

Managing Covid 19 in Schools from 8th March 2021 opening - Risk Assessment - Version 5.06

Section 3 - On site and Home Mass Asymptomatic Testing for Secondary and SILC settings - daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme.

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
Secondary and SILC schools - now changed to twice weekly home testing for staff 3 / 4 days apart (where possible) and 3 tests (3 -5 days apart) for pupils on return to school followed by twice weekly home testing. Detailed guidance is available on the DfE Schools Portal.				
On Site Mass Testing				
	1.1	Assessing and identifying the staff and area(s) to be used.		
	1.1.1	Identify which staff and pupils have given consent for tests to be carried out. Persons should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual or parent / carer at any time and they should not be directed to or forced to take the tests. Staff and pupils attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid-19.	CL	07/01/2021
	1.1.2	Identify the number of testing bays and testing personnel likely to be needed. Use the data obtained from step 1.1.1 in the workplace toolkit. This can then be used to identify the personnel and space required for a testing area.	CL	07/01/2021
	1.1.3	Identify appropriate staff / volunteers to carry out the roles required. Consideration should be given to their suitability for the role e.g. underlying health conditions, vulnerable family members.	CL	07/01/2021
	1.1.4	Staffing levels should be sufficient to allow breaks for staff and to reduce risk of errors due to fatigue.	CL	08/02/2021
		Identify 1 / more than 1 suitable dedicated testing area(s) in the school. Testing areas require :	CL	07/01/2021
		a. Adequate space to follow the layout requirements for the testing areas, bays each bay and associated support stations in the " How to Guide ". This includes allowing for safe movement between registration desks, testing bays, a one way system, entry and exit points and a socially distanced waiting area (if required). You may be able to use a space adjacent to and connected to the testing area for the registration desk.	CL	07/01/2021
		b. Adequate ventilation (in line with Section 2 of this risk assessment) and lighting. Consider if additional task lighting is required for those processing the tests and at other stations in the testing area.	CL	07/01/2021
		c. A non porous floor and readily cleansable surfaces. Temporary floor coverings could be used e.g. installing temporary hardcovers on carpets, to facilitate cleaning.	CL	07/01/2021
	1.1.5	d. Privacy - it should not be possible for passers by / staff and pupils in other areas to see persons visiting the testing area whilst they are being tested.	CL	07/01/2021
	1.2	Setting up the Testing Area.		

ST 1. Setting Up the Testing Area.	1.2.1	Set up the testing area in accordance with the "How to Guide ". It is recommended bays are numbered and the bay number is written on the test kit and entered on the school records so that any issues with high numbers of inconclusive tests e.g. faulty batches, staff training issues can be identified and rectified.	All bays are numbered and spaced 2m apart.	CL	07/01/2021
	1.2.2	It is recommended signage and floor marking is used to identify the entrance and exit, one way system and the outline of the bays (if screens are not used). It is also recommended the floor is marked in front of each testing bay where the person being tested can stand whilst waiting to be called forward / being given instructions.	We havent got signage on the floor but we have signs up displaying where to exit.	CL	07/01/2021
	1.2.3	Testing bays should be set up and provided with the facilities outlined in the How to Guide.	Testing bays have perspex screen in the middle seperating contact to the tester	CL	07/01/2021
	1.2.4	Suitable seating should be available if persons taking the tests need to or wish to do the test in a seated position. Any seating provided must be readily cleansable and be cleaned before and after each use.	Plastic non-porous chairs are available to be used whilst taking the test are are wiped down after every use.	CL	07/01/2021
	1.2.5	Consider if alternative tables / facilities are required for persons in wheelchairs.	Tables have enough room and are the right height for wheelchairs	CL	07/01/2021
	1.2.6	Fixed or standing mirrors may be easier for some persons to use whilst taking the test. Consider the potential height of users in positioning fixed mirrors.	We have small mirrors on the table for people to pick up and use. These are wiped down after every use.	CL	07/01/2021
	1.2.7	To provide a degree of privacy to persons undertaking the test consider the use of opaque or solid screens either side of the testing bay. Any screens used should be of adequate height / size to afford privacy and must be readily cleansable. Wipeable sheeting could be used to cover screens / dividers that you may already have in school that are not cleansable.	There are dividers inbetween each testing station so you can't see the next testing bay.	CL	07/01/2021
	1.2.8	Closely located toilets and wash basins for the sole use of staff working in the testing area should be available. Staff using these should still follow social distancing, hand hygiene and the 'Use it Wipe It' principle.	Toilets are near by the theatre	CL	07/01/2021
	1.2.9	Depending on the time of day / length of time the testing area is in operation, a separate break area for the sole use of staff working in the testing area may be needed so they do not need to go into the main school staff rooms whilst they are involved in testing. This should be cleaned regularly in line with the enhanced cleaning programme in school. The number of persons using these areas at any one time should be limited and follow the guidelines for staff rooms / communal staff areas in xxx of Section 2 of this RA.	Not applicable	CL	07/01/2021
	1.2.10	In addition to or instead of timers in each bay, it may useful to provide a large clock visible to the processing staff to assist in the timing of the test development. Processing staff should write the time of the test on the test vial or the LFT device.	Large exam clocks are situated throughout the theatre for all to see. We do use timers but they are easily wipeable.	CL	07/01/2021
	1.2.11	It is recommended bins are provided in each bay and at each station in the testing area to ensure waste is easily and correctly disposed of. Bins should be unliddded or foot operated. See also Waste disposal below.	Bins are at each station with yellow and black striped bags for the correct waste. Bins do not have lids on and get disposed of daily.	CL	07/01/2021
	1.2.12	Consider pre-making up testing kits / processing kits and placing in individual containers. It may also help to mark up processing desks to keep tests separate whilst they are processing. For example:	Each test assistant has their own bay and has equipment next to them. They set up the station after they have cleaned it down ready for the next person	CL	07/01/2021
	1.2.13	Consider the use of separate containers for the sheets for test results awaiting entry onto the DHSC log and school log and those that have already been entered. For example :	Registration cards are kept on the tray that gets carried across to the processors and then to the person logging results. These do not get cross contaminated by any other test.	CL	07/01/2021
1.3	After mass on site testing of pupils has been completed				

