



Frimley Health and Care System

Criteria and Procedures for Staff Testing for staff and their household members

Testing key workers and other key individuals for the presence of COVID-19 will ensure we can maintain critical services and prevent the spread of infection. It will also enable us to ensure that we are able to maintain critical services by ending the uncertainty of whether staff need to stay at home if they or a member of their household is having to self-isolate because they believe they are symptomatic of Covid-19, assuring those who test negative for Covid-19 that they will be able to return to work.

The Frimley ICS has partnered with Berkshire Healthcare as our testing provider who will offer three drive-through testing stations. These will operate at the University of Reading, Ascot Racecourse and West Berkshire Community Hospital (Newbury). We expecting to be able to expand testing site availability as the national testing programme is rolled out.

This document sets out the Frimley Health and Care approach to the principles and process for testing across a range of organisations within the Frimley system.

The aim of this system wide approach is to ensure there is a clear and transparent process for testing critical individuals and that access to testing is accessible to a wide range of organisations and individuals involved directly in our system response to the Coronavirus outbreak.

The procedure for accessing testing applies to staff members who meet the criteria of a key worker across a range of health care and essential local authority settings. This also applies to those staff member's household contacts that are suitable to be swabbed and tested for the COVID-19 virus.

Key Worker Definition

For the purposes of this phase of testing this includes but is not limited to those working in:

Health Services – Primary Care (General Practice, Pharmacists etc) Community and Secondary Care (Secondary Care are operating an agreed parallel testing offer) including Hospices, Independent sector and smaller community providers
Community and Local Authority - Social care, Care providers, Special school and school staff, Carers including essential volunteers
First responders – including paramedics, firefighters and police
Additional groups - Funeral Directors, Coroners



Case definition of individual to be tested

Swabs are only to be carried out on symptomatic people who will either be the staff member themselves, or an individual with whom the staff member is living who is currently symptomatic (Household members).

There are clear criteria for swabbing individuals as follows:

- The individual or household members symptomatic with COVID-19 symptoms (has a temperature and/or a new and persistent cough).
- Individuals should be swabbed ideally between day 2 and 4 following initial symptoms. Swabbing results outside of those timeframes may be less accurate

Process to Request a Test

Each organisation will be responsible for identifying staff or individuals who meet the initial criteria for testing. They will be required to collate and sign off their list via an agreed Senior Manager or Covid-19 Incident Coordination Centre.

It will be for individual organisations to apply clear prioritisation criteria linked to critical service capacity and their business continuity plans to their internal list of requests.

Prioritisation process

Priority will be given in the following order

1. Roles where there is a critical risk of a service ceasing or there is a direct risk to individuals in receipt of a service
2. Roles which provide direct essential support to front line services or the provision of care to individuals
3. Roles which have are not part of care provision however are essential to the system COVID-19

All requests must be submitted using the approved request form and must be completed in full. **Without full details the request may not able to be processed in a timely way and may delay testing.**

1. Organisations are required to gain consent from individual staff members and their household members prior to submitting their requests.
2. Requests are asked to be to the ICS COVID Quality Inbox no later than 12midday each day:

ics-frimley.quality-covid19@nhs.net

Testing Allocation

The Frimley ICS Quality Team will:

1. Confirm receipt of the test request pro forma form



2. Review the pro forma received from organisations and check that the key worker listed meets the testing criteria, and that all of the required information has been included.
3. Send a collated list, with approved requests for testing to be arranged, to the test provider via CovidTesting@berkshire.nhs.uk
4. The quality team will also inform the requester of the outcome of the test request approval process.

Testing Centre (Swabbing Team) Procedure

Preparatory Steps

- Following receipt of the request the Testing team will contact the patient directly and agree a mutually convenient time and location for testing. Site specific instructions will be provided and the patient will be asked for consent to share any test result with the employing organisation.
- The patient will be asked to attend the agreed location, observe the onsite signage and follow the instructions given.

Process on the day of Swabbing

- On the day of testing the key worker will be given an allocated 10 minute slot within a 2 hour period. 2 hours has currently been allocated to allow flexibility where staff members do not turn up during their allocated slot. Patients should always remain in their vehicle and keep windows closed until instructed to open them.
- At the testing site itself individuals will be greeted by a member of staff who will check the list and confirm the test appointment slot. The key worker will then be taken through to have swabs taken by a nurse or practitioner and processed by the lab in the normal way
- The actual process of being tested is very simple and only involves a single swab being taken from both the throat and the nose. It should take no more than 10 minutes. The results will be available in approximately 36 hours (subject to laboratory demand).
- The testing team will then contact the patient and advise them of the result.

Results and Result Reporting-

1. Once the results have been processed, individuals (whomever was swabbed) will be notified by the Testing provider directly of the results. Staff members will be asked to contact their line manager and their line manager will also be notified by the swabbing team.
2. If the test result is negative and the staff member is feeling well enough they should discuss a suitable return to work date.
3. If the result of a household member is negative then the staff members should return to work following discussion with their line manager at the earliest opportunity.
4. If positive – the individual should continue to stay at home and follow the national COVID-19 guidance on self isolation, keeping your line manager informed until you reach the end of the isolation period and are well enough to return to work.