

Policy & Procedure Title	Policy for testing visitors (families and carers visiting patients) for Covid-19 infection		
Originator / Reviewer	Dr Andrew Fletcher		
Approved By	Dr Andrew Fletcher; Jimmy Brash; Lynn Kelly	Date of original implementation	March 2021
Reviewed	N/A	Next Review	March 2022

1. POLICY OVERVIEW

This policy has been put in place during the unprecedented pandemic of COVID-19. This is to ensure there is a robust procedure to test patient visitors for COVID-19 to help prevent outbreaks and enable the hospice to continue providing a service to our users. It outlines procedures and the legal underpinning of decisions. Policy applies to aged 16 and over

2. DEFINITIONS

Lateral Flow Tests (LFT) – LFT's have been rolled out for mass testing of mainly asymptomatic people and give a test result within 30 minutes without the need of sending the sample to a laboratory. If the swab solution does contain Covid, it will bond with the antibodies, creating a chemical reaction that creates a coloured line on the paper, revealing a positive test.

Polymerase Chain Reaction (PCR) – These tests are conducted on individuals that have symptoms or have received a positive test from a LFT and have a higher accuracy rate of detecting COVID-19.

3. PROCEDURE including general principles

- St Catherine's hospice seeks to balance compassion with health and safety
- St Catherine's hospice procedures will draw a clear distinction between planned visits, versus a relative being called in urgently due to deterioration in a patient's condition
- St Catherine's hospice will provide written information about the testing process and frequently asked questions on its website, electronically and in paper form to referrers to the inpatient unit (primarily community palliative care team and hospital palliative care team). See Appendix 1: Visitor testing guidance pack
- The procedure will be explained again to those admitted to the inpatient unit and any nominated visitors
- St Catherine's Hospice has the right to make changes to the testing procedures in light of changing situations within the organisation and/or due to changes to national policy/guidance
- St Catherine's hospice understands it cannot demand a person completes a lateral flow test

- St Catherine's Hospice retains the legal right however to refuse access to the hospice building if it deems that a visitor poses risk to the organisation, staff or patient due to refusal to undertake a LFT for covid-19 infection
- Should a person state they are unable to complete a Lateral flow test for a clinical reason, decision to allow access to the hospice will be agreed with the Medical Director or Director of Nursing, Governance and AHPs
- Any visitor with a positive lateral flow test will be refused entry to the hospice
- St Catherine's hospice will advise anyone testing positive on a lateral flow test to go straight home, self-isolate and arrange formal PCR test as per national guidance
- Should anyone cause disruption or refuse to leave if they either refuse to complete a lateral flow test or leave when a positive result is received, the team have the authority to contact the police to have the person removed. A hospice director must also be contacted after the police have been called. Medical Director or Director of Nursing AHP and Governance weekdays and Director on call at weekends and bank holidays
- Appendix 2 outlines the process involved in visitor testing including testing of those attending for admission as well as others
- Visitors to Covid positive patients will need to undertake Lateral flow testing procedure and consent from their car rather than entering the building prior to the result being known
- Visitors will be required to complete a consent form (Appendix 3) which includes personal information even if not receiving testing as this will be the hospice record of medical exception, exemption due to covid-19 infection in the preceding 90 days as well as results of lateral flow testing completed. Visitor will be offered copy of consent form if requested. A consent form will be required prior to each visitor pass being issued.
- The consent form will be retained in the record of the person being visited and clearly marked as **NOT PATIENT INFORMATION** on the basis that whether the test was negative or positive then we have a record of the procedure we followed and should the visitor require access to any information we hold about them in the future, then this can be extracted from the patient's record. This is in accordance with St Catherine's Hospice's Records Retention Policy. If the patient's family require access to a patient record, then the clear note will prompt the viewer to exclude the information where it is not relevant to the enquiry.
- For those where lateral flow testing is completed, the personal information and test results are fed through to government organisations they will hold the data for 8 years in accordance with the Records Management Code of Practice for Health and Social Care 2016, but they will dispose of the data sooner if it's appropriate to do so.
- When conducting testing all results must be registered at: <https://www.gov.uk/report-covid19-result>. The link can be accessed through any device with a browser (e.g. phone, tablet, laptop, desktop computer). Data will be entered by a member of the hospice team.

