

Template COVID-19 test results register for businesses

Why is this register important?

This template is for the business to evidence Lateral Flow Device (LFD) testing activity where on-site/home testing is used and also to provide evidence of testing for the Business Testing Grant. It is important to ensure the employee has uploaded their test results to the national portal where home test kits are used.

How to use this register

You can customise this template to suit the needs of your business. However, you should register the following information as a minimum: name, date of test, test result and a unique employer reference identifier, such as payroll number, DOB, NI Number. If using the register as evidence for a Business Testing Grant please upload a copy on a weekly basis via the Ascendant grant application portal.

Important: how to ensure data and safety compliance when using this register

This register will contain sensitive information about employees, so it is important that you follow some data and safety procedures when managing this register in your business. You should securely store until further guidance is provided. This will ensure that you are compliant with GDPR.

Business Name	
Business Contact Name	
Business Contact Email	
Business Grant Application Number	

