**LANCASHIRE AND SOUTH CUMBRIA ICS**

**Staff Testing – Drive In Service**

**Operational Protocol**

**Preston College, St Vincents Road,**

**Fulwood,**

**Preston, PR2 8UR**

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**LANCASHIRE AND SOUTH CUMBRIA ICS**

**Staff Testing – Drive In Protocol**

# Situation

This protocol applies to ‘drive in’ staff testing for NHS, public sector and other organisations, (including regulated and VCSFE/Charitable sector) that are part of the Integrated Care System and that require urgent testing to be undertaken to allow staff (or family members/children from 5 to under 18 of key workers with symptoms) to be tested for Covid 19 infection, and to support a managed return to work of key workers.

This operational protocol should be shared widely by CCG’s and NHS England and Improvement primary care team (NHSEI) with local partner organisations to ensure it is used consistently in identifying people for testing.

This protocol must be followed by all organisations that wish to use the ‘drive in’ testing facility in Preston. This places a number of responsibilities on the employing organisation of staff being tested and they must follow this protocol in terms of;

• Contacting and communicating with their staff,

• Ensuring that they meet the criteria for testing

• Submitting the demographic data required to organise a test via the CCG or, for community pharmacy, community optometrists and general dental practices, to NHSEI primary care team who will pass the details to the L&SC Coordinating Hub via the key worker capture form on time, daily

• Following up the outcome of the test with the staff member or with them on behalf of the family member, and family member on behalf of the child, where relevant

• Take action to ensure the safe return to work of staff when appropriate

All tests undertaken via the ‘drive in’ route are analysed in one of the super laboratory hubs created as part of the national Covid 19 response.

# Drive In Testing Model

The drive in facilities are organised to support organisations in L&SC return key workers to the workforce as soon as practicable and their condition allows. Each drive in testing centre is organised by an independent provider on behalf of NHSEI. The details of the opening hours and the number of tests that can be undertaken daily is set out in Appendix 1. Once fully operational 400 tests per day will be accommodated at the Preston Drive In centre.

Once registered with the L&SC Coordination Hub, staff/family members will be allocated a time slot to arrive at the designated drive in testing centre and must attend prepared with the following mandatory requirements;

• Bring a printed or digital copy of the testing invitation

• Arrive in the vehicle registered on the key worker capture form

• Bring proof of identification, such as driving license/passport/NHS or other organisation Badge

* Bring the mobile phone registered on the key worker capture form as this is used to communicate with the individual on site and to send the results of the test.

Staff/ family members isolating with key staff, will be contacted by the L&SC Co-ordination Hub once demographic details are submitted by either the relevant CCG or, in the case of community pharmacy, community optometry practices and general dental practice staff, the NHSEI primary care team.

Details of the appointment will be e-mailed to the staff/family member ahead of their appointment by the L&SC Coordinating Hub (see Appendix 3). See section 7 for receiving and handling results of tests.

# Key Responsibilities of Employing Organisations Nominating Staff/Family Members to CCG’s or NHSEI primary care team for Tests

CCG’s will take a coordinating role for all non-hospital NHS staff and other organisations within their geographical footprint(s). In addition some CCGs will need to take a lead coordinating role for organisations that span multiple CCG footprints, e.g. Lancashire County Council. This is essential in order that accurate and prioritised nominations for testing are submitted on the key worker data capture form (see Appendix 4).

NHSEI will take a lead for coordinating testing nominations for community pharmacy, community optometry practices and general dental practices.

It is for each CCG and NHSEI, for their respective groups, to prioritise the staff/family members that require testing for Covid 19 and submit the demographic details to the L&SC Coordination Hub by 12 midday, daily, for testing to be arranged on the following day.

The L&SC Coordination Hub collates this data across all CCG’s and submits it to NHSEI by the 3pm daily deadline.

# Eligibility for testing:

Individuals who are not showing symptoms should not be tested – the test is unreliable on asymptotic individuals, and can only tell whether individuals are currently coronavirus positive (the test will not show if an individual previously experienced Covid 19).

