**10 Steps to Testing**

**A guide for key worker organisations in Dorset**

1. Keyworker organisations will need to have their own internal processes for determining which individual should be put forward for testing. The following people can be nominated for testing:  
   - high priority key workers who are symptomatic   
   - symptomatic members of a household that are resulting in an asymptomatic key worker   
    having to isolate   
     
   Testing is focused on symptomatic people only. Anyone nominated that does not have symptoms will not be tested.

Employees are responsible for ensuring that key workers are aware of the importance of reporting through internal HR processes, on day one onset of symptoms (for themselves or a member of their household.

1. Each morning employers should complete the attached spreadsheet to nominate key workers for testing. All information is required. If the spreadsheet is not completed fully it will be returned.
2. Please submit your spreadsheet to the Dorset Local Co-ordination Centre (LCC) via [covidtesting@dorsetccg.nhs.uk](mailto:covidtesting@dorsetccg.nhs.uk) by 9am (seven days a week) to ensure next day testing.
3. Nominations for testing are processed by the Dorset LCC are then forwarded to the NHS England South West Regional Team who will contact individuals directly to confirm eligibility for testing. The team will book individuals in for testing at the most convenient Department of Health and Social Care (DHSC) testing facility.
4. In the rare event that a key worker (or their household contact) is deemed to be not suitable for testing at a DHSC facility, the NHS England South West Regional Team will notify the Dorset LCC and an alternative means of testing will be arranged. This will be the case for any key workers that do not have access to transport.
5. The Dorset LCC will notify employers of the date, time and venue of testing appointments for its nominated key workers.
6. Currently, notifications of test results are sent directly to the key worker (or household contact) by text message. It is the responsibility of the key worker to notify their employer of their results.
7. The employing organisation is responsible for the provision of guidance and advice to the key worker in terms of their return to work or the required self-isolation period.
8. In order to complete the data loop, key workers will receive a text message from the Dorset LCC that will ask them to report their test result.
9. **The Dorset Local Co-ordination Centre (LCC) is the single point of access to testing for high priority key workers.** NHS England South West Regional Team do not have the capacity to receive requests/contacts from individual organisations.