

Standard Operating Procedure (SOP006) for: Test and Trace during COVID 19	
Staff groups SOP applies to:	All Care Services All Hospice Employees Volunteers
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1 AIM

The aim of this Standard Operating Procedure (SOP) is to provide guidance on Test and Trace guidance for staff.

2 CONTEXT

Preserving and protecting the health and safety and wellbeing of volunteers, staff and patients is critical for Nottinghamshire Hospice (NH) and has been heightened by the COVID-19 pandemic.

NH makes every effort to support the physical and mental wellbeing of the workforce, to enable staff and volunteers to stay healthy and protect themselves, as they continue to deliver services through this challenging period and thereby also protecting patients and their families.

3 PRINCIPLES

To minimise the risk of transfer of the COVID-19 virus across the hospice workforce and identify contacts as early as possible.

The SOP is in 4 parts:

- 1) COVID-19 risk assessment
- 2) NHS Test and Trace Service
- 3) Test and Trace process for
 - a) someone with Symptoms and
 - b) those who have had close contact with a staff member who has tested positive for covid-19
- 4) Manager guidance at a glance

4 PROCEDURE

1) COVID-19 RISK ASSESSMENT

As an employer, NH must protect people from harm. This includes taking reasonable steps to protect everyone (staff, volunteers and visitors) from coronavirus.

NH has identified the steps required to control, reduce and/or minimise the risk faced by staff and volunteers during the situations and activities they face at work in relation to COVID-19. These steps or controls address:

- work activity or situations that might cause transmission of the virus
- who could be at risk and an assessment of that personal risk
- the likelihood that someone could be exposed
- risky activities or situations that can be removed, or if not possible, how to control and/or minimise the risk.

These control measures are shared with staff and volunteers via the Website (and by line managers if internet not accessible).

It is important that Employees understand that they have an obligation to make full and proper use of any control measures, provided by their employer.

All staff and volunteers must adhere to **social distancing (2 metres)** wherever possible.

This is particularly vital if not wearing PPE, for example during work breaks and when in communal areas.

To aid this

- The building is zoned to segregate clinical and non clinical staff on site.
- Signage in all areas of the Hospice and its retail sites, including staff rooms, reminds staff to keep at least 2 meters' distance from others.
- Wherever possible staff are asked to avoid tasks that bring them in close proximity with others eg staying 2 meters apart in staff rooms. Where car sharing is required the passenger should sit in the back of car and windows should be open. (See separate SOP on cleaning and use of cars). Microsoft Teams/Zoom should be used for meetings whenever possible.
- Individual staff risk assessments must be undertaken with full involvement of individual to identify any issues or concerns each staff member may have.

Where maintaining 2 metre social distance rule is not possible PPE is provided and must be worn in line with NH policy.

2) NHS test and trace service

The NHS test and trace service forms a central part of the Government's coronavirus (COVID-19) recovery strategy, which seeks to help the nation return to normal as soon as possible for as many people as possible, in a way that is safe and protects the NHS and social care sector.

The NHS test and trace service:

- provides testing for anyone who has symptoms of coronavirus to find out if they have the virus
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had
- alerts those contacts, where necessary, and notifies them that they need to self-isolate to help stop the spread of the virus

By following instructions to self-isolate, people who have had close recent contact with someone with coronavirus will be protecting their family, friends, colleagues and other people around them, and will play a direct role in stopping the spread of the virus.

Close contact excludes circumstances where PPE is being worn in accordance with current guidance on infection, prevention and control.

3) Test and Trace Process

Part A: For someone with symptoms of coronavirus

Isolate:

1. As soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least **10 days**.
2. Your manager will inform HR. If you are unwell your absence will be recorded as sickness absence.
3. Anyone else in your household must self-isolate for **14 days** from when you started having symptoms.
4. You must inform your line manager and must not attend work.

Test:

5. Order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access. Every effort should be made to use one of the drive through/walk through centres. Postal tests should be a last resort where alternatives are not available.
Please read the guidance at

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

Results:

6. If your test is positive, you must complete the remainder of your **10 day** self-isolation.
7. After the **10 days** self-isolation, if and when you are feeling well and no longer have symptoms you will be able to return to work, please contact your line manager to arrange your return to work. For further advice and guidance please see <https://www.nhs.uk/conditions/coronavirus-covid-19/>
8. Anyone in your household must also complete self-isolation for **14 days** from when you started having symptoms.
9. If your test is negative you and other household members no longer need to self-isolate, and you should inform your line manager, however please read point 12.
10. Staff who have tested negative for COVID-19 should continue to self-isolate and not return to work if they still have symptoms (NHS England). We advise that other members of your household should in these circumstances' complete self-isolation for **14 days** from when you started having symptoms. Please see <https://www.nhs.uk/conditions/coronavirus-covid-19/> for more guidance on where to get further advice.