**Eligibility:**

* A key worker who is self-isolating because they are showing coronavirus symptoms.
* Household members/children under 18 and over 5 years of age, who are showing symptoms, resulting in a key worker self-isolating.
* Please note Preston can be used for testing children under 18 and over 5 years of age if they are the reason key workers are self-isolating. However under 18 year olds may complete the test on themselves or with the help of an adult parent or guardian. All children under 12 years of age must be tested by a parent or guardian.
* Those nominated for testing must be able to drive to the testing centre or be driven by a family member.

**Please note the latest guidance from NHS England (12/04) states staff or family members that require testing should be swabbed in the first three days of the onset of COVID-19 symptoms at the time the swab is taken - although testing is considered effective up until day five. No testing should be undertaken after day**

**five, unless it is for a specific reason agreed on a case by case basis by local microbiologists.**

In the event that staff members do not meet the eligibility criteria(for example does not drive) for drive in testing, it is expected that organisations will pursue testing through their own swabbing capacity or via community swabbing teams or via the Hospital testing services as previously communicated to CCG’s.

A script for the L&SC Coordination Hub and employing organisations to follow when making initial contact with staff self-isolating is attached (see Appendix 2), and includes the eligibility criteria.

# Submitting Nominations for Testing: L&SC Coordinating Hub

Each organisation needs to follow the guidance as set out in this protocol and submit details of staff/family members that meet the criteria for testing to CCG or the NHSEI primary care team on the email addresses listed in Appendix 5, who will collate this and submit the prioritised list to the L&SC Coordination Hub, using the approved key worker data capture form.

**Nominations for testing must be submitted by CCGs and the NHSEI primary care team to the L&SC Coordination Hub no later than 12 midday, for testing the following or subsequent days.**

Test slots will be made on a first come first served basis. Once tests slots for the following day are full, CCG’s and NHSEI primary care team will be notified and asked if they wish to carry their nominations over to the following day.

Any incomplete submissions will be returned to the respective CCG or NHSEI primary care team as appropriate

The L&SC Coordination Hub cannot provide any clinical advice or make judgements on the appropriateness of the submissions, unless on discussion with the staff/family member it is clear they do not meet the criteria, or nominees refuse to attend for a test. In such cases the nominating CCG(s) or NHSEI primary care team will be informed.

It is important that we fill daily test capacities because this helps limit pressure on hospital lab capacities.

**5.1** Nominations for testing from CCG’s and NHSEI primary care team including Primary Care Staff

Each CCG and NHSEI primary care team will need to follow this protocol and submit names for testing from Primary Care Staff (complete MDT as required). Each CCG and the NHSEI primary care team needs to establish a process for coordinating the submissions and submitting them to the L&SC Coordination Hub by 12 midday on the approved key worker data capture form (see Appendix 3).

**5.2** Nominations for Testing from Local Government and Regulated Care Sector

Nominations for testing of key workers from Local Government and the Regulated Care Sector and other partners, in each CCG area should be coordinated through the local CCG and submitted to the L&SC Coordination Hub. It is for the CCG and the Local Authority to undertake prioritisation prior to submitting nominations to the L&SC Coordination Hub.

**5.3** Nominations for Testing from other Public Sector Organisations

Nominations for testing from other public sector bodies where key workers are isolating should be coordinated though their local CCG or one CCG if Pan Lancashire/Cumbria. It is suggested this is done on the basis of the headquarters of the pan county organisations.

**5.4** Nominations for Testing – Charity and VCFSE Sector

Key services are provided to support citizens and patients across L&SC by VCFSE organisations. If key workers are identified from this sector as critical to service delivery, nominations for testing should be submitted and coordinated through the local CCG. It is suggested this is done on the basis of the headquarters of the pan county organisations.

Please note if NHS Acute or Community Providers require staff to be tested these should be included in the relevant CCG’s nominations for testing. Recognising that CCGs may also be co-ordinating and prioritising use of other available testing capacity e.g. local hospital.

**5.5** Nominations for Testing - Community pharmacy, community optometry practices and general dental practices

NHSEI will take a lead for coordinating testing nominations for community pharmacy, community optometry practices and general dental practices.

