

## Document Control

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<b>Covid 19 Testing Standard Operating Procedure</b>			
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**Filename****Policy categories for Trust's internal website (Bob)**  
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## CONTENTS

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<b>Document Control</b> .....	<b>1</b>
<b>1. Background</b> .....	<b>4</b>
<b>2. Purpose</b> .....	<b>4</b>
<b>3. Scope</b> .....	<b>4</b>
<b>4. Location</b> .....	<b>5</b>
<b>5. Roles and responsibilities</b> .....	<b>5</b>
<b>6. COVID PATHWAYS</b> .....	<b>6</b>
<b>7. PATIENT COVID PATHWAY:</b> .....	<b>9</b>
<b>8. Patients requiring Specialised Treatment out of Area</b> .....	<b>11</b>
<b>9. Covid-19 Identification</b> .....	<b>12</b>
<b>10. Swabbing Protocols:</b> .....	<b>13</b>
<b>11. TESTING</b> .....	<b>13</b>
<b>12. RESULTS</b> .....	<b>13</b>
<b>13. Contact tracing</b> .....	<b>14</b>
<b>14. Associated Documentation</b> .....	<b>14</b>

## 1. Background

- 1.1. Testing for COVID19 forms part of the national incident surveillance programme for managing the risk of transmission. COVID testing also provide assurance that the Trust maintains secure COVID pathways to maintain NHS activity, support the continuation of services and keeping the workforce at work.
- 1.2. Diagnostic tests will ensure staff, patients, key workers and members of the public are not unnecessarily put at risk or the services they support.

## 2. Purpose

### 2.1. **The Standard Operating Procedure (SOP) has been written to:**

- Identify persons who need to be tested in accordance with national guidance.
- Identify the process for ensuring all persons requiring testing are booked into the appropriate testing hub or home testing service.
- Ensure persons identified are tested in accordance with national guidance.
- Ensure the tests are triaged and sent for processing at the relevant testing site. (Time critical - North Devon District Hospital, Non time critical - Royal Devon & Exeter Hospital).
- Identify the process for ensuring test results are communicated in a timely manner.
- Identify the follow up process for Northern Devon Healthcare staff who have been identified as Covid-19 positive.
- Identify the process of co-ordination and collating Covid-19 test results to ensure any hot spots/trends are identified.
- Set out the responsibilities of the admission points, and consultants in charge of the patient care, for elective admissions.

## 3. Scope

### 3.1. **This Standard Operating Procedure (SOP) relates to the Covid-19 testing process for:**

- Patients with symptoms consistent with Covid-19.
- Patients who will be admitted and requiring overnight stay but without symptoms of Covid-19.
- Patients who will be having an elective procedure or appointment including maternity patients with planned C section.
- Patients being admitted for out-patients appointment where COVID testing is required (see section 6.5).
- Patients requiring emergency dental treatment at an urgent dental care hub.
- Individuals at home prior to admission into a care home.

- Northern Devon Healthcare Staff, external contractors supporting services within Trust and students undertaking clinical placements as part of their professional qualification
- Sodexo working at North Devon District Hospital.
- Staff members having to self-isolate because of symptoms in household contacts.
- In order to maintain sustainability of critical services, NDDH will assess capacity at the time of request from a Senior officer where testing is requested from other key services within our community.

## 4. Location

**There are different locations where swabbing can take place:**

### 4.1. Testing Hubs (PILLAR 1)

For all Trust staff and their household contacts. NDHT staff can access Self-Swabbing packs by calling 01271 337777 to register and follow guidance on how to swab and where to take swab. Guidance on how to take your swab can be found on BOB here: <https://www.northdevonhealth.nhs.uk/wp-content/uploads/2020/09/Staff-How-to-Take-Your-Covid-Swab-250920.pdf>

- Priority Assessment Pod (PAP) Bungalow 1, North Devon District Hospital, Raleigh Park, Barnstaple, EX31 4JB.
- The PAP offers on site and mobile testing services.
- The mobile testing service is available to patients that are shielding prior to an elective procedure, where they are unable to attend the PAP due to transport or disability/health related problems.

### 4.2. PILLAR 2 national testing sites

Availability can be accessed via the 119 service; this service is for the general public and others working within key services.

