**Field Colleagues COVID-19 Testing Policy**

**Introduction**

As a field colleague, you are in the privileged position of visiting NHS maternity wards daily and interacting with newborn babies, new mothers and their families. Whilst vaccine uptake in the UK adult population is high, a significant proportion of new mothers on the ward may have declined vaccination during their pregnancy. Therefore, it is a company and hospital requirement that all colleagues conduct Lateral Flow tests twice weekly.

Bounty Joy Limited’s COVID-19 testing programme is an important element of our strategy to:

* limit the spread of coronavirus amongst our colleagues; and
* protect newborn babies and their families during the pandemic.

Our testing programme focuses primarily on identifying positive asymptomatic cases – i.e. those who are carrying coronavirus but are not displaying any symptoms - amongst colleagues who are attending work.

This policy sets out who can be tested, how testing will take place, and what steps will be taken after you are provided with a result.

**Who is this Policy for?**

This policy is for: ­

* All Bounty Joy Limited employees and/or workers

**Other safeguards**

Our coronavirus testing programme is in addition to, and is not a replacement for, the measures set out in our [policy on working safely in a hospital environment during the COVID-19](https://www.xperthr.co.uk/policies-and-documents/coronavirus-policy-on-safe-working-during-covid-19-pandemic/165236/).

You must continue to observe your hospital’s and Bounty’s safeguards on:

* Infection control and cleanliness
* social distancing
* wearing a face covering over your nose and mouth
* wearing PPE as required

**Self-isolation**

If you display symptoms, which include a fever/high temperature, continuous cough, difficulty breathing and loss of sense of taste or smell, or the NHS test and trace service alerts you that you have been in contact with a positive case, you must:

* not attend work
* self-isolate

If you are already at work, you must put all equipment away and leave the maternity ward and hospital immediately, then call your line manager to explain

In these circumstances, you must arrange a PCR test via [www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), rather than seeking to be tested under our workplace testing programme.

**NHS Covid App**

Should you have the NHS Covid app downloaded to your phone, you will need to turn this app off whilst you are on the hospital site. This is to prevent you from being contacted about a potential exposure risk which may not be realistic as you work in a hospital environment.

**Who can be tested?**

All Photographers are required to participate in our COVID-19 testing programme as this is a condition of us accessing the NHS maternity wards. By choosing to accept our employment, you are consenting to a minimum of 2 weekly tests, the results of which must be provided Bounty.

You must be tested even if you have been vaccinated against coronavirus.

*Head Office/Support Office colleagues*

Any non-Field colleagues who are due to attend an NHS site on behalf of Bounty Joy Limited will also be required to undertake a test prior to visiting the hospital.

It is also a requirement that all colleagues undertake a test prior to attending any Bounty Joy Limited face to face meetings/training.

**How can I order tests?**

The Government is providing free lateral flow tests and therefore you are responsible for ordering and/or collecting tests using this service.

You can order tests by visiting this website <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>. Complete the request to order a pack of 7 tests and they will send to your home address within 2 days.

Alternatively, you will be able to collect boxes of tests in your local area, such as community centres, testing centres, pharmacies.

Should there be any reason why you are not able to arrange delivery/collection of tests, then please contact your line manager and we will send out a pack as soon as possible. It is your responsibility however to manage and re-order further tests.

**Testing process for Rapid Lateral Flow Test**

This test consists of a swab of your throat and then one nostril. All instructions are available in your box. The result of your test is available within 30 minutes. Please set up an account with the government website to ensure you are able to quickly report a test result each time.

*How often should I test?*

All Photographers will be required to self-administer the **test twice per week** at home on a **Sunday evening or Monday morning** and **Wednesday evening or Thursday morning**. You need to submit your results to the NHS website via <https://www.gov.uk/report-covid19-result>. You then need to complete the Bounty Joy Ltd Lateral Flow Test Reporting form ( <https://www.bounty.com/lateral-test> ) by 9am on Monday and Thursday mornings.

In some hospitals, there may be a requirement for you to conduct a lateral flow test daily before accessing the hospital site. In this situation, you will need to comply with the hospital policy. Your line manager will explain whether your hospital is affected by this.

*Having your test*

In advance of your test, you should view the demonstration video on the testing process, which is available at <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#the-testing-process>.

All test results are required to be submitted to the HR department on the day of the test. Please complete the Lateral Flow Test form to submit your results, please click on the link that HR monitors <https://www.bounty.com/lateral-test>

***If your test result is negative***

If your test result comes back negative, you may continue to attend work as normal.

The test can tell you if you have coronavirus at that point in time. For this reason, we require you to be retested twice a week.

No testing process is ever 100% accurate and false negatives are a possibility. This means that, even if you have recently tested negative, if you subsequently display coronavirus symptoms, you must:

* not attend work
* self-isolate

***If your test result is positive***

If your test result comes back positive, you must:

* not attend work and report your positive test result via [www.gov.uk/report-covid19-result](https://www.gov.uk/report-covid19-result) and follow any instructions given
* submit your e-mail confirming a positive result to covid19@bounty.com and contact your line manager by 9am
* if you are already at work, depart work immediately, travelling directly home wearing a face covering
* self-isolate
* arrange for a PCR test to take place as soon as possible to confirm whether you do have Covid 19. If you subsequently take a confirmatory test and the result is negative, as long as you have no symptoms you can stop self-isolating and return to work (unless the NHS test and trace service advises you otherwise).

Otherwise, you must not attend work for the duration of your self-isolation period. During your self-isolation period, the normal absence policy will apply.

**Bounty’s actions following a positive test**

*Who will be informed about your positive test?*

Within our company, the fact that you have received a positive test will be shared only with your line manager, Head of Field and the HR department and the Head of Midwifery at the hospital you work.

*Information for our wider workforce*

You will not be named as a positive case to the rest of our colleagues. However, Bounty will:

* take steps to track any co-workers with whom you may have had close contact and alert them to the fact that they may have been in contact with someone who has tested positive; and
* organise a deep clean of the areas in which you were working.

Your colleagues do not have to self-isolate unless the NHS test and trace service advises them to do so. However, it is important that they are made aware that there has been a positive case amongst the workforce so that they can take any extra precautions as they see fit (for example if they have someone in their household who is clinically extremely vulnerable).

**Data protection**

Our organisation treats personal data collected during the COVID-19 testing programme in accordance with our [data protection policy](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy/162690/) / [policy on processing special categories of personal data](https://www.xperthr.co.uk/policies-and-documents/policy-on-processing-special-category-personal-data-and-criminal-records-data/163520/). Any breach of confidentiality will be treated very seriously and dealt with under our [disciplinary procedure](https://www.xperthr.co.uk/policies-and-documents/disciplinary-procedure/16170/).

If you have any queries or concerns about data processing during the testing process, these should be directed to Alan Chan, Data Protection Officer.

**I ……………………………………………………. Confirm that I have read, understood and agree to comply**

**with this policy. Date:………………………………….**