	1.3.1	A small on-site testing centre e.g. 1 to 3 bays, that complies with this Section and the 'How to Guide' should be retained so that testing can be offered to pupils (and staff if relevant) who are unable or unwilling to test themselves at home or who return to school after the majority of pupils e.g. pupils who are shielding and need to undergo the 3 tests before starting home testing.	We can always have a sterile place available for on site testing. The nurses office can be used for this place.	CL	02/03/2021
ST 2. Training / competency	2.1	All staff / volunteers involved in the testing process must complete the online training accessed via the schools portal for the roles they will be / are undertaking. In order to provide flexibility to the process of testing and opportunities for rotation it is recommended persons train for multiple roles e.g. registration, sample processing, data entry. Only staff who have passed the assessments should commence testing and schools/colleges are responsible for ensuring this is the case.	All staff have completed the training and sent on the certificates. Each staff taking appt has been trained up on all roles in case of job share.	CL	07/01/2021
	2.2	Carry out several dummy runs before starting the testing for real. This will enable testing staff to gain competency / confidence before the actual testing takes place.	We carried out testing on the staff taking part as an example first.	CL	07/01/2021
	2.3	Consider that pupils who have never swabbed before may take longer to undertake the swabbing process at first start compared to staff that are now familiar with it. This may impact on how many tests can be carried out each day and the rota for pupils attending to take their tests.	We talk to the student before walking them over to the testing bay explaining the process and also asking if they have any particular fears/questions. Also once at the testing bay we go through the process again to them in full.	CL	02/03/2021
	2.4	Staff competency at their roles should be assessed at regular intervals throughout the process e.g. weekly. The checklists on the school portal could be used to assist with this. Any areas for improvement should be addressed.	Team leader has done QA	CL	07/01/2021
ST 3. Storage and management of Testing Materials / Supplies for the Testing area.	3.1	Testing kits should be stored between 2°C and 30°C and the antigen LFD devices and reagents must be between 15°C and 30°C during use.	Testing kits are stored in the theatre. The theatre has no heating so cannot go higher than 30°C. We have a thermometer on the large exam clocks and that says the temperature and it hasn't gone below 15°C	CL	07/01/2021
	3.2	Storage areas should be lockable and access restricted to authorised personnel only.	Theatre is locked when not in use. Access by key only.	CL	07/01/2021
	3.3	Checks of supplies should be undertaken at the end of each session to ensure there are adequate supplies of all relevant materials for the testing area before testing commences for the next session e.g. at the end of each day for the following day.	More supplies have been ordered W.C 01.02.21	CL	01/02/2021
ST 4. Waste Disposal	4.1	Waste generated by the testing area can now all be disposed of as general waste your mainstream waste disposal routes. It no longer needs to go in yellow / clear or 'tiger' bags and be disposed of as healthcare waste.	All waste bins are bagged up in normal bin bags and disposed of.	CL	02/03/2021
	5.1	Staff working in the testing area must don and doff PPE in line with the guidance in the Schools and Colleges "How to Guide" available on the DfE Schools Portal.	All staff are trained and know when to change their PPE.	CL	07/01/2021
	5.2	Staff working in the testing area should wear and change PPE as identified below. A session is considered to end when a worker leaves the setting i.e. at break or end of shift. New PPE should be worn for each session. In addition PPE should be changed if protective properties are compromised or contaminated from secretions.	Staff have been fully trained and know when to don and doff PPE. Anytime a tester needs to leave the test site they take off their PPE and immediately put it back on when on site.	CL	07/01/2021
	5.3	Staff processing / handling the tests should wear IIR masks and eye protection / face shields, disposable glove and aprons. Gloves must be changed after each test and the rest changed at the end of each session including after breaks.	as above	CL	07/01/2021

