



UPDATE 27 April 2020

Healthcare Employer Guide:

How to Access Staff Testing for COVID-19 (Coronavirus)

Making sure your staff can be tested for COVID-19 is a priority. You may have seen or heard about the different ways that people can get access to testing through NHS facilities and the new regional sites that are being set up by the Government. As healthcare workers your first point of call for staff testing should be your [local NHS testing site](#). Many of you will have had communications with these sites already.

The process within this document is relevant to you if you work within any of the below organisations:

Health and care services
All NHS staff –those working in primary care (GPs, Practice staff, dentists, pharmacists and opticians), staff delivering hospital, community, mental health and ambulance services
Providers of end of life care and hospices
Community equipment providers
Staff and voluntary workers providing support to frontline health services (e.g. catering, accommodation)
All staff working in the independent health sector
Care home and domiciliary care staff
Adult and children's social care workers
Staff and voluntary workers in residential care settings for vulnerable children and young people, including residential special schools, respite provision and residential special post-16 institutions for young people
Staff providing home care support to children and young people with special needs
Child youth and family social care caseworkers
Public and environmental health staff, including inspectors
Staff working with the homeless and rough sleepers
Voluntary sector organisations providing substance misuse treatment and domestic abuse support

Who needs to be tested?

Your staff and others in their households are able to access a test if they are experiencing symptoms. The symptoms to look out for include a new continuous cough and or a high temperature. Some people have reported losing their sense of smell or taste, or have experienced feeling tired. More information is available at www.nhs.uk/conditions/coronavirus-covid-19

A test is recommended between days two and four of you experiencing symptoms.

If you are an employer in the listed organisation and you have staff with symptoms that need testing then please contact the relevant organisation to receive details on how you book your staff in for testing:

Area	Contact Email
Oxfordshire	ouh-tr.covid@nhs.net
Buckinghamshire	bht.covid-communityswabs@nhs.net
Berkshire West	covidtesting@berkshire.nhs.uk
Berkshire East	ics-frimley.quality-covid19@nhs.net
Milton Keynes	mk.ucs@nhs.net

Alternative Locations

If it is difficult for a member of your staff or a household member to travel to one an NHS testing site then they can access one of the regional government-run testing sites.

Testing at one of the regional government run sites is taking place at:

Thornhill Park and Ride, London Rd, Headington, Oxford OX3 8DP

Opening times are 08:00 until 20:00, 7 days a week

Access through online booking only

South Second Street Car Park, Milton Keynes, MK9 2FW

Opening times are 08:00 until 18:00, 7 days a week

**Will accept people turning up with key worker ID until Wednesday 29 April 2020
when it will move to online booking only.**

Detailed guidance for employers and their employees about how to book tests is available at <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Your staff will need to prove ID of their relevant employment when they go to a regional test site for their appointment. Others within the same household who need to be tested will also need proof that they are living with a designated key worker and must be over the age of 5.

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