

Visitors Testing Guidance Pack

Lateral Flow Devices (LFD) in Hospices

Visiting is a central part at Pendleside. It is crucially important for maintaining health and wellbeing and quality of life for our patients and visitors.

To support visiting, the Department of Health and Social Care is rolling out new rapid tests to Hospices to test visitors. This will enable Pendleside to offer regular testing of visitors, to support visits safely with loved ones.

Please read this booklet carefully so that you know what to expect, as well as the precautions Pendleside will ask that you take to keep your loved ones and all our patients and staff safe. In the event of an outbreak, please note that apart from in exceptional circumstances, visits will not be allowed.

While testing visitors can reduce the risk associated with visiting, it does not completely remove the risk of infection. When used alongside robust **Infection Prevention and Control (IPC)** measures such as **Personal Protective Equipment (PPE)**, it can support Hospices to safely maintain a balance between infection control and the vital benefits of visiting.

Friends and relatives have a very important role and responsibility to help Pendleside to keep their loved ones safe. Please think of yourself as part of the team with our staff and volunteers. By carefully following the steps described in this booklet and requirements laid out, you will be playing your part in helping to protect not just your loved one, but all the people with whom care for them, from the risk of infection.

What to expect with LFD testing

You will be asked to complete a test prior to your first visit and then once a week thereafter. If your test is negative, you will be issued with a Visitors pass which allows you to visit for 7 days, you will then need to take another test to continue visiting.

Testing is really important to help us to identify people who might be carrying Coronavirus but not showing symptoms. Testing may not identify everyone that is currently infectious, but alongside wearing PPE and following other infection prevent and control measures, testing helps keep the Hospice and your loved ones safe.

Do I have to be tested in order for me to visit?

Yes unless you meet the exemption criteria, if you do not want to take a test then you will not be permitted to visit.

Who is exempt from taking a test?

Anyone under the age of 16 and those who have had a confirmed diagnosis of COVID-19 within the previous 90 days are exempt for taking a test. If you have tested positive, you will need to show the tester your NHS COVID-19 Notification to be able to visit. Without this proof, you will not be allowed to visit and will not be issued with your visitors pass.

Preparing for your visit

To keep your loved ones and Pendleside safe, we ask that you follow the below guidelines:

- ✔ Stay home if you're feeling unwell, including if you have a fever, a cough or a change in your sense of taste and smell.
- ✔ Follow national guidance outside of your visit, including limiting your contact with other people and wearing a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.
- ✔ Observe social distancing with anyone outside of your household or bubble and wash your hands regularly.

Arranging your 1st Visit

Although visiting is between 2pm and 5pm daily, you will not be allowed to visit unless you have been tested and have a negative result or proven you are exempt from testing.

To book your test appointment, including anyone who believes they are exempt, **you must ring reception on 01282 440100**

Appointments are available to pre-book and times vary to accommodate visitors with working commitments.

The test will take no longer than 10 minutes and the results will be available at 30 minutes. You will not be able to wait in the building for your results and must return to your car. If you have travelled by public transport then please speak with the tester who will discuss options.

If you are exempt, a visitors pass will be issued.

What happens at the appointment

At each appointment, you'll be asked to take a test using a new technology called a Lateral Flow Device (LFD) test. You'll be tested before your 1st visit and every 7 days thereafter if you are still visiting the Inpatient unit to check if coronavirus can be detected.

Lateral flow testing is not a fool proof solution: it should be taken in addition to Personal Protective Equipment (PPE) and other Infection Prevention and Control (IPC) measures and must not be seen as a way of avoiding their use.

We will ask you to do a throat and nose swab once a week and then will let you know your result in 30 minutes. We will ask you to complete the swabbing yourself, supervised by a member of staff. A swab is a small piece of soft, absorbent material on a plastic stick that is used to take a sample from your nose and throat. The test is very straightforward and you'll be supported throughout the process by a trained member of staff from the Hospice.

Once you have completed your swab, you will be asked to wait in your car for the results. If you are not able to wait, we can telephone you with the results.

If you are exempt from swabbing, you will need to provide evidence e.g under 16 years of age or previous COVID-19 positive result within last 90 days. You will then be provided with a visitors pass which you must show every time you visit.



Key steps during the test

When you first enter Pendleside:

1

- Please do not arrive more than 5 minutes earlier than your appointment time.
- Please arrive by yourself (exception of children attending)
- Please report to reception who will mark you are present on the booking list.
- You will be asked to sanitise your hands using alcohol hand gel and asked to put on a surgical face mask.



