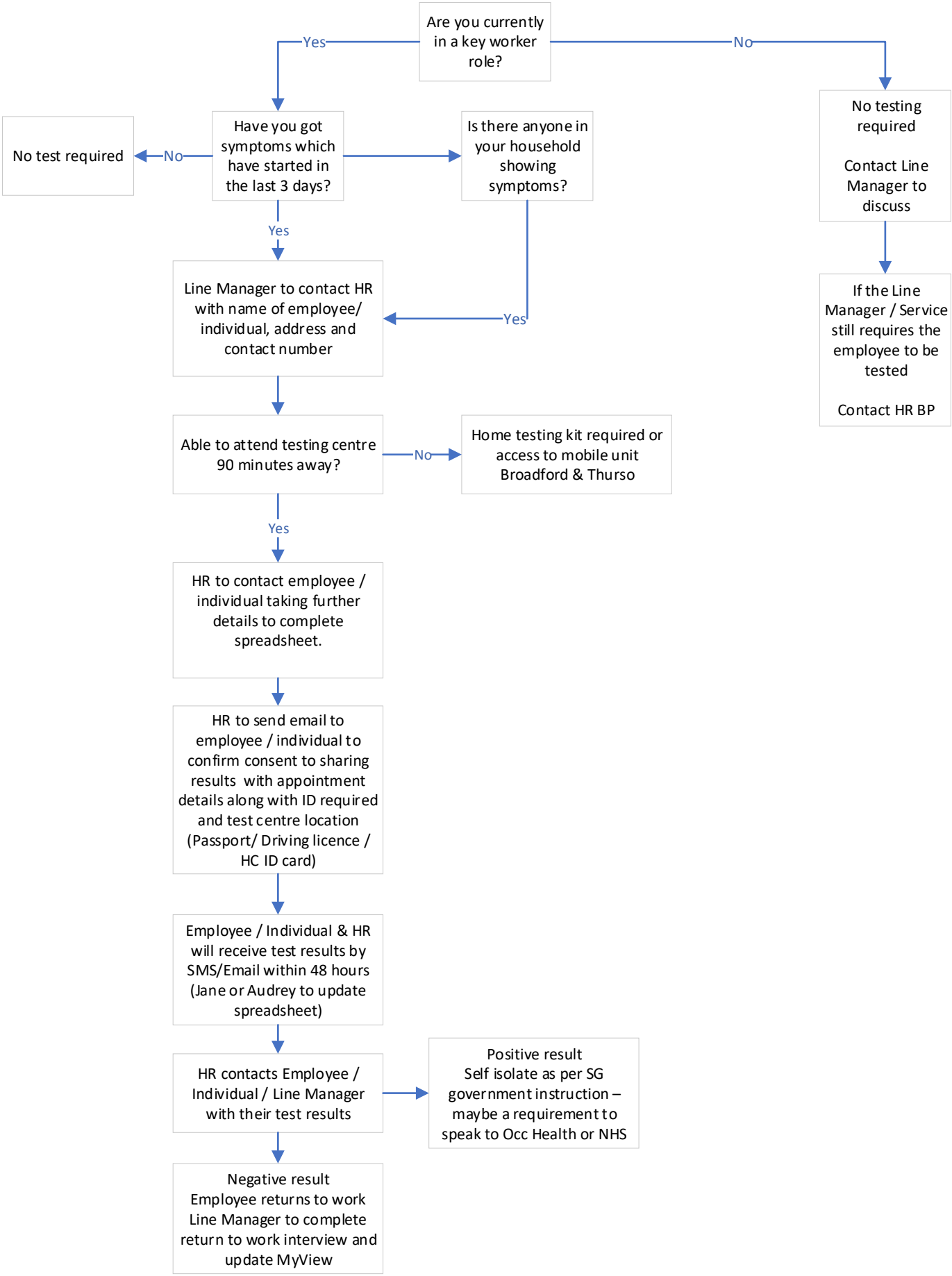
Are you currently in a key worker role?
Yes
No
No testing required
Contact Line Manager to discuss
If the Line Manager / Service still requires the employee to be tested
Contact HR BP
Have you got symptoms which have started in the last 3 days?
No
No test required
Is there anyone in your household showing symptoms?
Yes
Yes
Line Manager to contact HR with name of employee/ individual, address and contact number
Able to attend testing centre 90 minutes away?
No
Home testing kit required or access to mobile unit Broadford & Thurso
Yes
HR to contact employee / individual taking further details to complete spreadsheet.
HR to send email to employee / individual to confirm consent to sharing results with appointment details along with ID required and test centre location (Passport/ Driving licence / HC ID card)
Employee / Individual & HR will receive test results by SMS/Email within 48 hours (Jane or Audrey to update spreadsheet)
HR contacts Employee / Individual / Line Manager with their test results
Positive result
Self isolate as per SG government instruction – maybe a requirement to speak to Occ Health or NHS
Negative result
Employee returns to work
Line Manager to complete return to work interview and update MyView