

Covid 19 Asymptomatic Care Home Staff Testing Coatbridge & Wishaw

Start Date: Wednesday 17th June 2020

Overview


On Wednesday 17th of June, Care Home Managers will be provided with a report showing all Staff Members registered with Salus Occupational Test for the Asymptomatic testing programme.

The report will provide a unique case ID for all individual staff members. Please share each unique ID only with the person for whom it is intended.

This Case ID will be used by the corresponding individual to confirm their attendance for weekly test.

This will enable you to commence staff testing from Thursday 18th June.

To save time and repetitive effort, all that each staff member will have to do when presenting for test will be to enter <https://carehometesting.salus.co.uk> into a pc, laptop, tablet or modern mobile phone and enter their unique ID. They will then be presented with the following screen:



COVID-19 Care Home Staff Testing

Please check that the following details are correct:

Name	Date of Birth	CHI
Joe Bloggs	14/10/1970	0101908121

(Please write your Full Name, DOB, CHI Number, Lab Code as 'CHS' and Requesting Consultant as 'Cromie' on all 3 lab labels. If your care home has provided you with printed labels, please use these instead.)

The information on this screen will disappear once you have clicked 'Confirm'; please write the labels first.

I confirm that I am receiving a test for COVID-19 today: **15/06/2020**

[Go Back](#) [Confirm](#)

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Functionality has been created to provide each Care Home with a Managers Portal.

This will be accessible via <https://carehomemanager.salus.co.uk> and login details will be provided that can be shared with appropriate management staff within the Care Home.

As the expectation is that all staff will be tested every 7 days, this management portal will provide an alert for managers if a test becomes overdue. You will be prompted to access the Managers portal and complete information on why the test has not been conducted via options including:

- Annual Leave
- Sickness Absence
- Staff Member Refused Test
- Test overdue and will be conducted ASAP
- Test conducted at alternative Care Home
- Other (with free text box to record reason)

This information will be automatically imported into the Salus software and form part of the weekly returns for Public Health/Scottish Government.

There is no need to register for any of our portals, this will be done automatically for you from the information already provided.

Testing Schedule

Thank you very much for your completed staff lists. This has enabled us to create an electronic record for each of your staff members. From the information you provided, I have compiled a proposed weekly test plan as follows:

Care Home	Weekly Tests Required	Anticipated Test Volumes for Collection			
		Monday	Tuesday	Wednesday	Thursday
Beechwood	133	33	34	33	33
Blair House	22	5	6	6	5
Carnbroe Care Centre	94	23	24	24	23
Centenary House	38	9	10	10	9
Deanston Care Home	39	9	10	10	10
Elaina Care Home	24	6	6	6	6
Kirknowe Care Home	107	26	27	27	27
Lochside Manor Care Home	80	20	20	20	20

Millbrae Care Home	49	12	13	12	12
Morningside Care Home	71	17	18	18	18
Netherton Court Care Home	63	15	16	16	16
Rosehall Care Home	81	20	21	20	20
Summerlee House	117	29	30	29	29
Thornhill House	25	6	7	6	6
Woodside Care Home	91	22	23	23	23

Following liaison with Labs, it is requested that your each Care Home conducts tests for all staff split evenly over 4 days of the week (Monday to Thursday). This ensures that that samples can be returned to the labs each morning following the test the day before.

Please ensure that samples are **ready for collection by 9am on Tuesday, Wednesday, Thursday and Friday mornings.**

The samples will be collected by Lifesavers volunteer driver service and delivered to Monklands Labs for processing.

On Monday, your Care Home will receive a delivery of the test kits required for 1 whole week of testing.

Information For Staff to Preparing for Test

All swabbing of **Asymptomatic** staff will be conducted within the Care Home.

As staff attend for asymptomatic testing, they will access the following secure web portal:

<https://carehometesting.salus.co.uk>

This can be accessed via desktop, laptop, tablet or modern mobile phones.

On accessing the page, staff members will be asked to enter their unique id number which Care Home Managers will be provided with in advance and asked to share with staff members individually.

Once entered, the staff member will be presented with their Name and Date of Birth and CHI number.

Unless printed labels are being provided by your Care Home, they should use this information to write 3 x lab labels containing the following information:

Example Details:

Full Name: Joe Bloggs
 DOB: 01/01/2000
 CHI Number: 0101001234

The labels should always also contain the following information:

Lab Code: CHS Requesting
Consultant: Cromie

This information is vital in ensuring that lab results are able to be matched and provide timely results.