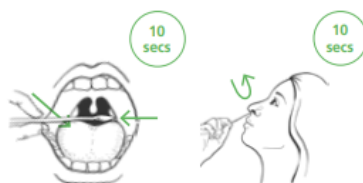
see page 10 for details on how to properly put on PPE

- You will be directed to the waiting area
- A staff member will introduce themselves to you and take your temperature.
- The staff member will complete the consent form (see page 15 for a copy of the consent form)
- You'll be asked to **sign the consent form** that you agree to taking the test, sharing your result and holding limited information about you including name, address, age group and telephone number.
- It is your responsibility to register the results of the test – we will provide you with the details on how to register.

2

Taking your test:

- A staff member will explain the procedure to you and hand you a packaged swab
- You will then need to take your own throat and nose swab, supervised by a member of staff. They will walk you through how to swab yourself which will only take about 30 seconds to do. See page 13 for more details on how to swab yourself.



- You will then place your swab, cotton end down, into the test tube

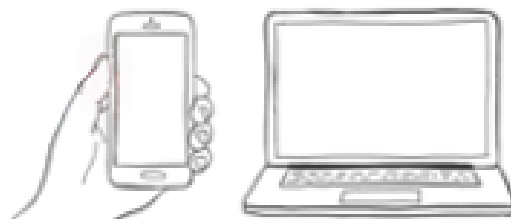


- You will be given your results card (without the test result completed) with the barcode of the test, date and time of the test and instructions on how to register the test.
- You will then be asked to make another appointment for 7 days and to wait in your car, removing your PPE and sanitising your hands before you leave the building
- If you have travelled by public transport, then please inform the staff member who will discuss the available options with you.

3

Receiving your result:

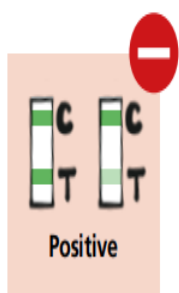
- After 30 minutes, the staff member will tell you your result either in person or on the telephone
- Once you have received your result, you will need to register your test kit online with your own mobile device or a device provided to you if you do not have a mobile. If you are not able to register your own result, a member of staff can help you but they'll need to take down more of your personal details. See page 12 for more details on how to register your test result.



What does your result mean?

Pendleside staff will process your test and give you a result within 30 minutes. The result will affect whether you can complete your visit in the following ways:

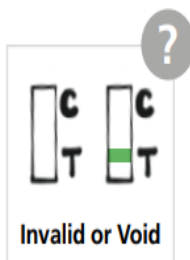
Positive result



You will not be able to visit. You will have to take a second test, which is a confirmatory Polymerase Chain Reaction (PCR) test which you will need to arrange yourself either on the website <https://www.gov.uk/get-coronavirus-test> or by contacting 119

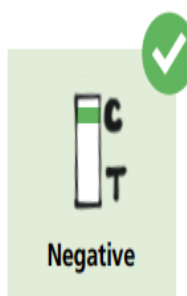
You must go home immediately and self-isolate until you receive your result. NHS Test & Trace will text, e-mail, or call you with your result in around 72 hours. If you test positive, NHS Test & Trace may contact you to ask you for your close contacts.

Please inform us of your PCR results and if negative, to arrange another appointment for an LFD test



Invalid or Void

We will ask that you take another LFD test. If the retest comes back as invalid, you will not be allowed to visit.



Negative result

Your visit will be able to go ahead, as long as you wear the PPE provided and do not remove it during your visit.

You will be issued with a 7 day visiting pass and need to book an appointment to continue to visit after 7 days.

Visits to the Inpatient unit

It is important to recognise that a negative test will provide us with some assurance that you are not carrying the virus. However, the test is not a complete guarantee. To keep your loved one and our staff safe, we ask that you please follow the guidelines below during your visit.

You must show your visitors pass every time you visit. You will not be allowed to visit if you do not have it. Visitors passes are valid for 7 days and will only be re-issued following a negative test or proof of exemption.

Inside the Hospice, you must wear your face mask, apron and gloves at all times – see pages 10 & 11 for instructions on how to put on and remove PPE.

You **must not** eat or drink within the patients bedrooms

You **must not** remove any item of PPE until you leave (aprons and gloves before you leave the bedroom and mask before you leave the building)

Only one visitor is allowed to visit at a time.

Each patients visitors list is restricted to a maximum number (details on the limit available from reception) and this list **must not** be changed during their stay with us.

Instructions for putting on PPE



1. Perform hand hygiene using soap and water or alcohol hand gel.



2. Put on a plastic apron and tie it at the waist.



3. Put on a surgical face mask, positioning the blue side face outwards, placing the loops around your ears. With both hands, mould the metal strap over the bridge of your nose.



