**COVID-19 Testing Protocol for Employees, Contractors & Visitors**

**Introduction**

The purpose of this procedure is to set out the detailed steps to be taken when undertaking COVID -19 testing to support attendance at work. The protocol details what an employee can expect from Qualasept Pharmaxo Holdings Ltd and any of its group or affiliated companies (referred to in each case as the Company) in the event that;

* they, a household member or a support bubble member display symptoms of COVID-19
* they are identified through the Company track and trace system as having been in sustained close contact with another staff member who has displayed symptoms of COVID-19 or tested positive for COVID-19
* their role involves frequent movement between Company buildings e.g. Facilities, IT, Engineering
* their role requires them to visit high risk locations such as University Campuses
* the Company wishes to provide routine surveillance of teams or all staff within a building

Under the Health and Safety at Work Act 1974, It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this. In order to protect the Company, staff and the local community, we will ensure all employees, all employees household members and members of an employee’s Support Bubble have access to a rapid COVID-19 test. We understand that developing symptoms and/ or being in contact with someone who has tested positive can be a worrying time and it is our intention to provide in house rapid testing to provide reassurance and to ensure wherever possible staff members can attend work. Rapid COVID-19 tests provide a result within 30 minutes. In order to protect the company and staff in the workplace we will also be using rapid COVID-19 tests as set out below.

**Scope**

People considered to be in scope of this protocol include;

* All personnel employed by the Company whether permanent or temporary
* Household members of Company personnel
* People who are members of a Support Bubble with Company personnel
* On site contractors and visitors

**Expectations**

The Company has invested in providing rapid COVID-19 testing to protect our workforce and community and to ensure we are sufficiently staffed to provide vital medicines to patients. The Company has a legal duty to protect you all and the public health of the wider community.

It is the expectation of the Company that staff members will consent to a rapid COVID-19 nasopharyngeal swab test in the following circumstances: (see sections below for further information)

1. If an employee develops COVID-19 symptoms whilst at work
2. If an employee develops COVID-19 symptoms outside working hours
3. If a member of the employee’s support bubble, or someone they live with develops symptoms
4. If an employee has been in contact with someone who has tested positive
5. If a member of the employee’s support bubble, or someone they live with tests positive
6. If they move between buildings, we will ask them to take part in regular (weekly) surveillance testing
7. Members of staff and research associates who visit high risk locations – such as University campuses and staff who have other jobs outside of QPHL.
8. New starters as part of day 1 on boarding process.
9. If we have reason to believe, or have observed, that they are not following government guidance. This might include travel, self-isolation, car sharing, etc. But can cover any aspect of the guidance issued by the UK government.
10. Contractors and Visitors will need to be tested if their visit will require them to come inside our buildings and have access to areas that are readily accessible members of staff.

This list of circumstances in which we will carry out testing will be updated over time and additions made as and when we identify new opportunities to improve the safety of our staff and patients.

**Refusal to take an in house rapid COVID-19 test.**

The testing scenarios below, excluding the testing of members of household and bubbles, is considered both necessary, under the company’s obligations under the Health and Safety at Work Act, and a proportionate response to the increased risk of transmission of a pathogenic virus.

Testing under the scenarios outlined, excluding the testing of members of household and bubbles, is mandatory for all QPHL employees.

In the event that a staff member refuses a rapid COVID-19 test, and the grounds are not considered acceptable by the Company, the following sanctions are available to the company:

1. The company sick pay scheme may be withdrawn for periods of up to 28 days.
2. Employees can be placed on unpaid suspension for periods of up to 14 days.

Where the refusal grounds are considered understandable but remain unacceptable then unpaid authorised absence may be considered.

