

Staff Briefing

Covid-19 Test and Protect Service



OFFICIAL

The government has now rolled out Test and Protect – NHS Scotland's approach to controlling the spread of coronavirus (COVID-19) in the community.

Everyone has COVID-19 symptoms of a new continuous cough, temperature or loss or change in sense of taste or smell should go to [NHS Inform online](#) or call 0800 028 2816 to book a test.

You can read the government's guidance on **Test and Protect** on [here](#).

If you need to self-isolate because you are following the government guidance or told by NHS Scotland Test and Trace service to do so, then you will be paid.

What to do if you have symptoms

You and your household should not leave home, you should all self-isolate straight away. You will need to request a test and, if the result is positive, you will be asked to help NHS Scotland to identify who you've had contact with. (This will be done confidentially.)

If you are at work when you experience symptoms then you should leave work to self-isolate straight away, inform your line manager and, if possible, wear a face covering on route and avoid public transport.

How to book a test

Go to [NHS Inform online](#) or call 0800 028 2816 to book a test.

You may be tested in the first 5 days from the onset of symptoms. To check your symptoms you should also go to [NHS Inform](#).

The council is following the government guidance on testing to protect the running of essential services. If you are currently leaving home to go to work then you could be considered a priority according to the government guidance. You can read the government's guidance on testing at www.gov.scot/publications/coronavirus-covid-19-testing-for-key-workers-in-Scotland/

People working in the health and social care sector will still remain the top priority for testing in Scotland.

What happens if you are contacted by the Test and Protect service

As you have been in close contact with someone with coronavirus: do not leave home for 14 days. A test will be arranged if appropriate. Also, the other members of your household do not need to isolate unless they have also been contacted by the Test and Protect service or you start to develop symptoms. For more information go to **Test and Protect** at [NHS Inform](#)

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Reporting your absence

You should continue to report your self-isolation absence in the normal way and to your line manager, when you have symptoms, someone in your household has symptoms or you've been contacted by Test and Protect service.

You should also go online at [NHS Inform](#) and get an isolation note as proof you need to stay off work. You don't need to get a note from a GP.

If you need any support to self-isolate then you should discuss this with your manager. You can also contact the National Assistance Helpline on 0800 111 4000 if you can't get any help from friends and family.

While self-isolating you should maintain regular contact with your line manager and in particular keep them informed if you exhibit any symptoms and receive a subsequent positive diagnosis of COVID-19.

If you need to self-isolate, your absence will be treated as sick leave **but will not:**

- be counted against your sick leave entitlement, and
- will not be used in connection with any Absence Management process.

If you are able to work from home whilst self-isolating you will be asked to do so.

Where to get tested

The main drive-through test centre is at Glasgow airport and you will need a car to attend. Tests are also available through the mobile testing units across the country, which move every five days or so. If you book a test you will be offered a test at the centre closest to your own postcode. A home testing kit is also an option on the website but this is subject to availability.

HR Support

If you need any further guidance, support to book a test or you are having difficulty with transport, then you can contact your service HR team. Please provide your HR team with your payroll/employee SAP number and a telephone number.

Service	Contacts
<ul style="list-style-type: none">• Education Services <p>Please email one of the contacts opposite</p>	<p>Katrina Smith katrina.smith@glasgow.gov.uk</p> <p>James Stevenson james.stevenson@glasgow.gov.uk</p>
	<p>Danielle McGrory danielle.mcgrory@glasgow.gov.uk</p>

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<ul style="list-style-type: none">• Neighbourhoods and Sustainability, including City Parking <p>Please email one of the contacts opposite</p>	<p>Andrew Ralston andrew.ralston@glasgow.gov.uk</p> <p>Moira Wilson moira.wilson@glasgow.gov.uk</p>
<ul style="list-style-type: none">• Chief Executive's Department• City Property• Development and Regeneration Services• Financial Services	<p>Jackie McCormack jackeline.mccormack@glasgow.gov.uk</p>

Frequently asked questions

1. What are the symptoms of coronavirus?

To check your symptoms go to [NHS Inform](#)

2. If my symptoms get worse what should I do?

If you are concerned about worsening symptoms, please call NHS24 on 111.

3. I had symptoms a few week ago, should I now be tested to find out if I've had the virus?

No. The test is only guaranteed to be accurate if you are currently symptomatic. The test will confirm if an individual who is showing symptoms of the virus actually has it. It will not confirm whether they have had it and have now recovered.

4. If I receive a negative test then develop symptoms, what should I do?

If, after returning to work, you develop symptoms then you should follow the [NHS Inform guidance](#) and self-isolate. You should then consider going for another test.

5. How do I get my test results?

Results under the UK testing programme are communicated to individuals directly by text message within 48 hours and are intended to be fed back into public health records in due course. When you get your test results you should share the results with your line manager.

6. I have a question about test results?

Any questions about accessing testing, the website, or results should be made through opshub@dhsc.gov.uk.