## 5. Roles and responsibilities

### 5.1. **Clinical Support Lead for Testing (Covid19)**

Responsible for the oversight, co-ordination and management of COVID19 testing for staff, household contacts, patients and key workers (excluding inpatient testing) across Northern Devon Healthcare Trust and to provide a comprehensive service as part of the Multidisciplinary team. Working in partnership with infection Prevention and Control, microbiology team and senior nursing team to support and lead on the COVID19 testing at a number of community hubs and mobile teams across NDDH Trust. Work in partnership with senior leaders across the organisation to support the delivery and planning of COVID-19 response plans.

## 5.2. Contract tracing Lead

Responsible for the oversight and management of the Contact Tracing team for provision of service to NDDH staff, keyworkers and patients. Liaising with the Testing Cell to arrange PCR, serology and working closely with microbiology team.

## 5.3. Clinical support nurse lead

Responsible for the daily management and rostering of the testing team within the PAP and mobile testing. To ensure staff working in the testing team are trained and upto date with current best practice guidance, use of PPE and mandatory training. To maintain professional standards and monitor effectiveness through quality assurance, safety and harm.

## 5.4. Administration Lead

Responsible for day to day organisation, delivery, reporting and staffing of administrative processes to support the COVID Testing team, CCG referrals and NDDH Elective processes.

## 5.5. Booked Admissions, CMC and other Trakcare users

To book patients onto the appropriate Swabbing Technician clinics. To contact the Testing Cell when a patient may require a mobile team to carry out the swabbing procedure on Ext.2520 or external Tel: 01271 337777.

# 6. COVID PATHWAYS

6.1. For Work Streams see [Appendix 1](#)

## STAFF

### 6.2. NDDH Staff & Household Contacts:

SYMPTOM CHECKER: To establish if a COVID test is required, staff and/or their Household contacts can use the Symptom Checker and flow charts below:

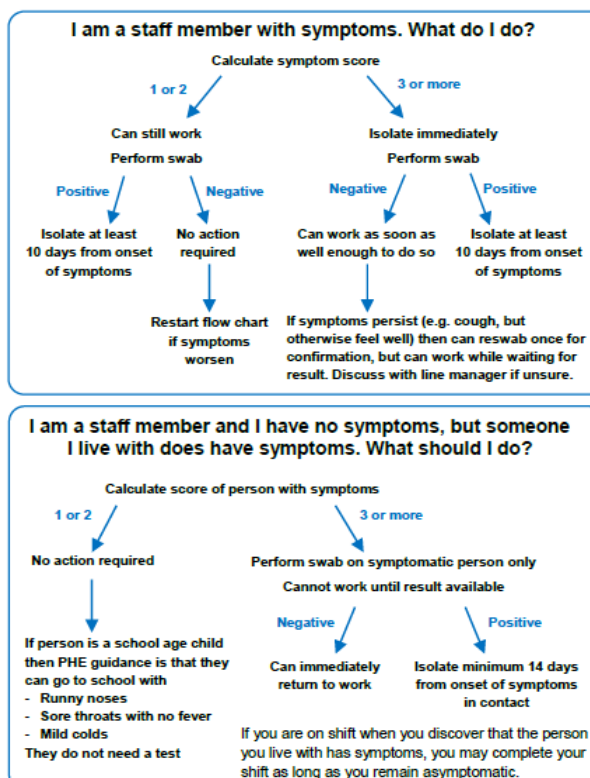
## COVID-19 Staff Management

### Symptoms

Calculate the score of all people in the household with symptoms using the COVID-19 symptom checker then follow the flows.

COVID-19 symptom checker		Score
Core symptoms	Fever >37.8	3
	New persistent cough	3
	Loss or change of taste/smell	3
Other symptoms	New and unexplained muscle aches	2
	New onset severe or extreme tiredness	2
	New and unexplained headache	1
	Sore throat	1

Symptoms that make coronavirus infection unlikely:  
sneezing or runny nose



### 6.3. NDDH SITE: Staff Self Swabbing – Interim Guidance:

For Guidance please refer to please refer **Appendix 2 Guidance for staff and household contacts September 2020** or for further guidance on accessing tests and results see links on BOB here:

<https://www.northdevonhealth.nhs.uk/coronavirus-covid-19/self-swabbing-for-covid-19/>

- For advice regarding symptoms and work staff can call:
- Infection Prevention and Control 08-30 – 17.00 Monday - Friday
- Senior Nursing Team/Duty Manager & Clinical Site Team – Out of Hours
- To request a test staff will need to contact the Testing Cell on 01271 33777 from 08:00 to 17.00 Monday – Friday and 08.30 – 16.00 Saturday – Sunday.
- Staff will then be given instructions on where to collect a self-swabbing pack from. Please refer to appendix 3 Self Swabbing Guide.

