



Dear Provider

Please find updated guidance for making referrals for your key workers or their household members who are showing symptoms of COVID-19 which includes a new referral form and some FAQ's which incorporate responses to many questions that we have received over the last few weeks. Updates include new arrangements for managing referrals for testing at Marley Stadium Keighley via a dedicated central team in the Council which will come into effect from 7 May 2020. Referrals or queries after today should **not be sent directly to Jacqui Buckley**, they should be sent to COVID19.stafftesting@bradford.gov.uk. There is also a new referral form which is specifically for symptomatic key workers/household members and managers are asked to use this with immediate effect which will help with back office processes ensuring a swift referral service can be maintained.

We are also aware following the government announcement to test **all** workers in Care Homes regardless of whether they have symptoms or not. The latest position at a National level is covered in the attached FAQ's however we do not know how quickly this arrangement will be deployed across the Bradford District but are hopeful that this will be within the coming days following some pilots across the District that have already taken place. The Council is keen to support Bradford Care Homes pending further National processes starting so is currently developing plans for a local process to test all asymptomatic staff based on individual care home needs. A number of pilot arrangements are being tested over the coming days and we will keep you updated on plans for a wider roll out programme as soon as possible.

Bradford Council
Key Worker Testing COVID-19

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

7 May 2020

(Updated from guidance issued on 21 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.

IDENTIFYING KEY WORKERS

The Coronavirus National Testing Programme has now expanded capacity to include all Council key workers and those working in Care homes all of which are in the scope of this guidance and process.

NATIONAL CRITERIA FOR TESTING

- a) A key worker has COVID-19 Symptoms and is self-isolating resulting in the key worker isolating for 7 days.
- b) 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.
- c) 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 all instances above the person requiring the test must have had the onset of COVID-19 symptoms within the first 1-4 days at the point of referral as testing is not recommended after day 5 in line with national guidance.

THE TESTING PROCESS

All eligible workers who meet the national criteria will have an option to be tested at either a national testing centre of a local test centre.

National Testing Process

As part of the national testing programme being led by Deloitte, a range of designated national testing sites have been established across the Country and testing slots are allocated on the basis of first come first served and staff/family members will be offered a testing slot based on availability at the time of the booking.

A self referral process is in place for symptomatic key workers to arrange a slot that meets their circumstances and home kits can also be ordered.

For further information on the national testing process and to book a test please visit [National Portal](#)

For key workers making referrals via this route, managers should keep a record of the staff member referral and regularly track progress with the key worker/family member on the results which will be returned to the individual.

Local “satellite” Testing

To support a more local arrangement that supports local demands across Bradford District and Craven, a satellite site, community drive-through, self swabbing test service has been set up.

The testing site is located at Marley Fields Stadium, Airworthy Road, Keighley, BD21 4DB Keighley, and is run and staffed by local organisations.

The centre supports “self swabbing” of symptomatic workers/family members between the hours of 9:30am and 10:30am each day, 7 days per week across the Bradford District and Craven.

If your preference is to refer your key worker through a more local arrangement e.g. for ease of travel then you should follow the managed 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 in the first instance email COVID19.stafftesting@bradford.gov.uk or contact a member of the central co-ordination team on telephone number **01274 437070**

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.

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

For further supporting information please see attached FAQ's before making contact with the central co-ordination team.

Step 1 - Referring Manager

Ensure key worker meets national criteria and has the onset of symptoms within first 1-4 days at point of referral.

Step 2 - Referring Manager

Complete the test referral form attached to this guidance ensuring supporting note is read thoroughly to prevent errors.

Send completed referral forms to COVID19.stafftesting@bradford.gov.uk

Make your key worker/family member aware of the referral so they can expect contact from the central team who will arrange the test date/time with them directly.

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 **2:00pm 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 morning.

Any referrals received after 2:00pm may not be processed until the following day for testing the day after e.g. *referrals before 2:00pm on a Friday the test will take place on Saturday morning. A referral after 2:00pm on a Friday the test will take place on the Sunday morning.*

Step 3 – Key Worker & Referring Manager

Key worker attends test and notifies referring manager of the result which will be sent directly to the key worker.

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 decision so that central records can be maintained

END OF PROCESS

COVID-19 TESTING FOR SYMPTOMATIC KEY WORKERS/HOUSEHOLD MEMBERS – FREQUENTLY ASKED QUESTIONS

Eligibility for testing

Q: Who can get a test?

A: Tests are offered to the following:

- any self-isolating members of staff who have coronavirus symptoms – (7 day isolation period for key worker).
- Member of staff does not have symptoms but members of their household do, then the household member can be tested. (14 day isolation period for key worker).

