

COVID-19 LAMP (OPTIGENE) Asymptomatic Staff Testing Pilot

Staff Information Sheet

BHSCT are inviting you to take part in a pilot of the testing process in partnership with Queen's University Belfast (QUB) and the Public Health Agency (PHA). Before you decide to take part, we would like you to understand why we are doing this, and what it would involve for you. Please ask us if there is anything that is not clear by contacting occupational health staff on this email address: OHS-Optigene@belfasttrust.hscni.net or by Telephone: Occupational Health Covid Advice Line on 028 90 630010.

The majority of tests to detect the new coronavirus, SARS-CoV-2, use nose and throat swabs. We now wish to start using a saliva sample with NHS staff in Northern Ireland.

BHSCT in partnership with the Public Health Agency (PHA) and Queens University Belfast (QUB) are undertaking a pilot to test processes involved in implementing a rapid saliva test for Covid19 in asymptomatic health care workers. The results of the pilot will inform wider roll out of the service across Northern Ireland.

This pilot will take place in nephrology, ICU, ED, RBHSC. The core patient facing staff including bank and agency staff will take part in the pilot. Core staff who are based in these areas will be notified directly and invited to have the saliva testing.

The result of the saliva test will advise if you have COVID-19 infection at the time of the test. The pilot will consist of the provision of one sample for completion of the test. For the purposes of the pilot the sample will be processed by two testing methods complete a local validation exercise. The pilot started in December and will continue for a number of weeks.

For the purposes of the pilot, formal consent will not be sought from you in order to participate. Participation in the pilot means that you have agreed to bring a saliva specimen into work for testing and that you will provide an email address for receiving the test result.

Staff participation in the pilot is voluntary and all staff have the right to not to participate. You can decide to withdraw at any time, without giving a reason. (For contact details see section 19)

Some questions and answers you may have about this pilot:

1) Why are we doing this?

We wish to trial the process of saliva testing across Northern Ireland. By that we mean checking from start to finish how this testing works.

2) What will happen if I agree to take part?

You will register on this link web page: <http://go.qub.ac.uk/bhsctlamppilot>

We will ask you to provide one saliva (spit) sample. You will be given a saliva collection container which you will add a bar-code to which you will be given once you register on the programme.

You will be given instructions on how to take the sample, when to return your saliva and where the drop off points are in the hospital.

Staff are being advised to contact their GP practice before the pilot starts to gain your health and care number.

3) Will you tell me my result?

For the purposes of the pilot we process a number of the samples through two different kinds of tests. Both tests will confirm if you have Covid at this time. This is to support validation of the test used in Northern Ireland. You will only receive one test result.

You will be informed about the result of your test via QUB laboratory web based service - an email will be sent to the email address you provided on sign up. Your result will read either “positive” or “negative” or “your result may not be available due to incomplete test”. If your result is positive you will need to start self-isolation. Staff who have a positive result will be telephoned and managed through the Trust’s Occupational Health contact tracing.

4) How long will this pilot phase last?

This pilot will operate until we reach 700 health care staff.

5) Where do I collect my information pack and specimen jar?

When you register for the pilot you will be sent a confirmation email with all the instructions you will need. Collection points will be in the hospital at a convenient place close to your workplace.

6) How do I perform the test?

You will be provided with a leaflet that shows you how to take the test. It is important that you do not eat, drink, smoke, chew gum, brush your teeth, or use mouthwash for at least 30 minutes prior to providing your sample.

We suggest you take your sample first thing in the morning and bring to work ready for collection.

7) When do I drop off my sample?

Staff will be able to drop off their sample at a number of collection points as advised by line managers each of the days the pilot is operating. Note: your sample will not keep beyond eight hours.

8) Where do I drop off my sample?

When you register for the pilot you will be sent a confirmation email with instructions you will need. Drop off points will be in the hospital at a convenient place close to your workplace. Your manager will advise you of the drop off locations and timings. You will need to ensure the sample is scanned as you drop it off in order to get your test result. Staff will be there to help you leave off your sample safely.

9) Will there be retesting / screening of positive staff given this vulnerable client group?

NICE guidelines (NG164) specific to the care of patients following a recent haematopoietic stem cell transplantation recommend:

6.2 Staff who test positive for or have symptoms of COVID-19 should self-isolate and not return to working directly with haematopoietic stem cell transplantation patients until they:

show no signs of fever for 1 week and test negative for COVID-19.

[amended 29 July 2020]

In light of these guidelines BHSCT staff working directly with a patient that meets this criteria should be retested and have no contact with this patient group until they have a negative swab result.

10) What happens if I develop symptoms of COVID -19 during the pilot?

If you develop symptoms of COVID-19 you must not attend work (or you should leave immediately if at work) and contact Occupational Health for a referral for testing. Advice regarding isolation will be provided by the Occupational Health team.

You MUST take action immediately; you should NOT wait for any test that may be scheduled as part of this pilot.

11) What information do I need to share for this testing?

You will need to provide the following personal information so that your test result can be returned to you: name, H&C number, address, postcode, date of birth, a contact mobile phone number and an email address. You will put this information into a booking platform. From this you will receive an email with a unique barcode that will attach you to your saliva sample. You will bring this barcode with you when you drop off your sample. Both this barcode and the saliva sample bottle code will be scanned. This is how we track your result and send it back to you.

