

Covid19 – Staff Lateral Flow Device Testing & Self-Isolation Notifications Exceptions Policy & Process

1.2

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1. COVID-19 CONTEXT AND NATIONAL GUIDANCE

National guidelines regarding Covid-19 have now changed so that there is an exemption process in place for healthcare staff if they receive notification from NHS COVID App/Test & Trace that they have been identified as a contact of someone who has tested positive for Covid-19. This also applies if a member of staff becomes aware they have had any other contact with a Covid-19 infected person where they may have been a close contact and this is not through official notification (e.g. the person is not using the app).

This does not apply to staff in patient facing roles where they are specifically providing care for suspected or confirmed Covid-19 patients with all Infection Prevention & Control and Personal Protective Equipment being used.

This policy sets out the key aspects of this policy and includes a process that should be completed with a staff member who is notified.

2. LATERAL FLOW DEVICES TESTING – STAFF GUIDANCE

SHPCA operates in line with the national guidance on asking that all patient facing staff complete twice weekly Lateral Flow Device Tests at home, and act on the results **if a positive LFD result occurs** which includes:

- **Immediate** notification to line/service manager
- To **NOT attend the workplace**

From the 2nd July 2022 staff should order their own tests via:

<http://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

When ordering, follow the instructions and select ‘yes’ to the question ‘Do you work for the NHS in England and take part in the asymptomatic staff testing programme?’

Full Guidance followed by SHPCA on LFD Testing is embedded below:



C1330-lateral-flow-an NHS-Test-and-Trace_
tigen-tests-for-asympHEE_PC-staff-testing-L

3. SELF ISOLATION INCLUSION & EXCLUSION CRITERIA

Attendance at work is considered as ‘exceptional circumstances’ for staff where there is a critical impact on health and safety or for the continued running of a critical service. Full Guidance is embedded here:



C1354-Staff-isolation-
approach-following-U

To be considered there are **two key qualifying requirements** that must be fulfilled:

1. Staff **MUST have received BOTH doses of Covid-19 vaccine** (i.e. full course/double vaccinated). It should also be at least 14 days since their final dose
2. Staff **MUST self isolate until they have a PCR test** and can only return to work if this is negative.

If either is not fulfilled a staff member is automatically NOT able to be considered safe to return to work during their self-isolation period as notified by Test & Trace/NHS Covid App.

Staff Responsibilities

- On notification of contact with a Covid-19 case, the staff member should notify their line/service manager as soon as possible.
- If following risk assessment (below) the staff member does return to work during the self-isolation period, they must report development of ANY symptoms that may be due to as yet undetected Covid-19 infection.
- They must also complete daily Lateral Flow Device Tests in advance of attending any workplace and report the results to their service/line manager. Staff must not attend the workplace following a positive LFD test.
- Staff must wear all required PPE and take all infection prevention & control precautions.

Service/Line Managers Responsibilities

- Managers must undertake an assessment on a case-by-case basis. If an individual's role means they can work from home to undertake their role, then this should be considered first.
- Otherwise, the Risk Assessment Procedure at Appendix 1 should be completed with the member of staff.
- Both the staff member and line manager should sign off the assessment.
- Staff returning to work under this process should not work with clinically extremely vulnerable patients
- The line manager will maintain daily contact with the staff member to receive daily Lateral Flow Test results.
- The line manager will ensure staff are aware of infection prevention and control precautions and ensure staff have access to all appropriate PPE.

Completed assessments should be sent to the Head of Governance, Quality & Safety who maintain a central log of any staff affected by self-isolation and use of the exception process to monitor for any trends or issues.

APPENDIX 1 – RISK ASSESSMENT PROCESS FOR SELF-ISOLATION EXEMPTION

This should ONLY be used if a individual’s role is deemed CRITICAL to safety and maintaining critical services.

Colleagues Receiving Notification of Covid-19 exposure and need to Self-Isolate

Risk Assessment and Actions

If a staff member receives notification via ANY route that they have been exposed to Covid19, the following risk assessment should be completed to assess on a case-by-case basis the following:

- The impact of the staff members absence from the location of work **and**
- If exceptional circumstances exist which mean their attendance is appropriate to safe delivery of patient services.

It is the line manager’s responsibility to undertake a discussion about individual circumstances and complete a risk assessment with all staff. This form has been developed to support managers with this assessment but it must be completed in conjunction with the latest guidance from Public Health England Further information on Covid-19 can be found here and in discussion with the individual concerned: [Coronavirus \(Covid-19\) guidance](#)

<https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings>

Colleagues’ Name(s):		Job Title:
Line manager:		Managers’ job title:
Service:		Working hours:
Date of Conversation:		Review date:
Person completing risks assessment & role:		
Risk Assessment Questions:		Result of Assessment
Is the staff member symptom free?	YES	Continue to complete assessment.
	NO	IF NO: GO NO FURTHER. Staff member MUST self-isolate and if not already completed a PCR test do so. They should isolate as per standard Covid19 guidelines before return to work using usual RTW processes with line manager.
Will the absence of this staff member create a significant risk to SHPCA ability to provide and deliver patient care and/or services?	Yes	If Yes, continue.
	No	If No, staff member should work from home remotely as far as possible.
Is the staff member fully vaccinated and over 14 days since their second dose of C19 Vaccine?	Yes	If Yes, continue.
	No	If no, STOP staff member cannot be exempted.

Has the staff member had a PCR test result since being notified of their exposure?	Yes – Negative result		If YES – ONLY if this was negative can the staff member return.
	Yes – Positive Result		If a positive PCR result STOP staff member MUST self-isolate and not attend workplace.
	No		If No – request PCT test be arranged before proceeding any further with assessment
If PCR Negative – is the staff member willing to undertake DAILY Lateral Flow Tests before any attendance at the workplace?	Yes		IF YES – Staff member may return to workplace as long as they are asymptomatic. Daily check in with the line manager should occur prior to attending work, confirmation of negative LFT is required.
	No		If staff member not willing, they will not be able to return to the workplace until their isolation period is completed.
If the staff member becomes symptomatic...			Repeat PCR test to confirm and instruct to self isolate as required by current government guidelines for self isolation.
Risk Assessment Conclusions and Actions:			

In order to mitigate the increased risk associated with this exemption, the following should apply:

- the staff member should remain free of COVID-19 symptoms
- the staff member should comply with all relevant infection control precautions and PPE should be properly worn throughout the day
- outside of work activities, the staff member must follow current advice for self-isolation.

This assessment should be kept under ongoing review throughout the staff member’s official ‘self-isolation’ period and repeated if there are any changes.

Individual’s signature		Date signed	
Print Name			
Manager’s signature		Managers job title	
Print Name		Date signed	