Guidance for staff, and household contacts of staff, with possible symptoms of Covid-19

September 2020

This guidance does not apply to people who have been told that they are a contact of someone with Covid 19. Guidance issued in that circumstance supersedes anything in this document
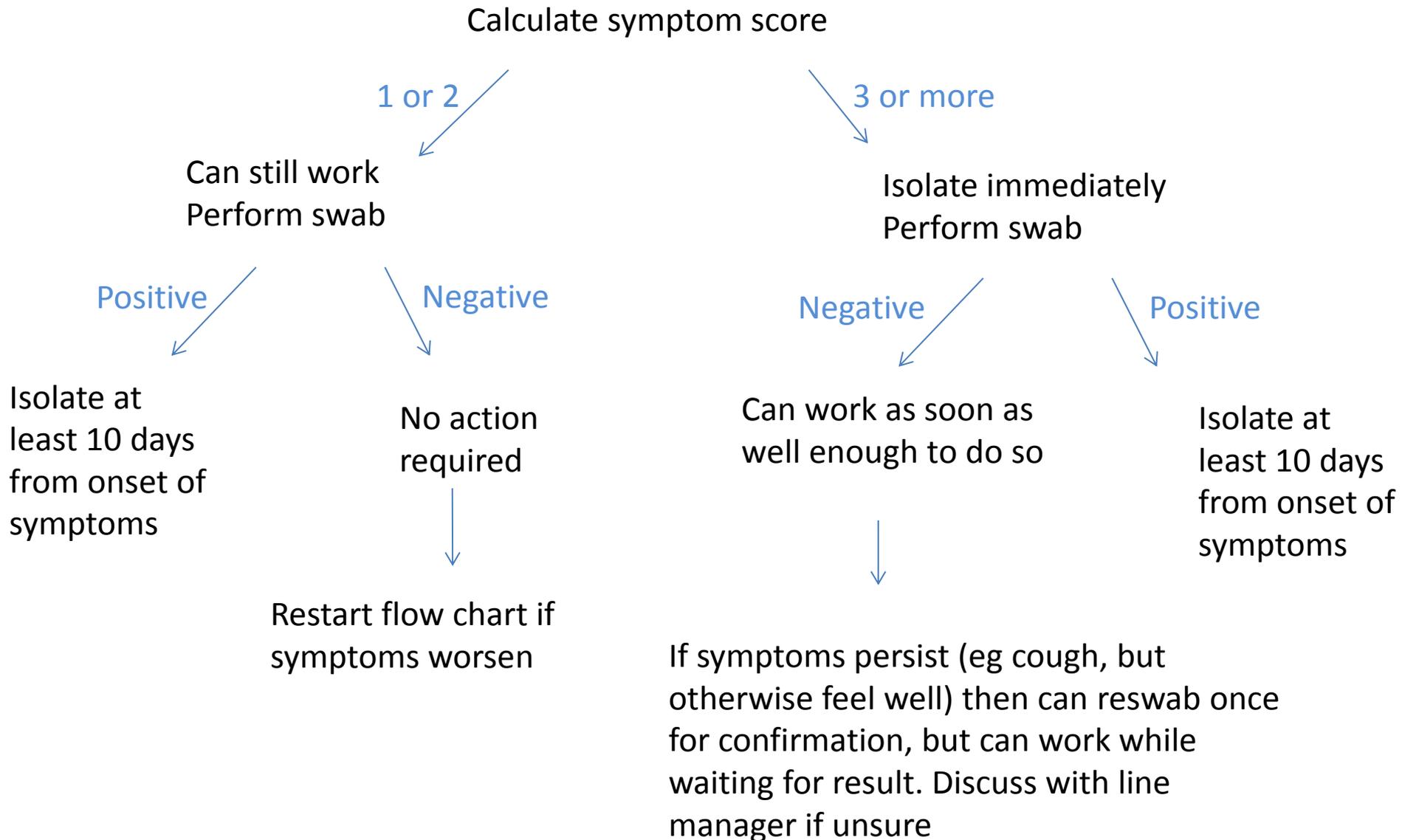
Check symptoms

Calculate the symptom score of all people in the household with symptoms using the table below

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

I am a staff member with symptoms. What do I do?

Calculate symptom score

1 or 2

Can still work
Perform swab

Positive

Isolate at least 10 days from onset of symptoms

Negative

No action required

Restart flow chart if symptoms worsen

3 or more

Isolate immediately
Perform swab

Negative

Can work as soon as well enough to do so

If symptoms persist (eg cough, but otherwise feel well) then can reswab once for confirmation, but can work while waiting for result. Discuss with line manager if unsure

Positive

Isolate at least 10 days from onset of symptoms

I am a staff member and I have no symptoms, but someone I live with does have symptoms. What should I do?

Calculate score of person with symptoms

1 or 2

3 or more

No action required

Perform swab **on symptomatic person only**
Cannot work until result available

If person is a school age child then PHE guidance is that they can go to school with
- Runny noses
- Sore throats with no fever
- Mild colds
They do not need a test

Negative

Positive

Can immediately return to work

Isolate minimum 14 days from onset of symptoms in contact

If you are on shift when you discover that the person you live with has symptoms, you may complete your shift as long as you remain asymptomatic

What to do if the flowchart says that I, or someone I live with, needs a swab

Contact the testing cell on 01271 337777 to book a swab.
It is helpful if you can tell them your NHS number
If not then they will find this for you
They will create a swab pack for all the people that need a swab

You can collect your swab pack from the NDDH Priority Assessment Pod, also known as Bungalow 1 during the hours Mon – Fri 0830-1700 Sat/Sun 0900 – 1500

Alternatively, you can create your own swab pack. A swab pack consists of
- a Covid swab (COBAS type swab)
- a covid request form
- specimen bag.

The form and swab must be clearly labelled with name, date of birth **and** NHS number of the person. These can be written clearly. The form must also include the clinical details "SCOV" written on it. Incompletely completed forms and swabs will be rejected.

Performing a swab

The attached leaflet tells you how to carry out a swab on yourself, or someone you live with

The leaflet also has information on where a completed swab can be dropped off.

Currently these are any of the C-19 black boxes located outside the Priority Assessment Pod and the main entrances to all NDDH community hospitals

Registering your mobile phone to receive a result

We cannot provide results over the phone – do not ring the lab or the testing cell to ask them to do this as they will refuse.

If you have registered a mobile phone number against an NHS number then we will automatically text negative results. All positive results will be followed up in person.

To register a mobile phone number against an NHS number then you must use the online form at
http://www.smartsurvey.co.uk/s/6T370I
The characters at the end are six, capital T (tango), three, seven, zero, capital I (India).

At the moment, you will not get sent a result if you have not completed this form before 9am on the day after your swab has been taken. If you have a problem completing the form, then please try again, possibly using a different device to access the form

We are aiming to improve this process so that you will receive a text result as soon as a result is available, or that sends an available result to a newly registered mobile phone number.

We are developing a separate form that will be accessed through the Trust intranet. We will inform staff when this is available.

Further advice and priority swabs

When you have completed the assessment if you need further advice about whether you can work, or how to arrange a test, then call :

Mon – Fri 0830 – 1700 . Infection Control Team on 01271 322680.
Sat / Sun 0800 – 1600 . Senior Nurse Bleep 819

Outside of these times contact Clinical Site Management

If a swab is received before 5pm in the lab, then the result will usually be available by 9am the following morning.

If a negative swab result would solve an urgent staffing issue then you must inform infection control / senior nurse / clinical site as above.

If deemed necessary then they will inform the lab and the swab will either be prioritised for the next run, or a point of care test will be carried out