It is not possible to take part if you do not provide this information.

12) Who is the Data Controller for my information?

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Belfast Health and Social Care Trust is the data controller for the personal information collected for this pilot. Queens University will be the data processor in gathering your personal information on the booking platform. This personal information will be shared with the Public Health Agency who will then become a data controller upon receipt of the personal information collected for this pilot.

13) How we use your information?

We will use your personal information (e.g. name, date of birth, etc.) to link your sample with your COVID-19 test results.

QUB will use your data:

- To provide you with the unique 11- character barcode sent to you when you register to take part.
- To link your ID to your specimen ID on the QUB IT system. QUB laboratory will be processing your specimen.
- To transfer securely (some anonymised samples) to Royal Virology Laboratory for processing
- To send you your test result
- To transfer securely your personal information with test results to PHA and Occupational Health, BHSCT
- Report overall findings (these reports will be anonymous, and the findings will not identify any individuals)

BHSCT will use your data:

- Send your personal information and result to occupational health contact tracing service (positive SARS-COV-2 test)
- Analyse and report data for local purposes (e.g. monitoring infections in staff over time)

PHA will use your data:

- To transfer positive test results to the contact tracing team, to the NI central test registry and into your GP records.
- Monitor public health, for example to measure the proportion of frontline NHS staff exposed to SARS-COV-2 and how quickly it spreads
- Analyse and report data for local purposes (e.g. monitoring infections in staff over time)

14) How we store your information

Your personal information is protected by us in several ways.

The personal information and test results of staff participating will be collated into a password protected Excel Spreadsheet which will be held in a secure location and only accessible by the testing team. Names will be held and accessed only by the senior pilot team within the Trust. No member of QUB laboratory staff or Royal Virology laboratory staff involved in handling and analysing any samples. These staff will only have access to the specimen ID.

We will keep all information about you secure and keep it only for the duration of the pilot. We will write our reports in a way that no one can work out that you took part in the study. All personal data will be stored in accordance with the Data Protection Act 2018.

It is stored on computer systems that are regularly tested to make sure they are secure, and which are kept up-to-date to protect them from viruses and hacking. We store your personal information in the UK only.

Your information can only be seen by staff working on the study and who have undertaken mandatory data protection training to protect your confidentiality. Controls are in place to make sure our staff can only see your personal information if they need it to do their job, and they are only provided with access to the minimum necessary amount of personal information.

15) Who we share your information with

BHSCT Occupational Health: If this is a positive result the current guidelines and processes for reporting positive COVID-19 tests within the BHSCT will be followed.

Public Health Agency (PHA): The PHA Contact Tracing Team will be informed of all positive results as per current PHA guidelines. As with current practice for COVID-19, the results of the tests will be recorded on the Northern Ireland Electronic Care Record (NIECR).

We may share your personal information with health surveillance teams so they can help us model the spread and impact of coronavirus on public health. The information we share is provided in a form that means the staff cannot identify you.

16) How long we keep your information

We will only keep your personal data for as long as the pilot is running. At the end of the pilot your data will be anonymised and archived to be retained for a period of five years.

17) Your rights over your information

Under data protection law, you have several rights over your personal information.

- you have the right to ask for a copy of any information about you that we use
- you have the right to ask for any information we hold about you that you think is inaccurate to be changed
- you have the right to ask for the use of your information by us to be restricted, for example, where you think this information is inaccurate

You can exercise any of your rights by contacting us at: DataProtection@belfasttrust.hscni.net

You will be asked to provide proof of your identity so that we can be sure we only provide you with your personal information.

You will not be asked to pay any charge for exercising your rights. If you make a request, we will respond to you within one month.

For information on how you can exercise your rights for any of the devolved administration Public Health agencies, please visit their respective privacy notices:

Public Health Agency Northern Ireland <https://www.publichealth.hscni.net/privacy-notice>

18) What is the legal basis to use my information?

The law on protecting personal information, known as the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, allows us to use your personal information in this study.

We process both personal data and special categories of personal data, particularly data about your health, for this purpose. The sections of the GDPR and the Data Protection Act that apply are:

- GDPR Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest

- GDPR Article 9(2)(i) - processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health
- GDPR Article 9(2)(j) - processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes
- Data Protection Act Schedule 1 Part 1 (3) - public health
- Data Protection Act Schedule 1 Part 1 (4) - research

19) What if there is a problem?

If you would like to find out more about the use of your personal information for this study, you can contact OHS-Optigene@belfasttrust.hscni.net

If you have any concerns about how we use and protect your personal information, you can contact our Data Protection Officer DataProtection@belfasttrust.hscni.net at or by writing to:

Gillian Acheson - Senior Data Protection Manager Belfast Health and Social Care Trust

Information Governance Dept | 1st Floor Admin Building | Knockbracken Health Care Park | Saintfield Road | Belfast BT8 8BH

You also have the right to contact the Information Commissioner's Office if you have any concerns about how we use and protect your personal information. You can do so by calling the ICO's helpline on 0303 123 1113, visiting the ICO's website at www.ico.org.uk or writing to the ICO at:

Customer Contact, Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, SK9 5AF