Share contacts:

11. If you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that they can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers.
12. You must inform your manager at NH urgently if you test positive for COVID-19 and have had close, recent contact with colleagues at NH (where PPE is not being worn in accordance with current guidance on infection, prevention and control and 2 meters distancing rules have not been adhered to).
13. The manager in liaison with Senior Management Team (SMT) will arrange staff cover for all those who, due to this incident, are now unable to attend work, if necessary.
14. The manager will be required to report this incident via the SMT and undertake a route cause analysis, and discuss the incident with HR.

Part B: if you are contacted by the NHS test and trace service (or NH) because you have been in close contact with someone who has tested positive for coronavirus

Alert:

1. You will be alerted by the NHS test and trace service, and/or NH if you have been in close contact with someone who has tested positive for coronavirus.

2. The alert will usually come by text, email or phone call.
3. Further information available at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

Isolate:

4. You will be told to begin self-isolation for **14 days** from your last contact with the person who has tested positive.
5. It is really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days.
6. Your household does not need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home
7. You should contact your line manager urgently to advise them IF you have been contacted by the NHS test and trace service.
8. It may be possible for your manager to arrange for you to work from home if you remain well and if it is practicable to do so. This decision will be made by the manager and HR.
9. Your line manager will arrange cover for your absence if necessary.

Test if needed:

10. If you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for **14 days** and you must book a test at www.nhs.uk/coronavirus or call 119 if you have no internet access.
11. If your **test is positive**, you must continue to stay at home for at least **10 days** and the test and trace service will get in touch to ask about your contacts since they must self-isolate.
12. If your test is positive you should inform your line manager
13. You must inform your manager if you have had close, recent contact with colleagues at NH (where PPE is not being worn in accordance with current guidance on infection, prevention and control and 2 meters distancing rules have not been adhered to).
14. The manager will arrange staff cover for all those who, due to this incident, are now unable to attend work (if necessary).
15. The manager will be required to report this incident via SMT and undertake a route cause analysis.
16. After the **10 days** self-isolation, if and when you are feeling well and no longer have symptoms you will be able to return to work, please contact your line manager to arrange your return to work. For further advice and guidance please see <https://www.nhs.uk/conditions/coronavirus-covid-19/>
17. If your **test is negative**, you must still complete your **14-day** self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus.

4) Manager Guidance

Supporting workers who need to self-isolate

Employers should support workers who need to self-isolate and must not ask them to attend the workplace.

Workers will be told to isolate because they:

- have coronavirus symptoms and are awaiting a test result
- have tested positive for coronavirus
- are a member of the same household as someone who has symptoms or has tested positive for coronavirus
- have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

Employers should continue to communicate with workers in self-isolation and provide support. This includes allowing people to work from home if they remain well and if it is practicable to do so. This might include finding alternative work that can be completed at home during the period of self-isolation.

More information for employers is available at <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

5 RIDDOR REPORTING OF COVID-19

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.

What to report

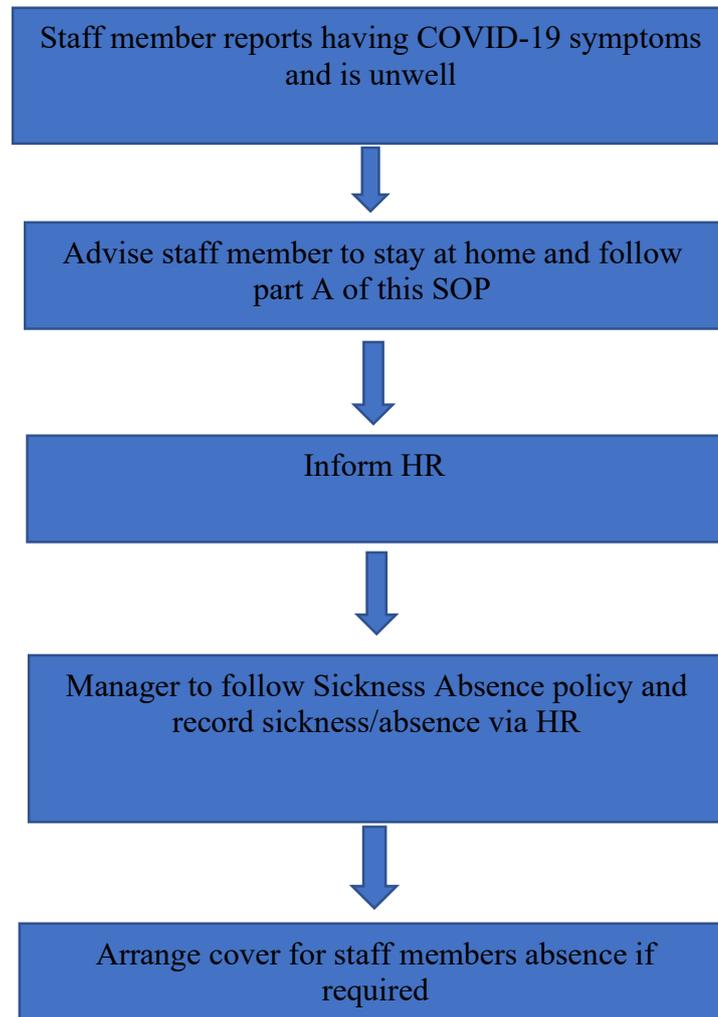
You should only make a report under RIDDOR when one of the following circumstances applies:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a **dangerous occurrence**
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a **case of disease**
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as a **work-related death due to exposure to a biological agent**