- Visitors will be asked to confirm they do not have any symptoms potentially indicative of Covid-19 infection, and that they do not need to isolate currently due contact with someone with Covid-19 infection, travel or any other reason
- For urgent visits lateral flow testing will not be mandated if visitor pass not already in place, however all other procedures must be followed, including wearing of personal protective equipment and social distancing
- Lateral flow tests cannot be used within 90 days of someone testing positive for Covid-19 on PCR. If a visitor states they have tested positive for Covid-19 in the preceding 90 days, written proof will need to be provided. If they continue to visit once the 90 days has passed, lateral flow testing will need to commence as per policy
- The hospice will consider how testing ability will influence visiting planning and how visiting arrangement impact on delivery of regular testing
- Testing will be completed twice a week, days will be confirmed as per Appendix 4: Visitor test days guidance with visitor granted access being issued with an inpatient unit visitors pass (Appendix 5) and advised on next testing date and time as per Appendix 6 appointment cards
- For those unable to visit, the hospice will continue to support virtual connection between patients and families/friends/carers
- Exception from testing to include:
 - Medical reason after discussion with Medical Director or Director of Nursing AHP and Governance
 - Within 90 days of someone testing positive for Covid-19 on PCR – Lateral flow testing to commence when 90 days has passed
 - Unable to complete lateral flow testing even with support of family members to medical reasons. Staff will not be able to carry out tests on visitors
 - Adults able to provide written proof of negative lateral flow test result such as one carried out at work and as part of regular twice weekly testing. Will be required to provide evidence of each test result to continue to be issued with a visitors pass
 - Being aged under 16

4. REVIEW

In order to ensure that testing visitors (families and carers visiting patients) for Covid-19 infection policy continues to meet the Hospice's aims and complies with the objectives, the policy will be monitored and reviewed regularly.

5. TO WHOM DOES THIS POLICY APPLIES

This policy applies to all visitors (families and carers visiting patients) at St Catherine's Hospice.

6. CEO AND DIRECTOR RESPONSIBILITIES

It is the CEO and relevant director's responsibility to ensure that:

- The policy is available to all employees.
- The policy is applied fairly and consistently
- All senior management will be responsible for addressing any misuse or abuse of testing visitors (families and carers visiting patients) for Covid-19 infection policy
- The policy will be kept under review to ensure that it effectively meets the needs of the Hospice and its employees.

7. MANAGERS RESPONSIBILITIES

It is the departmental manager's responsibility to ensure that:

- The policy is available to all relevant employees and volunteers
- Employees and volunteers have read and understood the policy
- They adhere to the policy
- All managers will be responsible for addressing any misuse or abuse of the testing visitors (families and carers visiting patients) for Covid-19 infection policy.

8. EMPLOYEE'S RESPONSIBILITIES

- To read and adhere to the testing visitors (families and carers visiting patients) for Covid-19 infection policy

9. REFERENCES

- The Health Protection (Coronavirus Restrictions) (Self-Isolation) (England) Regulations 2020 No 2045
- Guidance: Visiting care homes during COVID-19. Available at: <https://www.gov.uk/government/publications/visiting-care-homes-during-coronavirus/update-on-policies-for-visiting-arrangements-in-care-homes>
- Visitors Testing Guidance Pack. Pendleside Hospice. Available at: <https://www.pendleside.org.uk/images/pictures/type-image-category-name-here-5/pendleside-visitor-lfd-booklet-a4-pdf.pdf?v=b846b9f2>
- Guidance: Visitor testing guidance pack. Available at: <https://www.gov.uk/government/publications/coronavirus-covid-19-lateral-flow-testing-of-visitors-in-care-homes/visitor-testing-guidance-pack>
- St Catherine's Hospice Records Retention Policy

10. APPENDICES

- Appendix 1: Visitor testing guidance pack
- Appendix 2: Inpatient Unit Visitor Covid Testing – process
- Appendix 3: Consent form
- Appendix 4: Testing days' guidance
- Appendix 5: Inpatient unit Visitor pass
- Appendix 6: Inpatient Unit Visitor Covid Testing appointment card

11. DOCUMENT CONTROL

Title	
Version	V1.1
Owner / Originator	Andrew Fletcher
Author	Andrew Fletcher
Date of current version	30 March 2021
Status	
Date of publication	
Documents rendered obsolete by publication	N/A
Review frequency	
Date of next review	

12. POLICY APPROVAL

This policy was approved as follows

Name	Role	Date	Signature / Sign Off
Andrew Fletcher	Medical Director	11/03/2021	Author
Jimmy Brash	Director of Nursing, Governance & AHPs	11/03/2021	Via email
Lynn Kelly	CEO	11/03/2021	Via email

13. REVISION HISTORY

Date	Version	Author	Description
11/3/2021	1.0	Andrew Fletcher	New policy
30/3/2021	1.1	Andrew Fletcher	Updated consent form Addition of patient information pack Section 3 – addition of “Visitors to Covid positive patients will need to undertake Lateral flow testing procedure and consent from their car rather than entering the building prior to the result being known”

