



University
of Glasgow | Human
Resources

Asymptomatic Testing Policy (Limited Pilot)

1. Introduction

- 1.1 The University is running a targeted pilot asymptomatic testing programme, utilising self-administered lateral flow testing kits, in anticipation of a wider (voluntary) staff testing programme due to commence in late April 2021. The pilot will initially run for one month and has been designed to complement wider efforts to stop the spread of the virus by protecting our community and limiting the transmission of COVID19.

2. Scope

- 2.1 This pilot will be available to asymptomatic staff working on-campus in buildings occupied by the College of Medical, Veterinary and Life Sciences.
- 2.2 Colleagues who are not covered in the scope of this pilot, but feel sufficiently concerned that they should be, should speak to their line manager in first instance. Managers may seek further advice on the pilot from Billy Howie (Head of Operations, College of Social Sciences). All colleagues will have access to asymptomatic testing by 26th April 2021, in keeping with the proposed commencement of the Protection Level 3 on the Scottish Government route-map.

3. Principles

- 3.1 Participation in the testing programme is voluntary, however colleagues are encouraged to participate to support efforts to protect our community and to minimise asymptomatic transmission.
- 3.2 The tests administered under this pilot are intended for asymptomatic individuals only. Colleagues experiencing any symptoms of coronavirus should self-isolate and [book a test via the NHS in the normal way](#).
- 3.3 No personal data will be collected as part of the self-administered testing process.
- 3.4 The self-administered tests will be issued to be carried out at home and will involve a self-administered swab of the nose and throat.
- 3.5 Normal social distancing, mask-wearing and any other local relevant rules should be followed at all times on campus, including when collecting test kits. Test kits are intended only for the use of colleagues in scope of the pilot programme.
- 3.6 A confirmatory PCR (Polymerase Chain Reaction) test should be sought (as per the outlined process below) in cases where the self-administered test returns a positive result. This is because lateral flow tests can return a 'false positive' in a small proportion of cases. The PCR test result (if positive) also triggers the involvement of the Test and Protect team.
- 3.7 Where given, the advice of the Test and Protect team should be adhered to.

- 3.8 Strict confidentiality should be maintained around test results, with results treated in the same way as any other medical information (i.e. not to be routinely shared at wider team-level). Therefore, managers should not tell team-members if a colleague has received a positive lateral flow test result; the Test and Protect team will advise close contacts if a positive result is confirmed via a PCR test.
- 3.9 Enhanced cleaning protocols, physical distancing and other non-pharmaceutical interventions are already in place across our buildings. If a colleague does test positive, no additional action is required unless contacted by Test and Protect.

4. Process

The process to be followed for this pilot test scheme is outlined below:

1. Colleagues covered by the scope of the pilot testing programme will be notified directly by email by the School/Institute in which they work.
2. Those in scope will be directed to collect test kits (which are to be taken home) from a designated location. Each pack will contain four tests to cover a two-week period and kits should only be taken for personal use.
3. The tests are a self-administered swab of the nose and throat ([see step by step guide for how to take a swab](#)). Test kits also include specific instructions. Two tests should be taken per week with each taken 3 days apart (i.e. Monday and Thursday).
4. Where a positive result is obtained, colleagues should self-isolate immediately (on full-pay) and [book a confirmatory PCR test via the NHS as soon as possible](#). Colleagues should also inform the University via the [UofG Helpdesk](#) and advise their line manager accordingly.
5. Any follow up advice from the NHS Test and Protect Team (e.g. on receipt of a positive confirmatory test) should be followed. The Test and Protect Team will also advise on any steps to be taken with regards to identifying and notifying any 'close contacts'.

5. Review

- 5.1 The pilot programme (and this policy) will be reviewed after a period of one month.

6. Support/Resources

- 6.1 Further information on Lateral Flow tests can be found in the [lateral flow test FAQs](#).
- 6.2 General information and FAQs can be found on the [HR Coronavirus Hub](#).

Document Control	
Policy name	Asymptomatic Testing (Pilot)
Implementation date	01/04/21
Next review	01/05/21
Owner	Central HR – Employee Relations