- total number of employees in the business
- names of employees taking part in the Community Testing Programme
- confirmation they want to register their business into the Programme

Once the completed registration has been received, a unique workplace reference number will be issued to the business, along with a Welcome Pack which provides further information for both the business and their employees.

Obligations once enrolled

Business obligations

Once a business has registered on the Community Testing Programme, Lateral Flow Testing (LFT) should be undertaken weekly.

LFT can be self-administered under the supervision of another member of staff, who is familiar with the testing methodology (e.g. they have watched and fully understood the instructional video, or have read and fully understood the written instructions). The test consists of a small swab which a person brushes against the inside of their nostrils or tonsils.

Participation is voluntary; if an employee does not wish to take part in lateral flow testing, they should still be able to continue working as normal, unless they require PCR testing for another reason (such as displaying symptoms, contact tracing or admission to hospital).

Results reporting

Businesses are required to collate and input the results of the Lateral Flow Testing in a timely manner, in order to maximise the safety of employees and customers.

- The nominated business representative must upload LFT results into the secure Government of Jersey online portal as soon as possible, and no later than 2 hours after the test result is available
- The nominated business representative must also notify the employee of their result as soon as they receive it
- LFT will give one of three results – positive, negative or invalid. For each result, the employee will receive a confirmatory email once the result has been inputted into the portal; the actions for the business are:
 - If the result is positive the employee must be sent home immediately to isolate. They must also ask members of their household to return home and isolate. The employee must then call the Coronavirus helpline to arrange a home visit PCR test. As a ‘failsafe’, inputting the results into the portal will automatically notify the Covid Safe Team, who will check that the employee has arranged a PCR test. The employee must remain in isolation at least until the result of the PCR has been obtained
 - If the result is negative no further action is needed. Businesses should remind employees that a negative result does not categorically indicate that the employee is COVID-19 negative and should ensure that all existing public health guidelines are observed by all employees
 - If the test is invalid the employee should be asked to take another test.

Businesses must ensure:

- all employees taking part have registered on the portal using the correct unique workplace reference number provided to the business by the Government of Jersey.
- the business should clearly identify an area to carry out testing ('test site'). The test site must:
 - have an ambient temperature of 2-30°C for storing the Lateral Flow Tests, and 15-30°C for the testing process
 - be well lit and have good ventilation
 - be regularly cleaned in line with [Public Health cleaning advice](#)
 - have sufficient space to allow for physical distancing in accordance with public health guidance
 - have a clear division between the areas used for swabbing and processing, with the processing area clearly identified so individuals being tested do not contaminate it
 - a flat surface available for the tests to be placed during processing
- when employees are carrying out the LFT:
 - they must be a minimum of 1 metre apart (2 metres apart if possible)
 - they must understand how to carry out the test
- for results reporting, a nominated individual must:
 - check the test results 20-30 minutes after the test is performed; results should be checked **no later than 30 minutes** after the test is performed
 - upload LFT results to the online portal as soon as possible, and no later than 2 hours from the test result being available
- for waste disposal:
 - all tests and materials used during the LFT process should be double-bagged and disposed in normal waste bins
 - positive LFTs must be double-bagged and additionally held for 72 hours before disposal in normal waste bins
- if an employee receives a positive test result, all surfaces, including touch points, should be cleaned with disposable cloths and in line with advice from the Covid Safe team.

We **recommend** businesses assign one individual to be in charge of overseeing the process. Where this is not possible, employees should perform the tests in pairs or small groups

Businesses should also implement a one-way system for staff testing.

Businesses are not permitted to retain copies of or make notes of employee's results. Once the employee's results have been submitted, they must not be viewed by the employer. Employers can view the dates of employee's tests but not the results.

Employee obligations

Employees wishing to participate must register individually using the Government of Jersey secure online portal, using the **unique workplace reference number** provided by their employer, which is used to assign the employee to the correct business.

Employees will need to provide:

- their name
- date of birth
- contact details (mobile phone number and email address)
- confirmation that they wish to take part.

Businesses are not allowed to sign up employees; the registration must be completed by the employee. Once an employee has registered, the business will be required to confirm the employee does work there.

Employees:

- must undertake the LFT at their place of work, with another employee observing that they are following the correct procedure
- do not need to isolate whilst waiting for their LFT result.

Results reporting

- The employee's result will be read by the nominated individual and uploaded into the secure Government of Jersey online portal
- The business representative will notify the employee if their result is positive, as soon as they receive it
- The employee will also receive an automatic email confirming their result, once it has been uploaded
- LFT will give one of three results – positive, negative and invalid:
 - If the result is positive the employee must be sent home immediately to isolate. They must also ask members of their household to return home and isolate. The employee must then call the Coronavirus helpline to arrange a home visit PCR test. As a 'failsafe', inputting the results into the portal will automatically notify the Covid Safe Team, who will check that the employee has arranged a PCR test. The employee must remain in isolation at least until the result of the PCR has been obtained
 - If the result is negative no further action is needed. Businesses should remind employees that a negative result does not categorically indicate that the employee is COVID-19 negative and should ensure that all existing public health guidelines are observed by all employees
 - If the test is invalid the employee should be asked to take another test.

Employers will be able to view the dates on which employees participated in testing, but not view their employees individual test results.

General

The Government of Jersey reserves the right to cancel the Community Testing Programme or amend these terms and conditions at any time, without prior notice.

The Community Testing Programme and these terms and conditions will be governed by the laws applicable in Jersey.