



Visitors' Covid-19 Workplace Testing Guidance

At the RSPCA, we place great importance on the health, safety and wellbeing of our employees and volunteers, as well as visitors to our animal centres, hospitals and offices.

We have conducted a full risk assessment and measures have been put in place to ensure the safety of all concerned. To ensure the safety of our workplaces we are encouraging our staff to participate with the government's Covid workplace testing programme. Up to 30% of people with Covid develop no symptoms so may unknowingly pass Covid onto others. To ensure we keep our workplace safe, we are asking visitors to **complete a Lateral Flow Test on the day, or one day before, visiting the site and to confirm your result to the NHS via the [GOV.UK](#) site and on arrival at the centre**, by completing a Covid-19 Health Declaration Form. Please read this document for further details and guidance. This is not mandatory but we would really appreciate your assistance.

Where/how to get an Lateral Flow Test (LFT)

You can order the test kits free of charge from your local pharmacy or via the [Government Website](#) to your preferred location. Your pack of rapid lateral flow home test kits should arrive within 2 days and in most cases they are delivered within 24 hours.

If you choose to participate, please complete your test on the day of visiting our office or the day before. Please be advised that we will not be able to allow anyone onto our premises if they have Covid19 symptoms or have a positive Covid19 test result.

Please note: All other Covid controls (use of hand sanitiser, face covering and maintaining social distancing) must be observed at all times while on the Society premises.

How to complete a Lateral Flow Test (LFT)

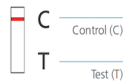


Follow the instructions in the Lateral Flow Test kit or alternatively watch the instructional [video](#) that shows you how to carry out the test.



Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.

After carrying out the LFT test and waiting 30 minutes for the result (ensuring that you time the 30 minutes exactly), depending on the test result, please follow the instructions below.

How to submit your results

<p>If your result is negative you must report the result to the NHS using the Society's Unique Organisation Number (England-50731249 / Wales -50779024) for track and trace purposes, then complete the Health Declaration Form on arrival.</p>	 <p>Negative result</p>
<p>If your result is positive, you must notify the NHS using the Society's Unique Organisation Number (England-50731249 / Wales -50779024) then notify the resourcing team at resourcingteam@rspca.org.uk and NOT attend the interview.</p>	 <p>Positive results</p>
<p>If the test kit was collected and tested on Society premises, you MUST notify reception when completing the Health Declaration Form and leave premises immediately.</p>	 <p>Results void</p>
<p>You are advised based on the Government guidance to isolate for 10 days and undertake another test as soon as possible (a PCR test to confirm the result). Once tested negative, you may wish to update the Resourcing Team for further actions if required.</p>	
<p>If your result is void, you must report the result to the NHS using the Society's Unique Organisation Number (England-50731249 / Wales -50779024) as well as via and repeat the test with a new cartridge as shown in the instructional video then follow the reporting instructions for either the positive or negative result.</p>	



Clean the surface on which you took the test and dispose of the tested cartridge by double bagging and putting it in your household bin after you have reported your test result.

Thank you for your cooperation, if you have any questions at all please don't hesitate to get in touch with the Health, Safety and Wellbeing Team at healthandsafety@rspca.org.uk.