

## Covid-19 Testing Process for SYMPTOMATIC RD&E staff and their Household Members: Please read the whole document!

- 1. Who is COVID swabbing for?** All symptomatic RD&E staff and their symptomatic household members
- 2. What symptoms merit a swab?**
  - a. Core symptoms of COVID-19 = Persistent cough, fever over 37.8C, and loss of smell or taste. Get swabbed and stay at home till you get the result
  - b. **'Not sure? Be sure! and get tested for COVID'**: Minor symptoms (such as sore throat, malaise, runny nose, headache) can also be symptoms of COVID-19 and often develop before the core symptoms. Get tested. You can work (if you feel well enough) while awaiting your test result so long as you don't have the core symptoms.

- 3. What should I do?** You have two options: Self Swab or Sandy Park (booked via Absence hub)

### **Self swab: see over for details**

- a. You can swab yourself/household member using the self-swab packs at the Old Path Labs.
- b. If you have minor symptoms and are at work anyway but unsure if you should be: self-swab using the swab packs in the lobby to OASIS.

Make sure you complete all details on sticker on the request form (NHS number and mobile number are essential). Occupational Health and the HR Absence Hub will be informed if you test positive.

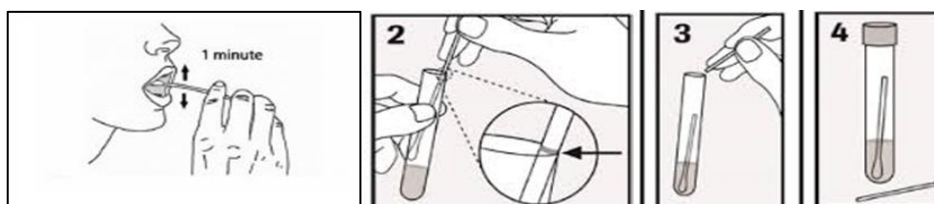
### **Sandy Park:**

Between 08:30–17:00 Monday – Friday and 08:30-13:00 on weekends and bank holidays the Trust will arrange a test for you or your household member – all you need to do is inform your line manager, who will fill in and submit an [Absence Report](#). If your line manager is not available contact the Absence Hub on 01392 406960 or email [rde-tr.covid19hrabsencehub@nhs.net](mailto:rde-tr.covid19hrabsencehub@nhs.net). The Absence and Testing Hub will do the rest, and contact you to arrange a test as quickly as possible at the drive through test centre at Sandy Park.

- 4. What is in the Self swab pack?** The pack contains:
  - a. The swab
  - b. The request form which you need to complete in full **including your NHS number**
  - c. 'How to take a swab' guidance
  - d. An information leaflet which explains what we do in the lab and what to do when you get the result – take this home and read it
  - e. Two specimen bags

- 5. How do I take the swab?** We are using a buccal salivary swab

1. Gel hands before swabbing and after double-bagging the swab
2. Roll cotton bud around mouth (under tongue, over gums, over inside of cheeks) for 1 minute – aim to soak swab in saliva
3. Place into the YELLOW COBAS tube and break off the shaft of the swab at the snap line and replace lid
4. Double bag the tube (One clear plastic bag inside a second plastic bag)



- 6. Results?** Register for My Chart to get your results quickest. Otherwise wait to hear from OH

If you/household member are self-swabbing, follow this process

**Old Pathology Buildings: there is no appointment system**

Drive in the top entrance to the hospital off Barrack Road or Church Road. Or (if at work) walk up the E link corridor to Old Path Block

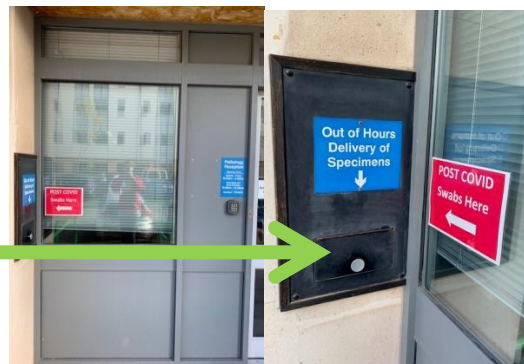
Go to Old Path Block (behind Noy Scott House).



The swabbing packs are in a large red box with UN3373 on the fire escape at the far end of the front of the building (near the building works). This red box will be attached to the Handrail as in picture above

- Please bring a pen, mask, and alcohol hand gel
- Bring your/household member’s NHS number (see overleaf).
- Ideally ask a household member to drive you, but if you are well enough, you can drive yourself
- Do **NOT** come on public transport – if you can’t drive, stay at home and discuss with Absence hub as above
- If you are registered with My Chart the result will ping up on your phone

When you have taken the swab, replace mask, gel your hands and walk to the adjacent main entrance of the Old Path Block. Put double bagged swab through the COVID Staff swab test drop off letter box as in photos below:



**OH, HR Absence hub**

Your test information and results will be shared with Occupational Health, HR Absence Hub, your Divisional Hub and Line Manager – if you do NOT agree to this, we cannot test you via self-swab route – contact HR Absence hub

**Advice line in case of difficulty**

HR Absence hub in hours as above; Site management can be contacted Out-Of-Hours if truly urgent

**NHS number**

You can find your NHS number in most documents or letters sent to you by the NHS, such as your:

- ❖ Prescriptions; Test results; Hospital Referral letters / Appointment letters

You can find your NHS number online by logging in to:

- ❖ The **NHS App** (you'll need to register if you have not used it before) *In order to register you will need to provide ID and there is a lag time to being accepted on the App so be prepared*
- ❖ Some GP online services or you can call your GP surgery and ask them what your NHS number is. You may need to prove your identity over the phone or visit your GP surgery with proof of identity