# Feedback from L&SC Coordination Hub to CCG’s and the NHSE/I primary care team

If there is feedback relevant to respective CCG’s or to the NHSEI primary care team on submissions made, staff or family members refusing to go for testing, or inappropriate nominations this will be submitted daily for action by the CCG or NHSEI primary care team, as appropriate, with their partners.

# Test Results

Test results are provided back to the individual tested and it is important the employing organisations (and not the nominating CCG or NHSEI primary care team) and the individual make arrangements to review the test result. Staff cannot return to work on the basis of a negative result only, for example the staff member could still have symptoms that means they are not physically fit for work.

Individual key workers or family members will be sent a text message with their results within 72 hours of being tested. Note only the individual tested will receive the results

**End**

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**Appendix 1**

**Preston Drive In Testing Facility – Opening Hours and Testing Numbers**

|  |  |
| --- | --- |
| **From Friday 17th April** | **Monday to Friday** |
| **Opening Hours** | **10-12:30 13:30-16:00** |

|  |  |  |
| --- | --- | --- |
| Preston | Daily | Unallocated Tests |
| 1000-1030hrs | 25 | 0 |
| 1030-1100hrs | 25 | 0 |
| 1100-1130hrs | 25 | 0 |
| 1130-1200hrs | 25 | 0 |
| 1200-1230hrs | 25 | 0 |
| 12:30-1330 CLOSED | 25 | 0 |
| 1330--1400hrs | 25 | 0 |
| 1400-1430hrs | 25 | 0 |
| 1430-1500hrs | 25 | 0 |
| 1500-1530hrs | 25 | 0 |
| 1530-1600hrs | 25 | 0 |
| Total | 250 | 0 |

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# Appendix 2

# Script for Employing Organisations to Consider when nominating key workers who may benefit from a Test

It is essential that the employing organisation has the initial conversation, including ensuring they meet the testing criteria, with the staff/family member that is in self-isolation before passing their demographic details to the respective CCG or NHSEI primary care team for onward transmission to the L&SC Coordination Hub

**This is a guide to support an appropriate conversation and ensure staff and/or family members meet the criteria.**

**++++++++++++++++++++++++++++++++++++++++++++++++++++++**

Hello, my name is XXX, I’m calling on behalf of XXX NHS Trust/Organisation. Can I confirm I am speaking to XXXX.

You have been identified as a key NHS/other key worker who is currently self-isolating due to government COVID-19 guidance. Can I confirm you are self-isolating because you are displaying symptoms and you will have been self-isolating less than five days when the test will be taken (most likely the next day).

* If yes, then you are eligible to take a test
* If they are not, but an adult household member is showing symptoms, then that adult member is eligible to be tested – (in this case ask for that adults contact details, call them and gather their contact information and submit this to the CCG on the data form). If more than one household member is symptomatic then they should all be tested.
* Please note Preston can be used for testing under 18’s and above 5 year olds if they are the reason key workers are self-isolating. However under 18 year olds may complete the test on themselves or with the help of an adult parent or guardian. All children under 12 years of age must be tested by a parent or guardian.
* Those nominated for testing must be able to drive to the testing centre or be driven by a family member.

As part of the nationwide COVID-19 testing programme we have set up a testing centre at Preston College. The full address is Preston College, St Vincents Road, Fulwood, Preston, PR2 8UR, but this will be included in an email sent to you later today.

The site is a drive-thru testing site, so you will need to drive or be driven by a close family member within your household (only if that family member is self-isolating with you). Is this something you can do?

Your details will now be confidentially passed onto the L&SC Coordination Hub and you will receive a call today to arrange a test on the mobile number you have provided.

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**The information below will be given by the L&SC Coordination Hub to the staff or family member over the telephone, including checking again eligibility for the test as described above.**

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I would like to invite you to this centre to take a COVID-19 test on XXXX – are you available to do this?

