



# **Bradford Council**

## **Key Worker Testing COVID-19**

Guidance note and testing process for Bradford Council (directly delivered and commissioned services)

21 April 2020

(Updated from guidance issued on 9 April 2020)

## **CONTEXT**

In response to the management of COVID-19, it is essential that key workers who are self-isolating can be tested as early as possible to establish if they can return to the work place.

The test available 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.

To support the early testing of key workers Bradford Council has access to both National and Local “satellite” testing arrangements. It is however critical that only eligible individuals are sent to a 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.

This process is not to routinely test staff currently working and not displaying symptoms.

This guidance sets out the criteria for testing and what managers/service heads must consider before making a referral.

## **IDENTIFYING KEY WORKERS**

The Coronavirus National Testing Programme has now expanded capacity to test other frontline workers who are self-isolating due to having coronavirus-like symptoms or because a member of their household has symptoms. Whilst this guidance is written for all Council services or services commissioned by the Council, the full list of eligible employers now includes:

- All NHS and social care staff, including hospital, community and primary care, and relevant staff providing ancillary support to frontline NHS services (e.g. accommodation, catering) and voluntary workers.
- Police, fire and rescue services.
- Local authority staff, including core and essential workers such as those working with vulnerable children and adults, with victims of domestic violence, and with the homeless and rough sleepers, and those staff essential to the continuity of business.
- Defence, prisons and probation, and judiciary staff.
- Front-line benefits workers.

In addition, government departments, national agencies and local resilience forums have discretion to refer other critical workers in their area for testing as determined by local need and available capacity. This includes frontline workers in the private sector, with a focus on staff delivering key medical, energy, utility, transport and food supplies.



**For the avoidance of doubt, eligibility includes LA-employed or commissioned staff delivering front-line public health services.**

More detailed information on the types of workers who may now be eligible for testing can be found at [www.gov.uk/coronavirus-get-tested](http://www.gov.uk/coronavirus-get-tested) <<http://www.gov.uk/coronavirus-get-tested>>

### **NATIONAL CRITERIA FOR TESTING**

**A key worker has COVID-19 Symptoms and is self-isolating resulting in the key worker isolating for 7 days.**

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. The key worker must be in the first five days of the onset of COVID-19 symptoms at the time the swab is taken. No testing will be undertaken after day five.

**An adult/family member (over 18) with COVID- 19 symptoms is living in the same household as a key worker resulting in the key worker isolating for 14 days.**

In this instance only the adult /family member who has the symptoms is eligible. The key worker is not eligible. Data is collected on the adult/family member for the testing process. The adult/family member must be in the first five days of the onset of COVID-19 symptoms at the time the swab is taken. No testing will be undertaken after day five.

**A child (under 18 over 5 years) with COVID-19 symptoms is living in the same household as the key worker, resulting in the key worker isolating for 14 days.**

In this instance, only the under 18 over 5 years household member of the key worker is eligible to go to a test centre. Because the household member is under 18 over 5 years they can only attend a “self-test” centre as the test needs to be performed by a parent/guardian. This would be managed through our local “satellite” arrangements and further detail is contained later in this guidance.

### **THE TESTING PROCESS**

All eligible workers who meet the criteria set out, will have an option to be tested at either a national testing centre (the nearest for Bradford services is based at Leeds) or a local” satellite” service ( Bradford currently have a service available in Keighley).

The two sites operate very differently it is therefore important that service managers read the different processes below before making a decision on which test centre to refer to.



Regardless of which testing centre the test is performed at, the results take between 48-72 hours to be confirmed and therefore, services are encouraged to submit a referral as soon as they are aware of the key workers isolation. The earlier a key worker is tested allows for an earlier return to work if the results of the test are negative.

Additional practical criteria used for access to the national or local testing centres includes:-

- Key worker/family member being tested must have access to a smartphone, and take relevant ID on the day of the test taking place.
- Key worker/family member being tested must be well enough to drive to the chosen centre in their own or a household member vehicle only. Public transport or the use of vehicles from other households should not be used due to the risk of spreading the virus. If a worker does not have access to a household vehicle then you should state this on relevant test referral form (detailed in the processes below) and the allocated test centre will refer to their local arrangements in place e.g. home testing arrangement. This is by exception only.

### **National Testing Process for Temple Green Testing Centre in Leeds**

As part of the national testing programme being led by Deloitte, a designated site has been established at **Temple Green Park and Ride, Pontefract Lane, Leeds, LS9 0PS**. This is a supported testing facility with a team who are trained to swab those key workers who are self-isolating.

The centre undertakes testing between the hours of 9:30 and 4:30, 7 days per week and tests are allocated on a first come first serve basis based on capacity of tests available and managed nationally.

The centre does not undertake testing of anyone under the age of 18. For referrals for children between the age of 5 & 17, please follow the process for local "satellite" testing below.

Referrals to the national testing centre are being supported by many of our national organisations such as CQC, Ofsted & LGA who are all linking in through a national process directly with their testing centres to help with co-ordination of demand and supply of tests.

If you are a regulated service or are being supported through a wider national programme you should by now have received a direct communication regarding how



you can access the national systems available. If you have not received this email and want to access our alternative local testing service then please follow the process for local “satellite” testing below. You should also contact your relevant national organisation via the support structures currently in place to ensure any future access to the national centre is not compromised and make sure you are on their distribution list.

It is not appropriate to include the details of the processing arrangements for all national organisations in this guidance as they do vary and are subject to on-going change so please direct any process queries through the relevant organisation.

### Interim Arrangements

Some of you may be aware that whilst we have been waiting for the national processes to be established properly and for the supporting communications and guidance to be sent to all organisations, the Council have been supporting the national process through a central co-ordination team as documented in the guidance note on 9 April 2020.

This temporary arrangement is no longer deemed a critical support function and may even compromise the national processes and therefore this temporary arrangement will stop from Friday 24 April 2020.

Any referrals received via the Council’s centrally managed process up to close of business on Friday 24 April 2020 will be processed for testing on either Saturday 25 April or Sunday 26 April dependent on the time the request was made in line with current processing timescales.

Referrals after this date should be processed via the links provided in the communications from your service areas relevant national organisation as set out above.

### Local “satellite” Testing

To support a more local level arrangement that helps meets the demands across Bradford District and Craven, a satellite site, community drive-through, self swabbing service has been established at Marley Fields Stadium, Aireworth Road, Keighley, BD21 4DB Keighley.

This service is run and staffed by local organisations and at this centre key workers will perform the test themselves within the safety of their vehicle and will also be supported by centre staff if needed on the day.

The centre supports self testing between the hours of 9:30am and 10:30am each day, 7 days per week and will accommodate up to 100 tests across the Bradford



District and Craven split across a number of Bradford organisations including NHS, Ambulance Service, Police, Fire etc.

If your preference is to refer your key worker through a more local arrangement e.g. for ease of travel and the worker is agreeable to a “self swab” process (full guidance will be given to your key worker as part of this process before the test takes place) then you should follow the process below:

### **Marley Fields Satellite Testing - Detailed Process Flow**

Referrals received for testing through the Marley Fields Satellite service is managed through a central co-ordination team in the Council. The team is currently being managed by Jacqui Buckley (Change assurance Manager – Transformation Team).

Should you have any queries about the process please contact Jacqui directly via email [jacqui.buckley@bradford.gov.uk](mailto:jacqui.buckley@bradford.gov.uk) or mobile telephone number 07970441901

Referrals through this process can only be made by a relevant Head of Service/Assistant Director or equivalent service manager who should ensure that the criteria for testing is strictly adhered to. Key workers cannot self refer through this process and any referrals received without the relevant authorisations will be returned.

#### **Step 1 - Referring Manager**

Ensure key worker meets national criteria and consider which testing centre that key worker should attend

If testing centre at Leeds – follow national testing process for referrals.

If testing Centre at Keighley – Follow steps 2 to 4 below

#### **Step 2 - Referring Manager**

Complete the staff referral form attached at **appendix 1** to this guidance and ensure that the notes supporting the referral form are read thoroughly to prevent errors and send directly via email to [Jacqui.Buckley@bradford.gov.uk](mailto:Jacqui.Buckley@bradford.gov.uk) (arrangements are currently being put in place for a dedicated staff testing email account and this guidance will be updated when this is available).

Make your key worker aware of referral so they can expect contact from the central team to arrange the test.

### **Step 3 – Central Co-ordination Team**

Referrals will be processed on a daily basis and the deadline for submission of referrals for next day testing will be 9:00am the day before the test is required.

For referrals received by the deadline, a member of the team will make contact with all key workers to explain the process and book test for the following day.

Any referrals received after 9:00am will not be processed until the following day for testing the day after that. E.g. :- *a referral before 9:00am on a Friday the key worker will be tested on Saturday. A referral after 9:00am on a Friday the worker will be tested on the Sunday if the individual still meets the criteria for testing.*

### **Step 3 – Key Worker & Referring Manager**

Key worker attends test and notifies referring manager of the outcome which they will receive by text within 48-72 hours. It is their responsibility to register the test using their smart phone onsite on the day of the test.

Referring manager makes decision dependent on the outcome of test:-

*Negative test = return to work if well enough and end isolation*

*Positive test = continue to isolate in accordance with government advice*

Referring manager notifies central co-ordination team by email of the outcome e.g. return to work or continue isolation so that central records can be maintained

All information will be securely held in accordance with information governance regulations.