**Template letter: send to employees by email or post, or display in your staff room**

Coronavirus testing for essential workers or their household members self-isolating with symptoms is vital to help get people back to their important work as soon as it is safe to do so. The NHS has set up this system to make sure that every essential worker who needs a test can get one. This includes YOU.

You can now book a test directly for yourself or members of your household if you or they are self-isolating with symptoms of coronavirus. You will then be invited for a test via text message, prompting you to book and attend an appointment at one of the drive-through testing sites across the country. Results are sent out by text usually within 48 hours of your appointment.

There are alternative testing routes available. The delivery service for home testing kits is being expanded, and whilst there will initially be a limited quantity, access will ramp up quickly in the coming weeks. Home test kits will be delivered by Amazon and sent directly to essential workers’ home so they, or a symptomatic member of their household, can perform the test. The kit can then be collected by a Royal Mail courier, for onward transportation to one of our laboratories. This will ensure those not able to travel to a test centre can still take the test, find out their results and return to work.

The tests are entirely optional and we will not have access to your test results, nor will you be expected to share the results with us. If you test negative and feel well enough to return to work, you may choose to do so knowing you’re no more likely to spread the virus than anyone else.

If you have symptoms, self-isolate yourself and your household and either contact us (main contact below) to book a test through our portal, or book your test online at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus).