

Guidance For Covid-19 Testing February 2021

New Government Guidance: issued 25 February 2021

Standard: The standard for testing is that all staff **are advised** be enrolled in the current Covid-19 testing programme to support the early identification of asymptomatic staff.

Benefits of Testing
Protects our patients, staff and visitors by providing regular testing
Prevents and controls outbreaks by identifying cases early
Provides reassurance and allows those who test negative to carry on working
Note that staff with any symptoms should not be in work They should be tested via the NHS symptomatic testing programme (arranged via work)

The Different Types of Coronavirus Test

Lateral Flow Devices:

- Shown to be effective at detecting the virus in those with high levels of Coronavirus in their system.
- Can be done simply by individuals so it is quick and easy to get a result
- Results are returned in 30 minutes and do not require sending to a lab
- Should be used for staff testing (in addition to PCR).

PCR Tests:

- Over 99% effective and will pick up positive results at early and late stages of the virus
- Completed test need to be sent to the lab to be processed, most returned within 72hrs
- Should be used for regular staff and patient testing.

St Gemma's Staff Testing Regime

All staff on site or who come onto site will be required to follow the following testing regime. If you are home working and **not** coming onto site you are not required to follow this regime.

Every Monday	Every Thursday
Lateral Flow Test (LFT) PCR Test	Lateral Flow Test (LFT)

Lateral Flow Testing:

- All must receive face to face training, via a train the trainer model, learning how to correctly perform a lateral flow test (LFT)
- The completed departmental training register must be signed and returned by the HOD to Clare Russell (Exec Admin office)
- All staff will receive LFT equipment containing 25 testing kits (lasting 12 weeks). Clear communication will be sent to staff when kit is available for collection
- As of week commencing **8 February 2021** you will be required to swab **both your throat and nose (both nostrils)** as part of a lateral flow test. Swabbing techniques video can be found here <https://learninghub.nhs.uk/self-swab>
- As of week commencing **8 February 2021** lateral flow tests should be undertaken twice weekly on a **Monday and Thursday** morning before work. If this is difficult due to time commitments, the tests can be done before bed the night before (Sunday night and Wednesday night)
- If the LFT gives a positive result you must stay at home, isolate (including your household) and contact the Hospice to arrange a confirmatory PCR test. If you have a positive test result out of hours please contact the nurse in charge or manager on call (or your line manager)
- If you have a positive LFT result you **must** continue to isolate until you get your PCR result – please follow the usual rules and guidance. If the test result is negative and you are well, you can return to work
- All lateral flow results must be reported via the Statutory Reporting Form on the government website within 24 hours – www.gov.uk/report-covid19-result. When you access the government website to log your tests, you can set up an account which makes the twice weekly logging much easier. Please answer as below and use our **unique organisation number - 99873150**, when prompted. St Gemma's will then appear on the system; proceed as normal:

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Who was the test for?

If you're reporting a result for someone else, answer for them.

A care home

A school, college or other education provider

The NHS as part of staff testing (NHS England, Wales and Northern Ireland only)

An employer (not listed above) as part of their workplace testing programme

None of the above

Continue

Enter the unique organisation number for the care home or employer

This is 8 digits. It is sometimes called a "UON".

[What to do if you cannot find this number](#)

Unique organisation number

99873150

Continue

- Monthly audits will be conducted to ensure staff are compliant with testing
- Lateral flow tests **do not** remove the need to self-isolate if contact traced
- Bank staff **must** lateral flow test before every shift.

PCR Testing:

- **Weekly PCR self testing began week commencing 8 February 2021**
- Staff will be provided with 4 weeks of kit at a time. Clear communication will be sent to staff when kit is available for collection
- Staff will also be asked to sign a consent form so that test results can be shared with St Gemma's Hospice.
- Staff will receive their PCR results via text.
- Weekly (Monday) **PCR testing:**
 - PCR test to be performed every Monday. Test can be done at home or on site.
 - **IMPORTANT** Due to latex allergy risk, the PCR test can be done **only** at a designated testing station within the AUPC and you must dispose of waste in clinical waste bin provided. Testing **must not** happen outside of this designated area.
 - PCR test and spare barcode sticker must be dropped off the Hospice main reception **before 11am** for same day courier collection. You will also need to confirm time of swab.
 - If Monday is a non-working day or you are working from home, testing must be done from home and priority posted the same day.
- **Posting PCR test sample when off site:** Swabs can be returned whilst off site by using the Royal mail postal service, you

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must however **ONLY USE A ROYAL MAIL PRIORITY POST BOX** – www.royalmail.com/services-near-you. Locate your nearest priority post box and collection times before taking the test.

- Tests should be posted on the same day they are taken
 - If you are at home, email the PCR test barcode letters and numbers (not a photo) and time of swab to sgh.pcrbarcodes@nhs.net **by 11am**
 - Please post the kits in the priority mail box **at least one hour** before the last collection time to ensure that it is not missed
- **Please provide your barcode as above and do not self-register** on the government website to log your PCR test completion. If you self-register we will not receive your results as an organisation.

Rapid Response Testing Principles:

If a positive case is identified within the Hospice, staff may be informed that they need to step up the lateral flow testing for a period of 7 days. This will be communicated clearly with all individuals if necessary.

Previously Covid-19 Positive:

Any staff members who have previously tested Covid-19 positive will not be required to participate in the Hospice testing regime until 90 days after receiving their positive test result.