

COVID-19 Testing Leaflet

(Swab Testing, Antibody Testing and NHS
Test and Trace)



Introduction

As a result of COVID-19 the amount of information and updates provided at a national and local level has been overwhelming. Since March, we continue to respond to COVID-19 at pace and this has resulted in an increase in guidance, advice and support. It has also meant the introduction of several initiatives to help stop the spread of the virus as well as support research to help the national effort to gain a better understanding of COVID-19.

This booklet provides a summary of three of these initiatives:

- COVID-19 swab test (also known as a virology test)
- Antibody test (also known as serology test)
- NHS Test and Trace

Section 1: COVID-19 Swab Test (virology test)

The swab test will tell you if you have the COVID-19 virus at the time the test is taken.

The COVID-19 swab test is offered to those people who have symptoms of COVID-19 (a high temperature; and/or a new continuous cough; and/or a loss of taste or smell).

The Trust is offering COVID-19 swab testing to the following people:

- Trust employees (including bank and agency staff and volunteers);
- Household members of staff employees (including children aged 5 and over)
- Employees of external partners organisations (including care, nursing and residential home employees)

How is the test carried out?

The test involves a member of the staff testing team taking a swab from the back of the throat before using the same swab to take a sample from both nostrils (at a depth of no more than 2.5cm). The test is quick and simple although some people may find it slightly uncomfortable. .

How do I get a test? – CNTW Employees (including bank and agency staff)

If you or a member of your household has symptoms of COVID-19 (a high temperature; a new, persistent cough; or a loss of sense of smell or taste) you should contact the Central Absence Line for booking a test by **ringing** 0191 814 4011.

If you have a child over 5 years old in your household who is symptomatic and requires a test, you should contact your GP or NHS111 for health advice **before** contacting the Central Absence Line to arrange a test.

How do I get a test? - NTW Solutions Limited Employees

If you are an employee of **NTW Solutions** you should contact occupational health provider PAM by **ringing** 0330 660 0365. The Central Absence Line will then be informed of those staff who have COVID-19 symptoms and require testing. Staff will then receive a call inviting them for a test.

How will I get the result?

Your swab test will be analysed in a laboratory and results should be back within 24-48 hrs. Someone from the Central Absence Team will contact you directly with your result. They will do this by phone so when booking your test, you need to provide a number that you can easily be contacted on.

Section 2: Antibody test

The antibody test will tell you if you have had the COVID-19 virus in the past.

Having this test supports the national research effort to help estimate the number of people who have already had the COVID-19 virus and help gain an understanding of the spread of the virus itself.

The test will not tell you if you actually have the virus at the time of testing so won't change your situation in terms of working arrangements, social arrangements, or relaxation of national rules around managing the spread of COVID-19.

How is the test carried out?

This test is done on a blood sample taken from a vein in your arm. The blood is tested to see if you have 'antibodies' to the coronavirus which means you have been infected in the past and may have developed a level of immunity. In the future you may be able to have this test using a finger prick sample of blood.

How do I get a test? – CNTW Employees (including bank and agency staff)

Staff members on inpatient wards will have access to testing on their own individual wards. This will also include support staff and domestic staff who also work into those wards. Clinical managers are co-ordinating the process and where there is capacity additional staff who work into the wards (for example, porters and catering staff) may be invited for a test.

For all other staff tests will be made by **appointment only**. Team managers are co-ordinating this process. Dedicated spaces are available across the Trust to accommodate testing for our community services and corporate staff. This information is made available via the Trust Daily Communications and on the intranet.

How do I get a test? – NTW Solutions Limited Employees

If you are an employee of **NTW Solutions** you should contact occupational health provider PAM by **ringing** 0330 660 0365. The Central Absence Line will then be informed of those staff who have COVID-19 symptoms and require testing. Staff will then receive a call inviting them for a test.

How will I get the result?

Your blood test will be analysed in a laboratory and results should be back within 24-48 hrs.

What does the result mean for me?