4. Put on plastic gloves.

Removing you PPE Safely

Before you leave the patients bedroom:



1. Remove gloves; grasp the outside of the cuff of the first glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



2. Snap or unfasten apron ties at the neck and let the apron fold down on itself. Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard apron. Wash your hands or apply alcohol handgel and leave the patient bedroom



Before you leave reception

3. Remove surgical mask carefully, and put into clinical waste.



4. Perform hand hygiene using soap and water or alcohol hand gel or rub.

How to register your test kit

Once your result is determined, the staff member will contact you with the results of your test. Complete your results card by ticking the relevant section (positive, invalid, negative). Your test kit needs to be registered online using a self-test registration form. You can complete this form using your own mobile phone or electronic device.

<https://www.gov.uk/report-covid19-result>

Once the form is complete, you will follow the appropriate guidance based on your result as set out above on page 7.

If you cannot complete this form yourself, a member of staff can complete it for you. They will ask you to provide some personal details required in the form.

Details needed for the online registration form:

- Full name
- Date of birth
- Gender
- Ethnic group
- Home address
- Contact details, including mobile number and e-mail address
- *The barcode or number of your test kit**
- *Date and time of their test**
- *Test result**

**These details will be provided by the staff member on your results card*

Self-swabbing instructions

1



Using the mirror to help, look inside your mouth, and find your tonsils at the back of the throat. Your tonsils or where they would be (if they had not been removed) are where you will swab your sample.

2



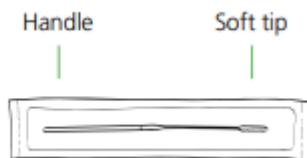
Gently blow your nose into a tissue. Throw the used tissue into the clinical waste bin provided. This is so that you get rid of excess mucus.

3



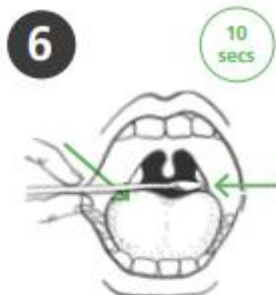
Use hand sanitiser to clean your hands. This is so that you do not contaminate the test kit.

4



A member of staff will hand you a packaged swab. Identify the soft, fabric tip of the swab

The swabbing may feel uncomfortable. Do not insert the swab any deeper if you feel strong resistance or pain. If there is blood or vomit on the swab sample, please alert a member of staff.



Holding the swab in your hand, open your mouth wide and rub the fabric tip of the swab over both tonsils (or where they would have been) at the back of the throat with good contact **at least 3 times** (use a mirror to help you do this).

Carefully remove the swab stick from the back of your throat.



Put the same end of the same swab gently into one nostril until you feel a slight resistance (about 2.5cm or 1 inch up your nose). Roll the **swab 5 times** along the the inside of the nostril.



After collecting the sample hold the swab upright in your hand, do not put it down, and notify a staff member. Be careful not to touch any surfaces with the swab.

The staff member will instruct you where to place your swab

Use hand sanitiser after handing in your sample. Put your face mask back on and follow the instructions from the staff member.

Consent Form - copy

Visitor Name	
Address	
Age	<input type="checkbox"/> <11years* <input type="checkbox"/> 12-15 years* <input type="checkbox"/> 16 years+ *exempt from testing, issue visitor pass
Telephone No.	
Patient Name	

All visitors to Pendleside Hospice are required by the Department of Health to take regular Covid-19 tests, to reduce the risk of transmission to our Patients, Staff and Volunteers. The test is called the Lateral Flow Test, and it helps to protect patients and staff members from the risk of infection. The Lateral Flow Testing Devices, sometimes known as LFDs, will give results within 30 mins. You will need to be tested once a week to enable you to visit the Inpatient Unit. You will be issued with a visiting pass, valid for 7 days, following each negative result, if you are under 16 years of age or exempt from testing.

For the test, you will be required to swab your throat and nose.

Tick all that apply:

I understand that my information and my results (if not exempt) will be stored confidentially and it is my responsibility to register my results (positive or negative) on the Government website.

I am exempt from testing because I am under the age of 16 year.

I am exempt from testing because I have had a positive COVID-19 test within the last 90 days

*** Please show the tester your NHS COVID-19 Notification (email or SMS)*

Date of positive test...../...../.....

Date LFD can commence (90 days later than positive test)...../...../.....

I understand that if my result is **positive**, I will not be able to visit the Inpatient unit, I will self-isolate immediately and that I will need to undergo a further COVID-19 test (PCR Test) which I will arrange through the NHS <https://www.gov.uk/get-coronavirus-test-or-by-contacting-119>.

I understand that if my result is negative, I am able to visit the Inpatient unit providing I do not have any COVID-19 symptoms and that I will continue the twice weekly testing process.

I agree to take part in the Pendleside Hospice Inpatient visitor testing programme*

**Any visitors not agreeing to take part in the testing programme will not be permitted to visit the Inpatient unit.*

Signed.....(Visitor/Parent/Guardian)

Signed.....(Tester)