

# NHS Test and Trace

In order to support the NHS Test and Trace programme for COVID-19, businesses across England and Wales are encouraged to create an NHS QR code poster to display throughout their premises and upon arrival.

## Create a coronavirus NHS QR code for your venue

Use this service to create a QR code for display in your venue. Get visitors to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19).

If you have more than one venue, you need to create a separate QR code for each location. You can add multiple locations in the service.

This service is also available [in Welsh \(Cymraeg\)](#).

This service is only available to venues in England and Wales.

[Start now >](#)

### Before you start

Check the NHS website to see if you need to [display an NHS QR code poster in England](#) or [display an NHS QR code poster in Wales](#).

## What does this mean?

If anyone comes into contact with the infection, people can be traced using the app. They will be notified as to whether they need to self-isolate and how long for, with the aim of reducing the spread of COVID-19.

All premises can create a QR poster online for display within their business which can be scanned with a smart phone, so that they can be easily traced.

Smartphones can automatically 'read' a QR code when it appears in your smartphone camera. This will 'log' where you have been by Test and Trace.

## What if I do not have a smartphone?

If you do not have a smartphone, we shall ensure that visitors and staff who visit our branches sign in and provide a contact number. This means that if the infection has been present in that building, people can be locally notified and then take the necessary steps as advised by the Government.



## How do I generate a poster for my branch or office?

1. Enter the following URL into your internet browser: <https://www.gov.uk/create-coronavirus-qr-poster>
2. Click 'Start now'.
3. This will then ask you for your email address e.g. john.smith@helpinghands.co.uk and then press 'Continue'.
4. Once supplied, you should then receive an email containing a six-digit code, which you will need to insert in the verification code box on the page.
5. Insert your name and click 'Continue'.
6. You will then be asked some simple questions about your business. On the first page about the type of business you are, click 'Residential care', which covers all home care providers and care homes. Click 'Continue'.
7. Enter the full name of our business followed by your branch location i.e. 'Helping Hands Home Care Aylesbury'. Click 'Continue'.
8. Enter the postcode for your branch and click 'Continue'.
9. Once you have answered all the questions and have submitted the completed form, you should receive a poster to the email address you provided, which will be specifically for your branch/office and read to print. **You will need to display this in an appropriate place which is accessible to all visitors for scanning with their smart phones upon arrival.**

This is the poster that you will need to display so that it can be scanned upon arrival at the branch or office.



## How can people sign in without a smartphone?

If someone does not have a smartphone, you will need to set up a signing in book. All visitors to the branch must submit a contact number and sign in by printing their name. Please ensure that this data is securely maintained at all times under GDPR rules.

## Getting the app

If you have a smartphone, you can download the free app by searching for 'test and trace' in your app store. Once found, download then open. You will need to enter some personal details i.e. name and home postcode.

When you check in at branch or office, you will need to run your camera over the poster which will log where you are/have been. You must do this with the app open. There is a tab to press which says, 'Venue check in'. Selecting this will then allow the camera to pick up the QR code. Once scanned, you will receive a notification on your phone as noted here.

The app will check you out automatically at midnight unless you cancel the check in or select that you are back home.