### 6.4. NDHT Staff living in East and South Devon Staff Self Swabbing – Interim Guidance:

NDHT staff and their household contacts can access a test via the CCG by completing this online form <https://bit.ly/3aJNixU> or phone 01626 204950. They will either be called with the result or sent an email and can expect the result waiting 36 hours.

#### 6.5. Northern Devon Primary Care staff:

For Northern Devon Primary Care staff and household contacts tests can be accessed by completing the form in the attached link <https://bit.ly/3aJNixU> or phone 01626 204950.

The CCG will include the primary care staff on the requests they send in daily at 10:00 & 13:00. The Covid Cell will book the tests and notify the results to the individuals. The CCG will be informed of anyone that the cell is unable to contact to arrange a test.

#### 6.6. Self-Swabbing Symptomatic Staff in Community Sites:

Symptomatic NDHT employees can access a self-swabbing pack at any of the community sites (listed below). Swabs, specimen bags, request forms and 'How to Take Your Covid Swab' leaflets have been distributed to each of the sites and completed self-swabs can be dropped in the black labelled c-19 post box as outlined below (7 days a week)

- **Barnstaple** – NDDH. Black box is outside the Covid-19 Priority Assessment Pod, also known as Bungalow 1.
- **Barnstaple Health Centre.** Black box is to the left of the main entrance.
- **South Molton Community Hospital.** Black box is to the left of the main entrance.
- **Bideford Hospital.** Black box is at the main MIU/OP entrance on the left hand side of the outer door.
- **Torrington Hospital.** Black box is by the main entrance doors.
- **Holsworthy Hospital.** Black box is by the main entrance doors.
- **Ilfracombe Community Hospital.** Black box is to the left of the main entrance

Swab packs are held by the administrative teams in the main receptions at each of the above sites and can be distributed by these teams. Labels can be printed from TrakCare by the employee, line manager or the administrative teams overseeing the distribution of the packs. Staff must have access to their NHS number. For any updates to the process, email [cheryl.gill@nhs.net](mailto:cheryl.gill@nhs.net)

The employee or their line manager should email [ndht.selfswabbing@nhs.net](mailto:ndht.selfswabbing@nhs.net) to inform the testing cell a swab has been accessed and by who. This is so the Cell can upload this information to the NEW Hubs Home Results spreadsheet.

Staff should follow the steps as outlined in the *How to Take Your Covid Swab* leaflet.

Results will be available as per the 'How to Take Your Covid Swab' leaflet **Appendix 3.**



## 6.7. Other Key workers in the health and care sectors:

Key workers may apply via their Senior Officer to the Testing cell should Pillar 2 be unable to provide support. The Clinical Lead of the Testing cell will determine if there is capacity to support at said time.

## 7. PATIENT COVID PATHWAY:

### 7.1. All patients who are being admitted to North Devon District Hospital (NDDH):

All emergency patients admitted for in-patient care directly to NDDH will be swabbed for Covid-19 irrespective of presenting symptoms. This includes women admitted to Maternity and children to Caroline Thorpe Ward for in-patient treatment and management. Ward teams are responsible for checking inpatient results and updating TrakCare.

All inpatients will be re-swabbed at day 5 to 7. This needs to be managed at ward level. The clinical matrons will be responsible for monitoring compliance.

#### Patients attending ED/Assessment unit

For patients that attend ED or assessment units that go home from the department they will only be notified of COVID results where there is a positive result, this is due to the large number of tests being processed. If they have not received a result within 48 hours of their swab being taken they should presume that their result is negative. Where COVID symptoms are still being displayed or concerns raised patients should be recommended to followed national guidance on isolation and testing.

Guidance for Patients Declining a Swab please refer to [Appendix 4](#).

A Covid testing information leaflet is provided for all patients swabbed as part of their attendance to the Emergency Department [Appendix 5](#).

### 7.2. Repatriated patient procedure:

Patients repatriated to North Devon District Hospital or South Molton Community Hospital must be tested on admission if they have not received a test in the 3 days prior to admission.

### 7.3. Home to Care Home:

All individuals being admitted to a care home directly from their own home will be swabbed by Community teams. Patients who attend a care home for the day will be excluded from this SOP.