14. APPENDICES

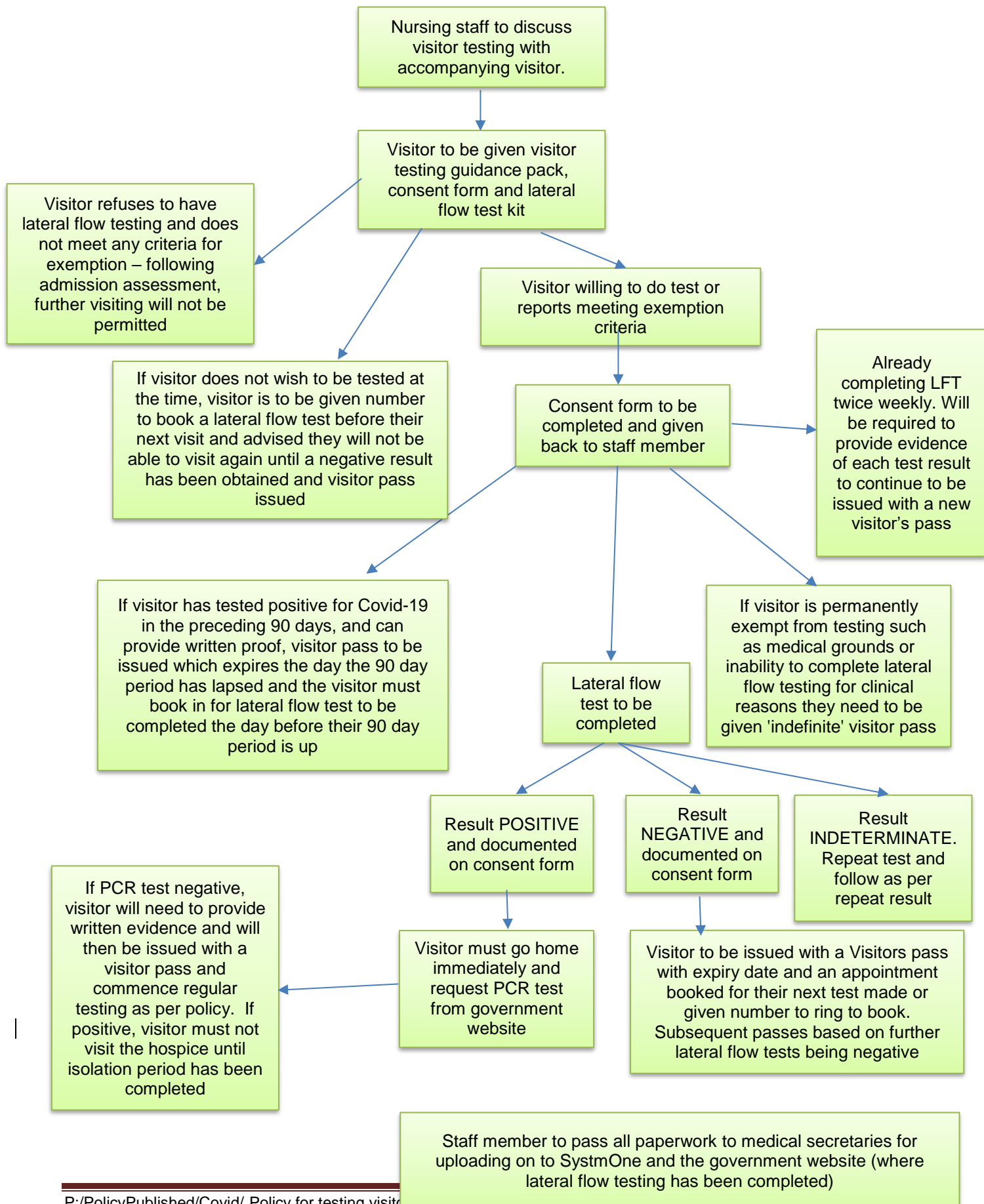
Appendix 1: Visitor testing guidance pack



Visitor testing
guidance pack v0 3.

