**DERBYSHIRE**

**STAFF TESTING STANDARD OPERATING PROCEDURE USING RANDOX TESTING**

The enclosed Standard Operating Procedure (SOP) outlines a local process for testing staff members or household members who may be displaying symptoms associated with COVID 19.

For the purpose of this SOP the staff/ household member will be referred to as the ‘subject’.

*Please note that whilst the Randox literature refers to the test kits as “self-testing” the two Derbyshire testing centres have clinicians on sight who take the swabs unless the individual wants to take their own swab or their childs (see referral criteria)*

**Administration of Appointments**

**First Sift**

Each organisation will adopt the criteria for Covid-19 testing outlined below. Identified individuals will need to match the outlined criteria and complied into the referral template (annex a). This will be sent to the DDCCG dedicated Staff Testing In-box ([ddccg.covid19keyhcwtesting@nhs.net](mailto:ddccg.covid19keyhcwtesting@nhs.net)) ideally by 11.00am each day.

**Second Sift**

Each organisation will have a number of allocated daily slots. DDCCG Staff Testing Cell will review all referrals against the availability of slots and if required allocation will be adapted to meet demand against the agreed criteria.

Subject will be contacted and further data details obtained. This will include:

* Confirm Personal details: Name, DOB, Post Code
* Contact details: phone number
* ID card/ Number if applicable
* Car registration number
* Organisation affiliation

Confirmation of appointment will be given by phone with a follow up email providing confirmation details and link for self-registration.

A schedule of appointments will be made available to the Testing Centres in advance of the testing session.

If an individual cannot get to a testing centre they will be sent the link to the Gov.UK website to access the self-referral portal where the individual can request a home testing kit if they fit the eligibility criteria: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test>



DDCCG Staff Testing Cell to submit confirmed list to DHU by 17.00 ready for delivery of testing kits.

**Referral Criteria:**

*Key workers who have Covid 19 symptoms and are isolating, or household members of key workers who have Covid 19 symptoms for 1-5 days and are therefore causing the key worker to isolate.*

*If the key-worker is self-isolating because a child (under 18) in their household member is symptomatic, but the key worker is not in this instance, only the under 18 household member of the keyworker is eligible to receive a COVID-19 test;*

*The current guidance regarding testing children at satellite centres is:*

*Children from the ages of 12 to 18 may elect to swab themselves under parental guidance or be swabbed by their parent or guardian*

*Children between the age of 2yrs and 12yrs of age should have the swab administered by a parent/guardian/ healthcare professional regardless of the testing setting.*

*Children between the age of 2 and 5yrs will be tested at the designated Derbyshire satellite test sites using Randox swab kits (throat only)*

*Children between the age of 6mths and two years will be tested at the designated Derbyshire satellite test sites using NHS lab swab kits (throat only) which will be processed at either UHDB or CRH.*

*Children under the age of 6 months cannot be tested.*

The subject must be able to drive or be driven to the test centres in a car from their household as these are not walk through.

**Drive Through Testing Pathway**

All bookings and spreadsheet formulated by DDCCG Staff Testing Cell

Spreadsheet sent to DHU at 5pm

Spreadsheet printed off by DHU x2 for ‘Drive-thru’ marshal/security

Dedicated laptop at site to access/complete spreadsheet

**CHESTERFIELD**

Technique Stadium

1886 Sheffield Road, Chesterfield S41 8NZ

**DERBY**

Toyota UK

Burnaston Plant

DE65 6DX

Barcode entered onto spreadsheet on laptop

Swab pack/barcodes placed under windscreen wiper

Advised to move down to lane

Swab taken and visual assessment of client completed

Randox instruction leaflet with barcode attached given to the client

**Swab collection**

Swabs collected by Courier at 5pm from both Proact/Johnson (notify Deloitte early in the day if delay suspected and the courier arrival time can be amended)

End of testing day; spreadsheet emailed to:

[Ddccg.covid.19@nhs.net](mailto:Ddccg.covid.19@nhs.net)

Complete the below link which details number of tests completed

Any field that does not apply enter 0

<https://ppds.palantirfoundry.co.uk/secure-upload/forms/7hyt7nzzsm5dip6p5jdq7oko4i>

Deloitte will monitor and replace our stock given the information we send

**Patient unwell – immediate review by clinician**

* Observations completed
* Clinical assessment undertaken, if appropriate

**Requires admission:-**

* Admit to nearest hospital either via own transport or 999
* Pre-alert hospital and confirm site for review

**SUMMARY OF THE SAMPLING PROCEDURE FOR DELOITTE’S**

**Step 1 Test preparation**:

Attach one adhesive URN label to the small sample collection tub containing liquid, see below:

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Attach a second label to the pathoseal bag, see below:

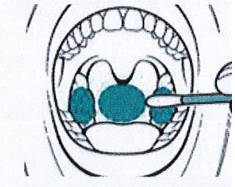
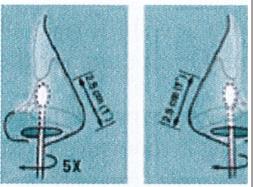


Attach the third label to the Randox instruction leaflet (this will be given to the patient after swabbing)

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**Step 2 Sample collection:**

Ask the subject to swab firstly the back of the throat right to left followed by both nostrils, see diagram below.