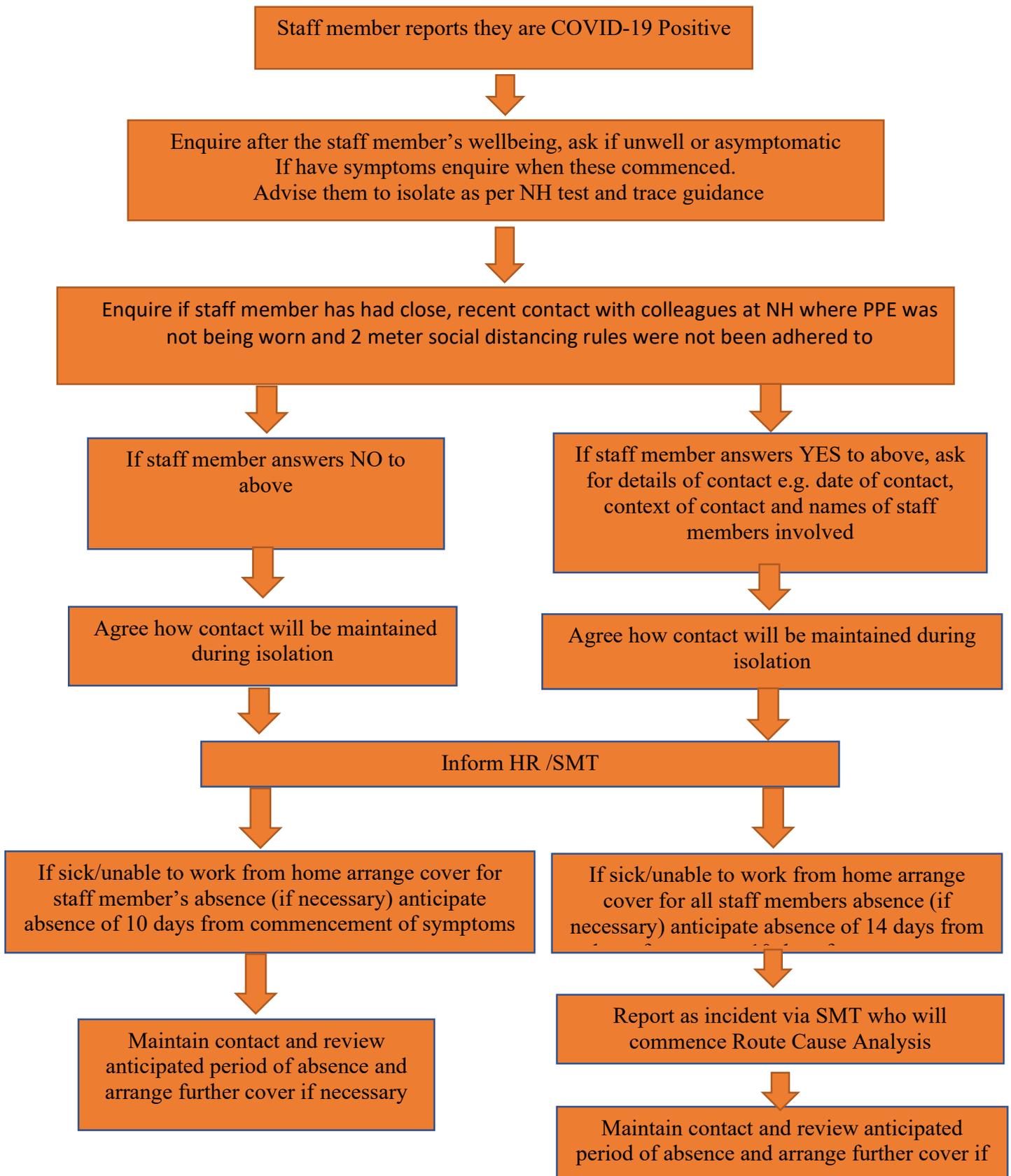
More information is available at <https://www.hse.gov.uk/coronavirus/riddor/index.htm>