Even if the result of a test shows that you have developed antibodies to the virus, it is **extremely important** to understand that the test contributes to the national

research efforts to gain a greater understanding on the spread of the virus, **but this does not necessarily mean that you are immune from the virus.**

Regardless of the outcome of a test, it does not change the current rules around staying safe and regardless of the outcome, everyone should continue to:

- Adhere to social distancing rules;
- Continue to use PPE appropriately;
- Adhere to government rules around household and outdoor gatherings; and
- Continue to ensure regular hand washing with soap and water and regularly clean surfaces and environments.

Section 3: Test and Trace

The NHS Test and Trace service was introduced on 28 May 2020 by the Government with the capacity to trace 10,000 contacts per day. The service will help to replace national lockdowns with individual isolation and, if necessary, local action whenever outbreaks occur.

There are three principles to this strategy.

1. Self-isolate and test
2. Contact trace
3. Contain the virus

1. Self-isolate and test

Anyone with any symptom of COVID-19 (a high temperature; a new, persistent cough; a loss of sense of smell or taste) must isolate for at least 7 days and arrange to have a swab test as soon as possible. Anyone else in your household must self-isolate for 14 days from when you started having symptoms.

2. Contact trace

If you test positive for the virus you must complete the entire 7-day period of self-isolation and only return to work once you have had a normal temperature for at least 48 hours. A cough or loss of sense of smell or taste may last longer than this.

Members of your household must also complete a 14 day isolation period which starts from when you first showed symptoms.

Once you test positive you will receive a text or email from NHS Test and Trace within 24 hours. This will provide instructions on how to share details of the people you have recently been in close contact with. This may include your family or other people you live with, as well as other people you have been in close contact with either socially or at work.

The contact tracing team will use this information to identify individuals you have had close contact with and alert those most at risk of having the virus that they also need to self-isolate.

3. Contain the virus

If you have been in close contact with an infected person, the NHS Test and Trace service will alert you via text or email. They will ask you to log into the Test and Trace website so you can talk to the team, or you can ask for a contact tracer to call you directly.

You may be asked to isolate for up to 14 days, depending on when you last had contact with the infected person.

Members of your household will not have to isolate with you but must take extra care to follow social distancing and hand washing guidelines. If you or anyone in your household does develop symptoms then you or they must then arrange for a swab test as soon as possible.

If the test is positive then you or they must continue to isolate for 7 days from the day the symptoms started. If the test is negative you or they must complete the 14 day self-isolation period as advised by the Test and Trace team.

Test and Trace FAQ's

Does my whole household have to isolate?

People who are self-isolating for 14 days because of close contact with confirmed cases will be told to keep away from the rest of their household as much as possible. The rest of the household does not have to self-isolate unless they develop symptoms.

Whose details do I need to provide?

Those who test positive will be asked to provide contact details for anyone in their household and anyone they have recently spent at least 15 minutes with, within a proximity of 2 metres. This means mobile phone numbers, email addresses, landline and home addresses.

Contact tracers hope to contact the majority of people by text or email.

What if I do not want to provide details, or I am asked not to?

The scheme is voluntary but ministers are urging people to 'do the right thing'.

What if my swab test is negative?

If you have a negative swab test your obligation to self-isolate ends. However, if you are contacted by the Test and Trace system you will be asked to remain in self-isolation for up to 14 days in case you are incubating the virus.

What if I have had an antibody test which was positive or a previous positive COVID-19 test?

This will make no difference to instructions issued by the Test and Trace service as we do not yet know if this means you have immunity and cannot catch it again.

Could this impact on services provided by CNTW?

If a member of staff tests positive and has had close contact with colleagues they may be advised to self-isolate for 14 days, therefore the capacity of our workforce could be severely affected. We are therefore asking staff strictly follow four clear principles:

- Maintain social distancing and keep at least 2 metres apart

- Work from home where it is possible and safe to do so
- Use PPE appropriately and safety
- Keep your hands and the environment clean at all times

Do I need to let CNTW know if I test positive?

Yes. The test and trace team will contact you to ask about your social contacts. However, in order that we can identify who you have been in contact with whilst at work, it is important that you let us know so we can do our own internal tracing. Please contact the central absence line on 0191 814 4011 and advise them of your results.

What do you mean by being in close contact with an infected person?