If you are being driven can you please ensure you are sat in the passenger seat behind the driver, as opposed to the front, to help our testers. The address for the testing centre is:

**Preston** Preston College, St Vincents Road, Fulwood, Preston, PR2 8UR

I am going to send you an email with all the details you need. Please read this email very carefully and the test centre instructions attached as they contain some essential information and instructions.

* You must arrive on site by car – you cannot take a bus, taxi or arrive by foot
* We will use the car registration that you provide us to allow you onto site
* You must remain in your car at all times, with the windows up, until told otherwise
* When you arrive you need to show a photo ID; when you show your ID please leave your car windows closed.
* The test that they will give you is a throat and nose swab, and the trained staff will give you directions for this when you take the test

I’m going to email you with all the relevant instructions. Please print a copy of your confirmation email and take this with you to the test or be able to display this on a mobile device to the testing staff.

Thank you very much for your participation and support.

**Appendix** **3**

**Key Worker Invitation Email to be sent by the L&SC Coordination Hub to nominees for testing**

This template should be used as the body of the email inviting a subject to one of the COVID19 national test centres.

When sending this email you must edit all text in red and attach the required ‘COVID19 NHS Trust - Key Worker email invitation attachment’ PDF and the GDPR information for individuals.

**Email template:**

Hello NAME,

You have been nominated by your NHS Trust to take part in a COVID-19 test as part of the National Testing Programme for getting NHS key workers back to work.

You have been selected because you are:

* An NHS key worker who has symptoms of COVID-19 and are following government guidelines on self-isolating
* A member of an NHS key worker’s household, and you have symptoms of COVID-19, and the NHS key worker is following government guidelines and self-isolating.

Here are the details for your COVID-19 test:

Test centre location: **Preston College, St Vincents Road, Fulwood, Preston, PR2 8UR**

* Date: COMPLETE
* Time slot: COMPLETE
* Type of test: SELECT BETWEEN:
* Administered by a tester

**Please ensure you read the attached instructions carefully, as they contain very important information.**

**You must reply to this email by XX:XX** confirming your:

* Name
* Vehicle registration (of the vehicle that you will be arriving in on the day – confirmation of this is how you will be given access to the site)
* Mobile phone number (this is the number that will be used to return your result)
* Email address that you would like us to use should there be further email information
* Optional: NHS Number

**Please reply to this email with this information by XX:XX, to allow us to process your information. Failure to do so will mean you will not be admitted to the testing site on the date indicated above**, **and we will need to find another date.**

**Appendix 4**

**Key Worker Data Capture Form for CCG’s to submit testing requests to the L&SC Coordination Hub**



**Appendix 5**

**CCG and NHSEI Covid 19 Testing Details**

|  |  |  |
| --- | --- | --- |
| Name of CCG/ICP | Lead Person | Email Address |
| Central(Preston/Chorley) | Donna Roberts  Associate Director, Transformation and Delivery | [**csrccg.covid19stafftestingcentrallancs@nhs.net**](mailto:csrccg.covid19stafftestingcentrallancs@nhs.net) |
| Morecambe Bay | Margaret Williams  Chief Executive Nurse, CCG | [**occhealth.referrals@mbht.nhs.uk**](mailto:occhealth.referrals@mbht.nhs.uk)  **Includes Assisted Swabbing Centre at Westmoreland General Hospital, Kendal** |
| Blackpool/Fylde | Nick Medway  Senior Integrated Governance Manager | [**fwccg.fcstafftesting.covid@nhs.net**](mailto:fwccg.fcstafftesting.covid@nhs.net) |
| West Lancs | Janet Charnock | [**yvonne.thomson2@nhs.net**](mailto:yvonne.thomson2@nhs.net) |
| Pennine(Blackburn/Burnley) | Kathryn Lord  Director of Quality and Chief Nurse | [**elccg.pennine.covidresults@nhs.net**](mailto:elccg.pennine.covidresults@nhs.net) |

|  |  |  |
| --- | --- | --- |
| Lead Organisation for nominations for community pharmacy, community optometry practices and general dental practices. | Lead Person | Email Address |
| NHSEI Northwest | Jackie Forshaw | [england.covidtestingnw@nhs.net](mailto:england.covidtestingnw@nhs.net) |