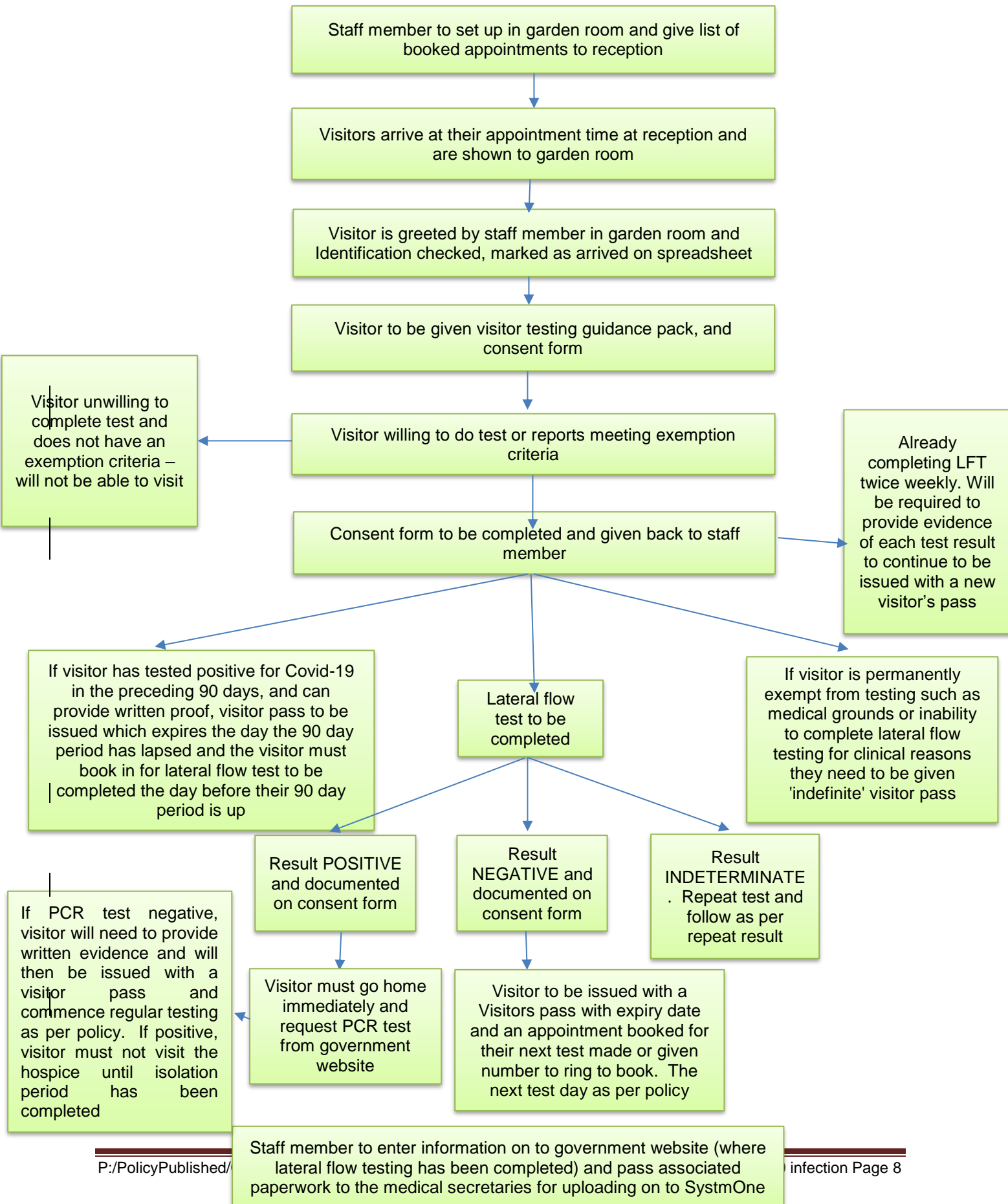
Appendix 2: Inpatient Unit Visitor Covid Testing - process

VISITORS ACCOMPANYING FOR ADMISSION



VISITORS WITH BOOKED APPOINTMENTS

All visitor not accompanying the person on admission will be directed to the hospice website for information about visitor testing. Staff will support in answering any questions related to testing
Testing will be via appointment only and visitors can not just "drop in"



Appendix 3: Consent form (to be completed prior to each pass being issued)

By completing this form, you are consenting to having a Covid-19 lateral flow test if required, via a throat and nose self-swab, and you agree for the below information to be recorded with NHS Test and Trace (if test required) and the consent form being stored in the clinical record of the person you are visiting
For more information, please see reverse.