You should get tested in the first three days of coronavirus symptoms appearing, although testing is considered effective up until day five. No testing should be undertaken after day five, unless it's for a specific reason which will be agreed on a case by case basis.

National “self referral” process

Q: Where can my staff go if they have referred themselves for a test using the national portal?

A: Employees who have been referred for a test can seek assistance from the Coronavirus Testing Helpdesk on 0300 303 2713 for any technical issues related to their booking

Q: How quickly will the staff member be tested?

A: It will depend on the availability of supply at a national level and availability of slots at a testing centre that the staff member is able to travel to.

Q: What if a key worker is not able to travel or doesn't have access to a car?

A: The key worker can order a test kit to be delivered to their home although demand is very high for this service at present so there is no guarantee this would be processed quickly.

Q: Can family members under 18 years of age be tested?

A: Yes but only if they are over 5 years of age and the test site must be a self swabbing site as it will be the responsible adult who performs the test on the child. There are limited self swabbing sites as part of the national programme so limited access might cause some delays.

Local “managed referral” process

Q: Where can managers go if they have referred staff/household member for a test via the managed referral process

A: Managers who have referred a staff/household member for a test can seek assistance from the Council's central co-ordination team helpdesk on **01274 437070** or by emailing COVID19.stafftesting@bradford.gov.uk

Q: What if the person to be tested doesn't have a car to get to a test centre

A: We can arrange a home visit by a district nurse for people with Bradford or Keighley post codes but managers must ensure that the person to be tested is agreeable to a home visit and home address details must be provided on the referral form.

Q: Can I get a child tested at this test centre

A: Yes, as this is a self test site if the child is over 5 years of age then the parent/responsible adult in the household would perform the self swab test on the child at the test station.

Q: What if my key worker/household member does not turn up for the test when allocated?

A: it is vitally important that confirmation from the person to be tested that they are able to attend the test before a slot is allocated. The central co-ordination team will make contact with the person to be tested to arrange the test directly and confirm via an email. If the person does not arrive for the test, the test centre will notify the central co-ordination team and this will be escalated back to the referring manager.

Essential worker test results

Q: If an employee has tested negative, can they come back to work straight away?

A:-

- Employees with negative results should only return to work if they feel well enough to do so.
- If everyone with symptoms who was tested in their household receives a negative result, the employee can return to work immediately, providing they are well enough, and have not had a fever for 48 hours.
- If a household member tests positive, but the worker tests negative, the worker can return to work on day eight from the start of their symptoms if they feel well enough and have not had a fever for 48 hours.
- If the worker does not have symptoms but a household member tests positive, the worker should continue to self isolate in line with national guidance.
- Employees should discuss their return to work with their manager
- If, after returning to work, they later develop symptoms they should follow national guidance and self-isolate.

Q: Will I be told if a member of staff has tested positive for coronavirus?

A: The programme **does not return the results to an employer**. It is the individual's responsibility to discuss their test result with their employer as part of their return to work conversation.

Data will not be released to employers on individual's test results or an individual's engagement with the test programme.

The central co-ordination team do not have any access to the test results and are unable to chase for key worker results from tests. Anyone who has been tested will need to contact the number provided to them at the test centre as part of the information pack.

Extended testing programme covering all Care Homes for testing of workers who do not have any symptoms and so are considered "Asymptomatic"

The Council is still waiting for further guidance on the full roll out programme however the latest information provided by Local Government Association on 6.5.20 states the following :-

Following another pilot, this week testing will be made available to all symptomatic residents in care homes. The Care Quality Commission (CQC) has been contacting care homes to offer them the opportunity to order a testing kit, and then placing this order for them. The kits are couriered to homes using a third party and the homes then administer the tests which are then collected for analysis. Once processed, the home receives their results directly.

Care Homes do not need to do anything as yet because they will be contacted when the programme is launched.

In the meantime, should any residents display Covid-19 symptoms, you should contact your local Health Protection Team in the usual manner. They will respond to support you and organise testing for those symptomatic residents requiring it at the point you are ringing to notify (but not for any residents who become unwell after this point). Should any staff display symptoms, they can access testing through both national and local test centres in line with the guidance note issued on 6 May 2020.

The Council is keen to support Bradford Care Homes pending further National processes starting so is currently developing plans for a local process to test all asymptomatic staff based on individual care home needs. A number of pilot arrangements are being tested over the coming days and we will keep you updated on plans for a wider roll out programme as soon as possible.