**STEPS TO FOLLOW FOR ORDERING LATERAL FLOW TESTING KITS**

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| 1. | Social Work staff call the NHS NSS triage centre to register for Lateral Flow Device testing on 0300 303 3020. |
| 2. | Social Work staff email the Equipment Hub at [JES@bonaccordcare.org](mailto:JES@bonaccordcare.org) requesting testing kits. Within the email include the following information on every employee who requires a testing kit –   * Employee name * Employee address * Contact number * Email address * Date of Birth * SSSC registration number (if SSSC registered) |
| 3. | Equipment Hub will advise when the testing kits will be delivered to Marischal College.  (In some cases where small orders are placed, they may be collected directly from the Hub – this should be discussed directly with the Hub). |
| 4. | Delivery to Marischal College - Social Work staff to email Lee Taylor and Bruce McKay in Facilities to advise the following –   * Delivery date from Equipment Hub. * Number of test kits to be delivered for storage purposes and for what service. * Name of employee from service who will be collecting the testing kits and when. |
| 5. | Collect LFD testing kits from Marischal College on agreed date and distribute to employees within service with instructions to complete. |
| 6. | Once test completed employees must record their test results at [www.covidtestingportal.scot](http://www.covidtestingportal.scot) |