Visiting patient:	Room number:
Visitor Forename:	Visitor Surname:
Date of Birth:	Gender:
Ethnicity:	
First line of address:	Postcode:
NHS number if known:	
Email address:	
Mobile number:	
Have you had your first dose of the Covid vaccination: Yes <input type="checkbox"/> No <input type="checkbox"/> Date:	Have you had your second dose of the Covid vaccination: Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
Do you deem yourself exempt from lateral flow testing based on medical grounds Yes <input type="checkbox"/> No <input type="checkbox"/> Reason:	Have you tested positive for Covid 19 in the preceding 90 days? Yes <input type="checkbox"/> No <input type="checkbox"/> Date: Written proof required and provided <input type="checkbox"/>
Do you currently complete lateral flow tests as part of work or for other reasons and can provide written evidence of these results Yes <input type="checkbox"/> No <input type="checkbox"/> Date completed: Written proof required and provided <input type="checkbox"/>	
Signature:	

Office use only

Reference number: (to match reference on visitor pass):	
<input type="checkbox"/> Visitor exempt from testing and indefinite visitor pass issued	<input type="checkbox"/> Visitor has tested positive for covid-19 in the preceding 90 days. And written proof seen. Visitor pass will expire:
<input type="checkbox"/> Valid Lateral flow test completed elsewhere. Visitor pass will expire:	
When lateral flow test completed	
Test Kit ID No:	Date:
Result:	Time:

My information and why results are reported

Reporting results via <https://www.gov.uk/report-covid19-result> by a member of hospice staff, helps to track the spread of the virus, reduce infection rates in our community, protect people at higher risk of infection and prevent and reduce the spread of the virus. For information on how the NHS use your data please visit www.gov.uk/report-covid19-result. Government organisations will hold the data for 8 years in accordance with the Records Management Code of Practice for Health and Social Care 2016, but they will dispose of the data sooner if it's appropriate to do so e.g. if the test is positive for coronavirus.

Consent forms and results of testing will be held securely and in accordance with St Catherine's Hospice's Records Retention Policy. The consent form will be retained in the patients record whom you are visiting but clearly marked as NOT PATIENT INFORMATION. This ensures that whether the test was negative or positive, we have a record of the procedure we followed.

About the Test

To help enable us continue to offer care to those who need us and to help identify anyone who might be carrying the coronavirus, but not displaying symptoms, all visitors (16 and over) must be tested before accessing the Inpatient Unit, unless exempt. The test is via a throat and nose swab. You will be asked to complete the swabbing yourself with a step-by-step guide on display during your test and a member of staff available for guidance if needed. A member of staff will then analyse your swab using a lateral flow test device and your results will be ready after 30 minutes.

Test Results

All visitors will be told their test result, which will also be recorded via the NHS test registration site. The test will provide one of three results: -

- **Negative:** Visitors with a negative result will be given a visitor pass that will be valid for the day of the test and the following 3 or 4 days. This pass must be shown when visiting the hospice or a new test must be completed.
- **Positive:** In the event of a positive test result a member of staff will notify you and you will be advised to go home immediately, request a PCR test via the government website and follow all guidance. You and other household members will need to self-isolate as set out in the national guidance pending the results of the PCR test.
- **Invalid:** An invalid result does not indicate you are positive, however, visitors with an invalid result will be asked to complete a new self-swab test.

Appendix 4: Visitor test days guidance

Testing clinics 11.00-13.30

I had my first lateral flow test on:	My next test will be due on:	Going forwards my testing days will be:
Sunday	Thursday	Mondays and Thursdays
Monday	Thursday	Mondays and Thursdays
Tuesday	Friday	Tuesdays and Fridays
Wednesday	Friday	Tuesdays and Fridays
Thursday	Monday	Mondays and Thursdays
Friday	Tuesday	Tuesdays and Fridays
Saturday	Tuesday	Tuesdays and Fridays

Appendix 5: Inpatient Unit Visitor pass

Visitor Pass

Forename: _____

Surname: _____

☐ The above person is exempt for lateral flow testing on medical grounds. Visitor pass—indefinite.

☐ The above person tested positive for Covid-19 within the last 90 days on _____ and therefore unable to complete lateral flow testing. Visitor pass valid until the end of the day on _____.

☐ The above person tested negative for Covid-19 via Lateral flow testing on _____. This result is valid until the end of the day on _____.

Reference: _____

Keep this card with you and bring it each time you visit the hospice

Registered charity number: 512186

Appendix 6: Inpatient Unit Visitor Covid Testing appointment card



Inpatient Unit Visitor Covid Testing

My next Lateral flow test appointment is on:

At _____

To book your next lateral flow test or should you need to change/cancel this appointment please telephone: 01772 629171 and press option 1 to speak to the IPU secretary between 8.30am and 4pm, Monday to Friday. Many thanks.



Inpatient Unit Visitor Covid Testing

My next Lateral flow test appointment is on:

At _____

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