

Covid 19 Satellite Staff Testing Service

Bradford Council Process and Guidance Note (9 April 2020)

From Sunday 12th April capacity for testing Bradford Councils key workers who are currently **isolating** will be available. This is a PCR test, to test whether you have COVID-19 and is not an antibody test to identify if you have had or are immune to the virus.

The number of tests allocated per day are; 10 x social care and home support staff and 4 x care home staff per day (split between Children's and Adults). The testing will take place at; Marley Activities and Coaching Centre, Aireworth Road, Keighley, between the hours of 12:30pm and 3:30 pm, 7 days per week.

It is critical that only eligible individuals are sent to the test center for COVID-19 testing, to ensure efficacy of the test itself, and to ensure that all allocated tests are being used to help get key workers; it is not to routinely test staff who are currently working and are not displaying symptoms. This guidance for sets out the criteria for testing and what managers/service heads must consider before making a referral for staff member to be tested and it is important that this document is read thoroughly prior to making a referral.

CRITERIA

The criteria below should be considered for any key workers who are currently not working as a result of isolation and where it is critical that the keyworker is able to return to work at the earliest available opportunity under following:-

Self-isolating because keyworker is symptomatic:- In this instance the keyworker is the only eligible person in their household to receive a COVID-19 test. No other members of their household are eligible.

Self-isolating because an adult (over 18) in their household is symptomatic, but the key worker is not:- In this instance only the adult household member(s) of the keyworker is eligible to receive a COVID-19 test. The keyworker will not receive a test. If more than one household member is symptomatic, but not the key worker, then all household members should be tested.

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 key worker is eligible to receive a COVID-19 test.

Self-isolating for other reasons:- If the keyworker is self-isolating for other reasons and is not themselves symptomatic, they are not eligible to be tested

The criteria for testing will be:

PRIORITISING STAFF FOR TESTING

It is important that managers carefully consider the priority for the member of staff who is currently absent from work due to *isolation* and the potential benefits they may get from this testing. E.g., if a member of staff has already isolated for a period of time and would be due back to work imminently then given that the process is likely to take around 48 hours to process in most cases this would not benefit an earlier return to work. Where there are multiple demands then managers should consider the most critical of those demands in terms of staffing levels in place etc.

Further guidance will be issued on this area when the true demands for the service are known over the coming days.

THE PROCESS

Step 1 - Identification and referral

Using the criteria set out in the detailed guidance note, referring managers must complete the “*staff testing referral form*” attached at appendix 1 to this guide. Referrals should not be made directly by staff and must be approved by the relevant service manager/head of service.

Where a manager is making a request they should ensure that the staff member identified is notified of the referral and advised that a member of the central co-ordination team will be in touch to discuss next steps. Managers should not attempt to advise the individual of the requirements for the testing process as this may be subject to change on a daily basis and will be managed by the central co-

Step 2 – Submission of referral form to designated point

Service Manager/Head of Service should send their completed referral forms via email to the following key contacts:-

Children’s Services :- Rachel.ward@bradford.gov.uk

Adults Services :- Jacqui.buckley@bradford.gov.uk

Independent Sector Care - referrals from service manager to commissioning in box/service update system and then sent via staff monitoring the inbox to: Jacqui.buckley@bradford.gov.uk

Step 3 (Children’s Services Only) – Central Co-ordination Activity (not for service managers)

Children Services :- Rachel Ward to complete daily data capture sheet for staff requiring tests within next 24/48 hours to Jacqui Buckley by 3:00pm each day – Jacqui Buckley to then process through step 4.

Step 4 – Submission of requirements to testing centre

Jacqui Buckley will maintain the Councils master list of referrals for both adults and children’s services and undertake all liaison and communication directly with the testing centre.

Jacqui will allocate date and times for testing and will make contact directly with staff who need to be tested via email or telephone call using the information captured in the referral forms/data capture sheets so it is very important that this information is submitted correctly.

Jacqui will notify the test centre of the details of those who will be attending for testing via email in the agreed format

Step 5 – Staff Attends Testing

Staff attends testing and notifies central coordination point (Jacqui Buckley) and Service Manager of result as soon as it is available. Negative test result = return to work.

Jacqui updates result and confirms status