6 **Applicable:** 24 hours per day

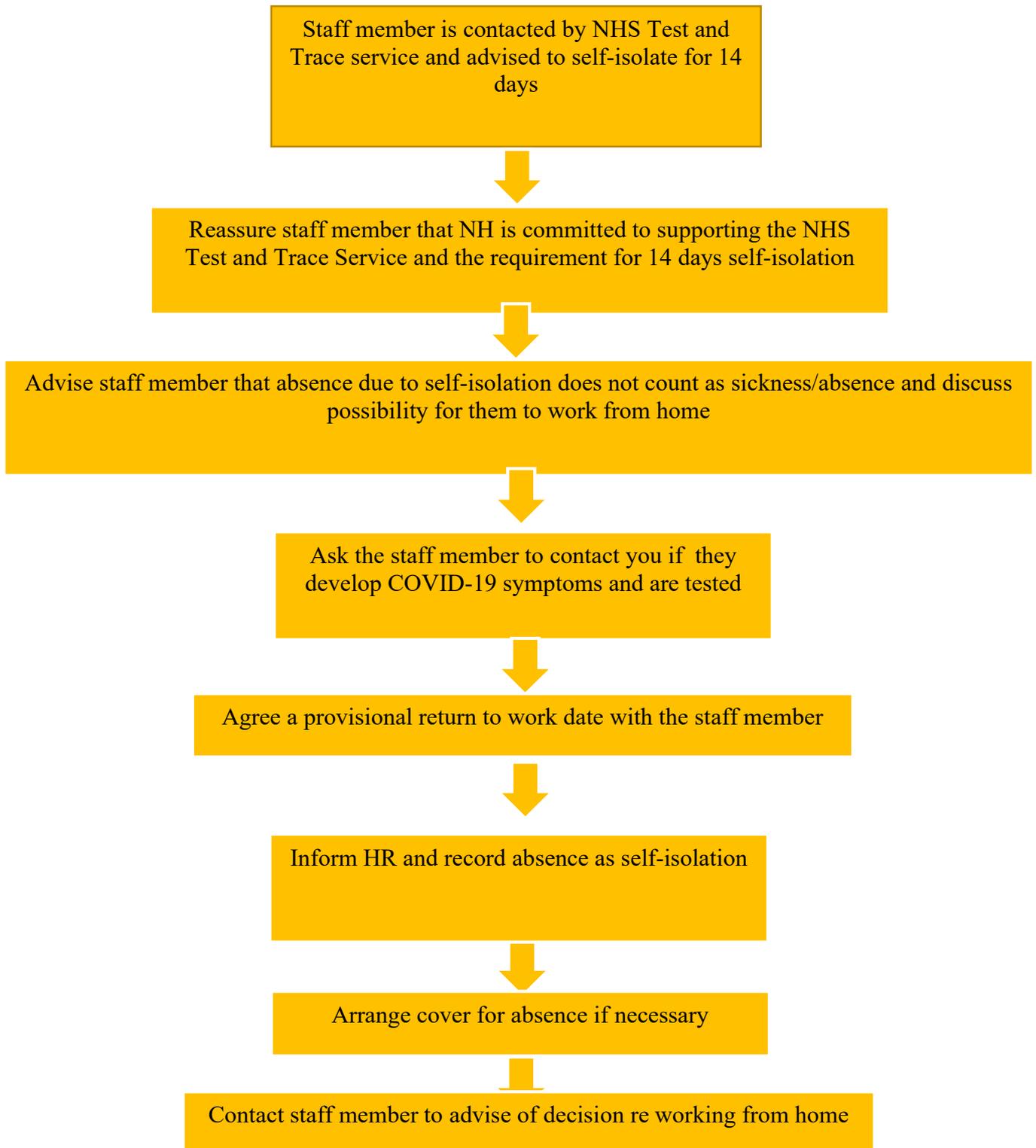
Manager guidance flow chart – 1



Manager guidance flow chart – 2



Manager guidance flow chart – 3



Manager guidance flow chart – 4. Outbreak plan