Planned admissions will include:

- Placement from home following a Care Act Assessment
- Planned Respite stays
- Private/self-funded admissions

#### 7.4. Care Homes:

An online portal for care homes to arrange Covid-19 swabs has now been launched.

If a resident or care home employee tests positive via national testing we can offer screening of symptomatic staff/residents. This will be assessed case by case after discussions with care home manager and a plan will be agreed with the Testing Cell and microbiology. Link - <https://www.gov.uk/apply-coronavirus-test-care-home>

#### 7.5. Patients being admitted for urgent & routine elective procedures and clinics from home:

Patients being admitted for urgent and routine elective procedures from home will be swabbed prior to admission. Day treatment patients e.g. infusions and paediatric attenders will be excluded from this SOP. Patients in the Day Treatment group can be tested if there is a clinical indication to do so.

Urgent and routine elective admissions admitted from home will include:

- Elective inpatients and day cases where due to the procedure a COVID test is required
- Elective maternity surgical cases (see separate Maternity SOP)
- Endoscopy patients
- Radiology interventions, which maybe aerosol generating procedures
- Patients identified in emergency clinics (Fracture/Trauma, Surgical Emergency clinic & Emergency dental treatment) for admission within the next four days
- Patients attending for outpatient services for:
- Patients with a new onset cough
- Arlington Suite.
- Patients requiring a Pulmonary Function Test, if result is positive, appointment would need to be cancelled and rebooked when negative.
- Any procedures that could involve an AGP according to PHE list.
- Any procedure where the patient is unable to wear a face mask during the procedure

Treatment pathways for elective admissions and procedures are risk assessed to establish which patients require Covid tests prior to admission. Consent for swabbing urgent & routine elective patients will be part of the booking process which will include informing patients of the requirement for a Covid swab. The Covid information leaflet will be sent with the confirmation of date for treatment/test. Confirmation of consent will be gained verbally on booking the swabbing appointment.

Urgent & routine elective admissions will be identified by the Booked Admissions and Radiology Admin Teams.

The Booked admission Team or relevant admission points will contact patients to inform them of the testing arrangements/appointments and book them into an appropriate venue for testing.

Other Clinic admissions requiring a covid swab prior to the appointment will be booked by the admission point in sufficient time to be able to act upon the results.

To access the swabbing clinics on TrakCare a request needs to be submitted to the IT service desk.

Instructions on how to book the appointment in TrakCare can be provided by Helen Greenslade [helengreenslade@nhs.net](mailto:helengreenslade@nhs.net) and Becky Tossell [Rebecca.tossell@nhs.net](mailto:Rebecca.tossell@nhs.net). How to guides on how to book appointments are in Appendix 3.

Patients attending emergency clinics will be swabbed in clinic, at the time the decision is made to admit the patient from home in the next week.

Maternity will swab all patients for Induction of Labour (IOL) or elective C-section in Antenatal clinic at least 48 hours before admission or arrange for the patients to attend a testing hub.

Checking results for elective admissions will be the responsibility of the admission point e.g. day surgery unit, radiology or endoscopy. The service must make provision for results checking over the weekend. The point of admission will communicate the results to the patient. Where a result is positive, the consultant will be responsible for the decision as to proceeding with, or delaying treatment until such time the patient has recovered from Covid. Treatment of a positive patient will need to be agreed with the full clinical team and clear admission pathway agreed.

## 7.6. Reciprocal Agreement

The reciprocal agreement is designed to prevent patients having to travel to other Devon Hospitals for a Covid swab where they live nearer to another hospital has now been formally agreed. The form below needs to be completed and submitted for any NDHT patients who would benefit from receiving a swab prior to a procedure or treatment at Plymouth, Exeter or Torbay.

- The referrer who completes the form will receive the test results.
- The form can be accessed here: <https://bit.ly/2VfZOLA>
- Agreed with CCG referrals will be received 5 working days before the swab is required (not including weekends and Bank holidays).

7.7. The Testing Cell will attempt contact with patient twice and then refer back to CCG

7.8. Covid-19 results of the patients referred via CCG will be sent back to the CCG for clinician reference.

## 8. Patients requiring Specialised Treatment out of Area

8.1. Hospital at which the patient's treatment is planned should contact the Covid Testing cell and arrange the Swab for the patient.








## 9. Covid-19 Identification

An overarching daily Covid19 operational testing dashboard will illustrate the total number of tests processed, number positive, number pending result, number of positive inpatients and number of positive staff by location and staff group.

