**Procedure for external organisations requiring swabbing**

North Tees & Hartlepool NHS FT are keen to support external organisations employing key workers to swab their staff for Covid 19. For organisations wishing to access swabbing from North Tees & Hartlepool NHS FT the following process should be followed.

**Eligibility for testing**

Individuals requiring testing should be symptomatic of a high temperature and / or a new continuous cough.

Testing will be most effective for staff on day 2 or 3 of their symptoms. If staff fall outside of this range, we may not be able to provide a test and as such it is important to make the request for a swabbing appointment as soon as possible.

Testing will be available for the individual employee or the index case within their household, this can include children. An index case is another resident at the same address who is currently displaying symptoms.

**Swab Test process**

The test will consist of a nasal and throat swab.

Where possible individuals are advised to use the drive through facility for swab testing. This is both to make the access and process easier for the employee and to protect public safety by isolating to a confirmed area as much as possible.

The testing will take place on the North Tees Hospital site.

Onsite yellow signage will direct you.

The individual should pull into the main hospital driveway located at the front of the North Tees hospital building. The testing will take place under a canopy which is situated past two cream, porta cabins located at the front of the hospital between A&E and Urgent Care. We would request that individuals drive down the small access road used by the ambulance crews in front of A&E and pull up and park directly outside the pod. The patient should remain in their car and the team will come out to their car and undertake the documentation and testing. They can then leave the site via the access road past outpatient’s department.

Walk in patients should report to the first pod ‘dirty pod’ (closest to the ambulance access door to A&E) and wait at the door. Ramp access is available for walk – in appointments. The team will come to the door to allow access.

**Processing of the sample**

The pathology laboratories on the North Tees site have the facility to process the tests, however, if this reaches capacity the excess swabs will be analysed on the Newcastle or James Cook hospital sites.

Current turnaround time for results is between 24 – 72 hours dependent upon capacity within the laboratories.

Results will be shared with the external single point of contact for the organisation who will then advise their staff of their results.

**Single Point of contact**

Each organisation will be required to have one single point of contact who will be the liaison with the Trust and will provide details of the staff requiring tests. The Trust will be unable to accept requests that come outside of the single point of contact.

Each organisation will be allocated a number of appointment slots. The single point of contact will be required to provide the following details of the individual requiring swabs (form attached).

Name

Date of Birth

Address

Contact Number

Date symptoms started

Job Title

Staff Group

Walk in / Drive Through

Make/Model / Reg of Car

Number of swabs required (1 or 2)

The central contact would be required to e mail the following staff with any appointment requests that need booking:

[Catherine.connor@nth.nhs.uk](mailto:Catherine.connor@nth.nhs.uk)

[tanya.southfitzhugh@nhs.net](mailto:tanya.southfitzhugh@nhs.net)

[Lisa.Johnson@nth.nhs.uk](mailto:Lisa.Johnson@nth.nhs.uk)

[Michelle.Taylor@nth.nhs.uk](mailto:Michelle.Taylor@nth.nhs.uk)

Occupational Health will provide the test results of individuals to the single point of contact of the organisation – it will be the responsibility of the organisation to share the results with their employees.