This would be:

Direct face-to-face contact (for example talking or any length of time or
Being within 1 metre for 1 minute or longer or
Being within 2 metres for 15 minutes or longer

The period of time a close contact occurs starts 48 hours before your symptoms started

Does the national guidance apply to NHS staff?

Yes, anyone who has been in contact with someone who has a confirmed case of Covid-19 outside of work should self-isolate for 14 days.

Section 4: Data protection and personal information

What about my data and personal information?

All personal data held will be processed in accordance with data protection legislation. The Data Controller for the information described in this leaflet is Cumbria, Northumberland Tyne and Wear NHS Foundation Trust. The Queen Elizabeth Hospital, Gateshead NHS Foundation Trust will be processing the tests on behalf of CNTW. They will therefore be a data processor.

What personal data and special category data is being collected?

Personal Data

- Name
- Date of Birth
- Telephone Number
- GP details
- Address where you are currently residing
- Address registered with your GP (if different to above)
- NHS Number (this is returned to the Trust with your test result)
- Whether you are employed by CNTW or any other NHS organisation.

Special Categories of Personal Data

- Date of your first symptoms
- For testing of staff household members – whether you are the first person in the household with symptoms (index case or not)
- Details of any previous COVID-19 tests and the results
- Any other information regarding your health or circumstances that you offer to the call handler or nurse
- The result of your test
- A record of the information provided to you by the nurse who calls with your results

How will you keep my information secure?

We recognise the professional responsibility we have to safeguard the information of individuals. The security of your personal information is important to us and we will follow security policies and procedures to ensure that access to and use of your information is controlled and appropriate. Some examples of our security measures include:

- Controlling access to Trust systems and networks preventing any unauthorised access to your personal information.

- Using encryption methods such as secure e-mails platforms or passwords so that only people with specific access rights can view it.
- Our staff are regularly trained in Information Governance which includes data protection to make them aware of their responsibilities when using personal information.
- We regularly test our technologies and working practises to ensure we keep up to date with security.

Who will have access to my information and who will you share this with?

Your information will only be available to those who need to know. Only the minimum information for the purpose will be shared. Those people will be:

- The CNTW call handler you first speak with from the Central Absence line;
- The CNTW nurse who takes your test swab;
- The healthcare professionals who test your swab in the laboratory at Queen Elizabeth Hospital, (Gateshead NHS Foundation Trust);
- The CNTW nurses who receive your results and advise you of the outcome.

For testing of staff household members – you have also given permission for the Trust to use your result to inform if we can return your household member back to work. They therefore will become aware of the outcome of your test.

Your GP will not automatically be notified of your test and/or results however he/she will be able to obtain the results if you/they require. They can do this via the ICE patient information system, this is a system available to GP's which displays test results.

We will not share your information with anyone else unless we are required to do so under additional legal requirements. For example, to assist the government in containing the spread of COVID-19. This may be where we are required to do so by Law, to safeguard public safety, and in risk of harm/emergency situation.

How will you use the information the Trust holds about me?

We will use your information to:

- Where applicable, inform whether or not to allow our self-isolating staff member to return to work;
- Provide the Trust with data about the spread of COVID-19 infection amongst our staff

If there is reasonable evidence that you contracted COVID-19 from a work-related exposure your employer is obliged to report this to the Health and Safety Executive.

What is the lawful basis for processing my personal data?

The legal basis for processing your information is that it is in the public interest for us to deal with the outbreak of COVID-19. The General Data Protection Regulation 2016 (GDPR) requires specific conditions to be met to ensure that the processing of personal data is lawful. You can read more detail on these at

<https://www.cntw.nhs.uk/foi/data-protection/>

How long will you keep my personal information?

We will only keep your personal information for the duration of the pandemic subject to Government advice around the ongoing risk presented by Coronavirus. At the end of this process, it will be securely deleted by CNTW.

Your individual rights – Data Protection Act 2018

Your individual rights are set out in the Data Protection Act 2018 (subject to some legal exemptions). If you would like to discuss the Trust's data protection practises, please contact our Data Protection Officer by email DPO@cntw.nhs.uk.