**Testing Scenarios**

1. **If an employee develops symptoms at work**
2. For staff members who become unwell at work you must have a test as soon as possible after notifying HR you have symptoms.
3. If the staff member has driven to work, you will be asked to leave your building and make your way immediately to your car and follow the drive by testing protocol.
4. If you did not drive yourself to work, you must follow the walk-up protocol

1. If **an employee develops symptoms outside of working hours**
2. If you develop symptoms out of working hours, then you must immediately notify HR at the onset of symptoms by calling the 24 hour HR number 07947 487111
3. You will be invited to attend Head Office to undergo a COVID-19 test.
4. If you are driving or being driven to your test you must follow the drive by protocol
5. If you are not driving or being driven to your test you must follow the walk-up protocol

1. **A household or support bubble member has symptoms**
2. If a member of your household or support bubble has symptoms, we can provide testing facilities for these individuals.
3. Consent from the member of your household or support bubble for the Company to hold their information and sharing with Public Health England in line with Government requirements on Point of Care Testing must be provided. A contact number for their results must be provided
4. We will not hold their data for any longer than necessary.
5. If they are driving or being driven to their test, they must follow the drive by protocol
6. If they are not driving or being driven to their test, they must follow the walk-up protocol
7. **If you have been in contact with someone in the QPHL community who has tested positive**
8. In certain circumstances following a positive case, the QPHL Outbreak team may wish to undertake testing of those who may have come into contact with the positive case in an attempt to identify any asymptomatic infections.
9. Testing will be carried out on a selected cohort as soon as possible after the positive result, to indicate whether any other asymptomatic infections exist within that cohort at that time. Given the nature of the infection and the potential to develop post contact, testing will be repeated on this selected cohort circa 5 days after the original positive case. This test to identify employees who may then have become either be asymptomatic or pre-symptomatic.
10. The cohort will be selected based on an assessment by the QPHL Outbreak team as to who may have indirectly had contact with an individual, even if they would not be classed as a close contact.
11. Testing will be carried out following the surveillance testing process.
12. **If a member of the employee’s support bubble, or someone they live with tests positive**
13. In some circumstances, if a member of the employee’s support bubble, or someone they live tests positive the QPHL Outbreak team will wish to undertake testing on the staff member to identify any asymptomatic infections.
14. Testing will be carried out as soon as possible after the positive result, to indicate whether any other asymptomatic infections exist.
15. Testing in this circumstance will be conducted following the surveillance procedure

1. **Testing Staff who move between buildings**
2. The Company has shared functions which include;
   1. Facilities
   2. Engineering
   3. IT
3. In order to perform their functions and ensure the continuity of service to patients, there is a requirement for these staff members to move between buildings.
4. Current practise to minimise risk requires, all staff when entering a building other than the one they are allocated to must don clean PPE on entering a building and doff the PPE as they exit
5. In addition, weekly surveillance tests will be performed on these staff members. Staff who operate across Companies will be tested every Wednesday.
6. Staff members undergoing weekly surveillance testing will be tested in accordance with the surveillance testing process.

1. **Members of Staff and research associates who visit high risk locations such as University Campuses and staff who have other jobs outside of QPHL.**
2. Members of staff may visit high risk locations such as University Campuses to fulfil their role or where we have research associates spending time between sites.
3. Members of staff who have additional jobs outside of QPHL and attend other places of work. Please ensure you inform HR if you have another job(s) outside of the one for QPHL.
4. Testing in this circumstance will be carried out following the surveillance protocol.
5. **New Starters**
6. Testing will be carried out as part of the day 1 induction process
7. Test will be undertaken prior to entry to our buildings on the new starters first day
8. Testing in this instance will be performed following the drive by process
9. **Non-compliance with Government guidance**
10. Where any member of staff is observed not adhering to any Government guidance regarding social distancing, travel, self-isolation, car sharing, etc. .and the company considers the employees behaviour to have increased the risk of contracting the disease and therefore spreading it to colleagues, the Company may require the individual to undergo a rapid COVID-19 test
11. Testing in this circumstance will be carried out following the surveillance protocol.
12. **Contractor or Visitor Testing**
13. In the event that essential site attendance is required by external third parties, examples of this may include;
    1. Regulatory inspection
    2. Urgent repair of critical equipment
    3. Critical maintenance (failure to undertake / delay would present unacceptable risk or breach regulatory requirements)

Contractors and Visitors will be tested where they require access inside a QPHL facility and will be in an area that general members of staff will access within the following 72 hours. They will be tested if undertaking their work will require close contact with members of our staff.