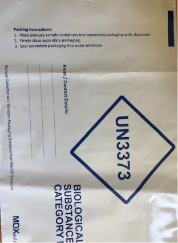
Place the swab into the small sample collection tube containing liquid. Break off the end of the swab and then replace the lid. Clinicians will be on site to offer the subjects any necessary assistance with the self-swabbing process.

**Step 3 Packaging:**

Place the labelled small sample collection tube containing the swab sample into the transportation tube and seal with the lid.

Place the transportation tube into the pathoseal bag and seal by removing the metallic silver strip.

Insert the sealed pathoseal bag into the postal envelope below. Seal bag and place in designated box.

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***Note: car window to remain closed at all times, other than where explicitly stated*.**

The RANDOX kits used by the Test Centre requires the subject to provide their data via the online registration process after their test is completed. This ensures no patient information is kept onsite except the information needed to check their ID at the entrance (number plate and name).

## **Maintaining a Safe Environment**

To prevent potential risk of transmission to staff and visitors at the TC it is important that the testing area is secure and not open to anyone other than those referred to the service or those providing the service. This process therefore needs to ensure:

* There is adequate signage to ensure cases do not go elsewhere on site.
* There is adequate instruction to all subjects not to lower their car windows.
* People arriving in their car at the testing site can be identified quickly without risk to staff.
* Staff are not at risk whilst undertaking testing, including a consideration of weather.
* Waste is disposed of according to agreed protocol.
* All non-clinical staff on site are placed at an appropriate distance.

**Personalised Protective Equipment (PPE)**

Staff on site are required to and will be provided with the appropriate PPE for their role, as set out below. PPE site protocols are based on government guidance for the collection of a nasal/throat swab of a subject with possible/confirmed COVID-19 and through approval by the NHSE/I IPC Cell. Guidance of PPE standards must be clearly printed at all sites.

**Coronavirus Disease (COVID-19) Test Centre PPE Instructions for putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)**

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**Coronavirus Disease (COVID-19) Test Centre PPE Instructions** **for taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)**



## **Infection Prevention and Control**

Each testing Centre will be provided with Infection prevention and control (IPC) advice based on government guidance for the collection of a nasal/throat swab of a subject with possible/ confirmed COVID-19: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874316/Infection_prevention_and_control_guidance_for_pandemic_coronavirus.pdf>

All workers on site must be fully briefed about PPE and Infection Prevention Control (IPC) standards, including (as approved by the NHSE/I IPC Cell). Guidance of IPC standards must be clearly printed at all sites.

* Hand washing
* Respiratory hygiene - ‘Catch it, bin it, kill it”’
* Personal Protective Equipment (PPE)
* Social distancing: All workers should always remain 2 meters apart when not wearing PPE, in conjunction with government guidance
* Equipment distancing and cleaning
* Effective disposal of waste

## Swabbing of Subjects

The swab will be obtained using a standardised 2-step process of throat and nose swab as defined by PHE and NHS [guidance](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-guidance-for-clinical-diagnostic-laboratories/laboratory-investigations-and-sample-requirements-for-diagnosing-and-monitoring-wn-cov-infection), amended on 30th March by PHE to only require one swab of throat and then nose.

A detailed video is available to outline the self-swabbing procedure is available at: <https://www.youtube.com/watch?v=GKpS2qk8Ufk>

An outline of the self-swabbing procedure is shown in Annex C.

## **Sample Transportation**

Once a sample has been collected it will be secured in an appropriate transportation box. Samples will then be kept on site for the remainder of the day before being collected by a courier service at the end of the day. The courier service will then transport the completed tests to the analysis lab.

## **Documentation**

The test centre will need to keep a record of all attendances in order to be able to notify who has and has not attended. This will be recorded through the request booking sheet issued by the relevant provider organisation.

**Results of Test**

The laboratory will communicate the result of the test to the subject via the contact details shared by the subject as part of the registration process. There is an expectation that staff will inform their employers of the test results

**Annex A:** **referral template**

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**Annex c – Practitioner and self-test Swab Guidance**