A weekly testing report will be presented at the Gold meetings to include a weekly breakdown of the number of tests completed, the number of positives, negatives, appointment slots available and number unfilled.

### 9.1. In-patient:

Inpatients will be identified on TrakCare with the following icons following swabbing and/or results:

Alert	Icon	Colour
Covid19_suspected but tested negative		Yellow
Covid19_confirmed		Red
Covid19_negative		Green
Covid19_suspected		Purple
Ventilator non invasive		
Ventilator invasive		
Suspected infection control		

### 9.2. Community:

Patients referred to the community must have their Covid status written on the Short Term Services form.

Positive results are recorded on the RIO Pandemic triage tab by the Community coordinators.

The RIO pandemic assessment is completed for every patient and highlights if they are positive/shielding/vulnerable/not known etc.

### 9.3. Staff:

The Covid19 Operational testing dashboard will illustrate the number of positive staff and by location so any hot spots/trends can be identified.

## 10. Swabbing Protocols:

The Testing cell will swab all patients as advised by clinicians. Should a patient require any adjustment to the swabbing procedure clinicians are to refer to the Reasonable Adjustments pathway on BOB:

<https://ndht.ndevon.swest.nhs.uk/reasonable-adjustment-pathway-for-day-surgery/>

The Testing Cell must be advised directly of these cases via the Covid email account: [ndht.covidswabbing@nhs.net](mailto:ndht.covidswabbing@nhs.net)

## 11. TESTING

Covid-19 Testing will be added as the criteria for testing increases. Codes currently utilised please refer to **Appendix 6** for COVID Path Lab Codes. These codes are used to identify the reason for the test request and to support the laboratory in prioritising tests based upon clinical need.

## 12. RESULTS

The Covid Testing Cell will receive a daily report of the Covid-19 swab results daily from the pathology department.

### 12.1. Negative results

Staff, household contacts, key workers and patients booked for elective or day case treatments will receive a text message notifying of negative result approximately 36 hours after test.

### 12.2. Positive results

All positive patient results will be conveyed by the consultant in charge of care.

The Contact Tracing team will check the Daily Covid Dashboard for positive results and the Consultant Microbiologists will also share all positive results with the Contact Tracing team member working that day. This can be achieved by calling the Testing Cell on 01271 337777

All staff and household contact results will be conveyed by the Contact tracing team. They will ensure:

- They complete an immediate check on their anxiety & welfare.

- For staff, inform them they will receive a follow up welfare call within the next few days from either a member of the Contact Tracing Team or the Wellbeing Team
- For Covid positive NDHT staff - Complete Form 1 and send to the staff members line manager and the People Cell.

## 13. Contact tracing

**Please refer to SOP on BOB:**

<https://www.northdevonhealth.nhs.uk/wp-content/uploads/2020/05/Contact-Tracing-SOP-APPROVED-22.05.2020.pdf>

The Contact Tracing Team will commence contact tracing as soon as the positive result is available via the Covid19 Dashboard. The team operates 7 days a week.

All contacts of positive cases will be offered testing at day 5 after last contact and or, if they become symptomatic. The Contact Tracing will provide a list of these names to the cell for booking of swabs.

### 13.1. Contacts of Covid-19:

If a staff member has been advised to self-isolate by national track and trace or if they know they have been in close contact (speaking distance without PPE) with a confirmed Covid case, the employee should be swabbed at the earliest opportunity **and** at day 5 after contact with positive case.

They will have to self-isolate for 2 weeks after the last contact with the positive case, irrespective of a negative result.

Managers can email [ndht.contacttracing.nhs.net](mailto:ndht.contacttracing.nhs.net) with details of the employee. The Contact Tracing team will call the individual to discuss the case and establish a plan. The plan will be shared with the Line Manager and People Cell.

If you live or work with someone who has been contacted by Test and Trace you do not have to isolate unless they develop symptoms and/or has a positive test result.

## 14. Associated Documentation

### 14.1. Northern Devon Healthcare NHS Trust Policies for :

- Appendix 1 Work streams
- Appendix 2 Guidance for Staff & Household Contacts
- Appendix 3 How to Take Your Covid Swab leaflet
- Appendix 4 Consent for Swabbing
- Appendix 5 ED Leaflet for Patients
- Appendix 6 Covid Path Lab Testing Codes for reference