Contractors and Visitors will not be tested where they are working exclusively outside or within an area that can be directly accessed from outside and has restricted access to Engineering or IT staff (such as plant compounds and plant rooms with direct external access). Contractors will still be required to comply with current controls and the limited staff with access to these areas will be required to maintain a supply of personal hand gel to use when entering or exiting these areas.

1. Prior to site attendance, the host will need to determine if testing is required as set out above. All third-party personnel are required to complete a COVID-19 risk assessment which will include consent to a rapid COVID-19 test.
2. Consent from the third party for the Company to hold their information and sharing with Public Health England in line with Government requirements on Point of Care Testing must be provided. A contact number for their results must be provided.
3. Testing in this instance will be performed following the drive by process

**Testing Processes**

**Drive by Testing Process**

1. The test will be carried out by Pharmaxo nursing staff. You will be asked to attend a testing appointment either in the designated testing bay outside SP1 or A14/A15. The location will be confirmed with your appointment time provided by HR.
2. Upon arrival you should send an SMS to 07494570766 to alert the nurse team of your arrival
3. The nurse will approach your vehicle dressed in PPE.
4. Please do not exit your vehicle. When prompted by the nurse lower your window and the nurse will explain and perform the test whilst you remain in your car.
5. Once the test is complete, you may
   1. remain in your vehicle and wait for your tests results to be notified to you in person
   2. leave site and your results will be communicated to you
      1. If your test is negative, you will receive an SMS with the result
      2. In the event you test positive, you will be contacted by telephone with your result.
6. If you test positive and are still on site, you will be advised to travel home immediately and self-isolate for 10 days from onset of symptoms.
7. If you test positive, you must contact NHS 119 Test and Trace to inform them of your positive test result.

**Walk-up Testing Process**

1. Tests will be conducted in the isolation portacabin located in A14/A15 compound.
2. If you are attending the isolation portacabin on foot from SP1, SP3 or SP7 you only seek access through the access control compound gates into SP3 yard and following the outer perimeter of SP3, keeping to the walkways until you reach A14/A15 compound.
3. If you are attending the testing cabin on foot having not been present in another Company building you must only access the testing cabin using the entrance to the A14/A15 compound via the access-controlled walkway.
4. A nurse will meet you at the portacabin and will don PPE before inviting you into the portacabin to perform the test.
5. Once the test is completed, you will remain in the portacabin until your result is obtained.
6. If you are a staff member and your test is negative, and you are well enough to work you will be advised to return to your workplace. If you are not well enough to work, you will be advised to go home, and your sickness/absence will be recorded in People HR.
7. If you test positive you will be advised to travel home immediately and self-isolate for 10 days from onset of symptoms
8. If you test positive you must contact NHS 119 Test and Trace to inform them of your positive test result.

**Surveillance Testing Process**

1. HR will inform you of your designated day/time to attend for your test.
2. You must not attend the isolation portacabin until your designated time.
3. Upon arrival make your way to the overspill café area in the A14/A15 compound.
4. You will be invited into the testing cabin by the testing nurse who will be wearing appropriate PPE.
5. Once your test is performed you will be advised to return to your work location.
6. In the event that your test is negative you will not be notified of the result
7. In the event that your test is positive you will be contacted by a Pharmaxo nurse or HR and informed.
8. You will be asked to leave the building immediately and travel home to commence a period of 10-day self-isolation.
9. HR will contact you upon arrival at home and ascertain any staff members who have been in sustained close contact with you over the previous 48 hours.
10. Any member of staff found to provide false track and trace information regarding contact with other staff members either in or out of work will be subject to disciplinary procedures.