

Seasonal Agricultural Workers for edible horticulture

COVID-19 testing tracking form

Guidance Notes

Please read this guidance note prior to completing the Seasonal Agricultural Workers for edible horticulture – COVID-19 testing tracking form. Guidance on the full process you need to follow in order to support the workers to self-isolate and take their tests, getting their test results and what to do next will be made available on the [SASA Covid-19 guidance website](#) week commencing 26 April.

To make sure we can provide enough test kits to you for your workers, we require you to provide specific information. This will ensure NHS Operations are able to distribute the correct numbers of test kits (including a percentage of additional spares) in sufficient time for you to collect from the distribution hub you select before your workers arrive. It will also ensure Border Force are made aware of numbers of entrants expected.

Please Note - It will take 1 week from submitting the form for the test kits to be ready for collection from the distribution hub you select and you should take evidence of your request with you when collecting the test kits.

How the Scottish Government will use your data

A full [Data Protection Impact Assessment](#) and [Privacy Notice](#) will be made available. These will set out clearly and in detail how the data you provide in the form will be used.

HOW TO COMPLETE THE FORM

Step 1 - Your business details

Please enter your County/Parish/Holding (CPH) number, for example 11/100/0001. All the information you supply below should be relevant to this CPH number. If you will have seasonal workers on more than one CPH, you must fill out a separate form for each CPH, even if those workers are staying in a single location.

Please enter your business name that is linked with the CPH above, for example Smith & Smith Ltd.

Please enter your business postcode that is linked with the CPH above, for example AB12 3YZ.

Step 2 - Your business contact details

Please enter your business email address that is linked with the CPH provided. For example myname@email.com.

Please enter your business phone number that is linked with the CPH above. For example 01234 987654. This can be either a mobile phone number or a landline.

Step 3 - Seasonal agricultural workers for edible horticulture details

Please confirm the total number of overseas seasonal agricultural workers for edible horticulture that will be arriving to work on your farm (this can be an estimate if you don't know the exact numbers at this time). This should be the total number that you expect to employ over the full 2021 season.

In the table, fill in all the information for the seasonal workers that you expect to arrive over the next six weeks. If you are expecting workers to arrive after this six week period, but do not yet have confirmed details for them, you will need to submit a new copy of this form with those details once you have the information.

The details you need to fill in are the:

- Date of entry – This is the date the workers will arrive in the UK.
- Number of workers - This is the number of workers you are expecting to enter the UK on that particular day.
- Country of origin – This is the country those workers are travelling from.
- Port of entry – This is where those workers will first arrive in the UK.
- Accommodation postcode – This is the postcode of the address where those workers will isolate and stay upon arrival at your farm while they are working for you.

You can “add another row” to create separate lines if you have workers that are coming from more than one country, or are arriving on different days.

Step 4 - Distribution hubs

Select from the list the distribution hub that you wish your test kits to be sent to for your collection.

If you are not able to access any of the distribution hubs, please email the support team mailbox at sawsupport@gov.scot.

When you return the completed test kits, you can either return them to the distribution hub that you collected the testing kits from, or, if you will have fewer than four completed test kits to send back on any one day, you have the option to use a priority post box.

Please indicate using the check box on the form if you would be interested in using a priority post box to return your completed tests.

Step 5 - Submit

You are advised to save a copy of this form for your own records. You can email a copy of the completed form by checking the box at the end of the form, and supplying the email address you would like the copy of the completed form to be sent to.

Once you have entered all the information on the form, please click submit.