To assist in this first week only, Salus will provide the labels for each staff member. **It is then the responsibility of each Care Home to ensure that lab samples are accurately labelled.**

Once staff members have completed their labels, they should check the box in the portal confirming that the details on screen are accurate and that they are presenting for test.

Testing Instructions

Each test kit will contain:

- 1 Lab Form
- 1 Specimen Tube & Swab
- 1 RED Bag

The specimen must be **double bagged** for transporting.

You will be provided with transport boxes able to store 6 samples each.

All required test kits will be delivered by Life Savers Volunteers on Mondays.

Life Savers Volunteers will visit each Care Home daily on Tuesdays, Wednesdays, Thursdays & Fridays from 09:30 onwards to collect all samples and deliver them to Monklands Labs for testing.

The following guidance has been provided directly from Labs. Please ensure that this is fully read and understood prior to swabbing:

Specimen Sampling from Care Home patients/ staff under investigation for COVID19

Follow instructions below to ensure your safety and the safety of others handling specimens during transport to and processing at the laboratory.

Before taking samples, you require:

- Suitable PPE and disinfectant (chlorine based wipes, Actichlor plus or alcohol wipes). - Swab/liquid virus transport medium, specimen bag with absorbent tissue (to contain leaks), request form with second specimen bag, rigid, plastic screw top canister and outer cardboard box (UN3373 biosafe box), orange waste stream disposal bag/ container.

Sample taking. *see links to videos on HPS website below.

- a. Wear suitable PPE before taking sample.
- b. Label sample tube before taking sample with Patient name, DOB, CHI number, Date sample taken and specimen type.

- c. With a single swab, sample throat then naso-pharynx area at back nose.
- d. Rotate swab into liquid virus transport medium in sample tube for 10 seconds, expel excess liquid on inside of tube then **discard swab** into orange waste. **Do Not** leave swab in tube.
- e. Decontaminate outside of specimen container with disinfectant wipe.

2. Specimen request Form

- a. Complete in full, away from the sample processing area to prevent contamination.
- b. Add "CHP" for Care Home Patient or "CHS" for Care Home Staff as location and Dr Goodfellow as Consultant on the request form.
- c. Add full patient details including CHI. (Requests cannot be processed without a CHI)
- d. **Do Not** place request form into bag with sample.
- e. **Do Not** Place request forms inside rigid container with samples.
- f. Place form outside of rigid container but inside the cardboard box.

3. Order of packaging *see links to videos on HPS website below.

- a. Decontaminate outside of specimen container with disinfectant wipe.
- a. Wrap sample tube in paper tissue to absorb leakage.
- b. Place into specimen bag. **Do Not** place more than one specimen into each bag.
- c. Place bagged sample into a second specimen bag and seal bag. This second bag may or may not be attached to a request form.
- d. Ensure completed request form is detached and separate from specimen bag.
- e. Place double-bagged sample/s (maximum 5) into rigid container and seal with lid.
- f. Place rigid container into cardboard box.
- g. **Do Not** place request forms into rigid container along with samples.
- h. Place request forms into cardboard box, between rigid sample container and box.
- i. Remove PPE and wash hands. **Health Protection Scotland Video guides on: Taking upper respiratory tract samples sample taking**

<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-obtaining-an-upper-respiratorytract-diagnostic-sample/>

Sample handling for ongoing transport to the laboratory.

<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-packaging-of-diagnostic-samplesfor-onward-transportation/>

Receiving Results

Lab results will be imported directly into the Salus software 4 times daily.

Individual Staff Members will receive their results directly by SMS message to the mobile phone number you provided.

Managers will receive an excel report containing results from each reporting run directly to the email address provided.

Result turnaround time is between 24 and 48 hours. Any member of staff waiting longer than that for a result should contact us at results.salus@nhs.net

The Staff SMS messages will contain the following information:

Dear [NAME], Following your Covid-19 test taken on [TEST DATE] your result is NEGATIVE.

OR

Dear [NAME], Following your Covid-19 test taken on [TEST DATE] your result is POSITIVE.

Please contact your line manager to confirm. You are required to isolate for 10 days from your test date. Should you develop symptoms during your isolation period, please restart your isolation period for 10 days from onset of symptoms. Following your isolation period, you can return to work provided you feel well enough and have not had a fever for 48 hours. Please note that all household members must isolate for 10 days from your test date.

Contacts

If you have any queries, comments or problems, please contact Tom Gibb as follows:

salus.covid-19-testing@nhs.net

Additional Information

As you are aware this test service is for Asymptomatic staff only.

Please ensure that any staff isolating due to Covid 19 Symptoms are directed to <https://covid19staffscreening.salus.co.uk> where they can self-refer and attend Law House for a test.