ST 5. PPE	5.4	Staff undertaking cleaning of the area should wear IIR masks and eye protection / face shields, disposable gloves and aprons. This should be changed at the end of each session including breaks and immediately after cleaning up spillages.	as above	CL	07/01/2021
	5.5	All other staff working in the testing area e.g. co-ordinating supplies and queuing, registering and recording should wear IIR masks at all times and use and replace these in line with Point 17. PPE in Section 2 of this RA and at the end of each session including breaks.	as above	CL	07/01/2021
	5.6	Persons taking the test should wear a face mask / face covering at all times except when they are physically carrying out the test on themselves / being assisted to carry out the test.	All members of staff/students, who are not exempt, come in with a face covering and only remove whilst doing the test.	CL	07/01/2021
	5.7	Staff directly assisting persons to undertake tests should wear IIR masks and eye protection / face shields, and disposable aprons and gloves These should be changed between each person being assisted.	Staff have been fully trained and know when to don and doff PPE. Anytime a tester needs to leave the test site they take off their PPE and immediately put it back on when on site.	CL	07/01/2021
	5.8	All Testing centre staff must not leave the testing area without removing and disposing of their PPE appropriately or before donning any new PPE required in areas of the school outside of the testing area.	as above	CL	07/01/2021
		Before the Test			
	6.1	It is recommended schools pre-register pupils who have consented to the test on the DHSC portal before they attend the testing area.	Staff can collect a pre-register sheet on the morning of the test so they do this before entering the test site. Students will be pre-registered going forward using the bulk form.	CL	02/03/2021
	6.2	To inform staff and pupils and to alleviate anxiety around the testing process it is recommended staff and pupils are provided with information about the process and the chance to raise any specific questions / concerns. Consider using the videos and materials on the schools portal, the videos / photographs from other schools on Leeds for Learning, producing your own video / photographs of the process / testing area. If staff or pupils have higher anxiety it is possible to carry out 1 : 1 controlled walk throughs of the area. All staff and pupils / parent / carers should be provided with the privacy statement.	Students are eased at the registration desk and are asked if they have any specific questions before being taken to the testing table. Privacy notices have been completed.	CL	07/01/2021
	6.3	Ascertain if staff or pupils need assistance with administering the test or taking part in the process e.g. pupils with SEN who may need emotional / reassurance support. Trained staff can assist individuals with the test if they are unable to conduct the test themselves. Assisted swabbing (such as performing the swab for someone who is unable to self-swab) does not need to be done by a clinician. There is training and guidance on how to perform assisted swabbing on the DFE schools portal. Any staff carrying this out should be appropriate i.e known and trusted, for the person being assisted and be familiar with the process and the person they are assisting. There may also be circumstances where staff may need assistance / practice on site initially before they are comfortable with home swabbing. This should be carried out in the testing area.	All staff are trained to be able to assist if necessary but we haven't had to do this so far for staff. One member of staff has helped complete the test on 2 x students who were unable to do this themselves. Any staff who raise concerns re testing at home can speak to one of the testing staff for guidance.	CL	02/03/2021
	6.4	Inform staff and pupils to notify a named person in school if they have any particular concerns / issues relating to the taking of the test that they may require assistance with e.g. conducting the test when no-one else is if they have a strong gag reflex.	Staff know who the team leaders are to relay any concerns to. Students will speak with their HOY for the same reason.	CL	07/01/2021
	6.5	Consent to be tested can be withdrawn at any stage including during the test. This includes verbal withdrawal. No staff or pupils should be forced or coerced in any way to undertake the tests.	This is a voluntary service for staff and students and they know they do not have to take part in the test if they don't want to.	CL	07/01/2021

ST 6. Conducting the on site tests	6.6	Where a school feels it may not be appropriate or safe to test a pupil who has parental / carer consent they should discuss this with the parent / carer (and pupil where possible).	Would be referred to the appropriate staff member within school if this were to happen	CL	07/01/2021	
	6.7	All staff and pupils can now be part of the on site or home testing programmes. Staff are expected to move to twice weekly home testing by the 8th March.	Staff will be aware that home testing will start from W.C 1/3/21 and that this still needs to be twice weekly. Students will receive communication on how home testing will work before their initial 3 tests are complete.	CL	02/03/2021	
	6.8	Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFT programme.	Staff and students are asked on entrance if they have had a positive test in the last 90 days, if they say yes then we let them know they can't have a test until after this time has passed.	CL	02/03/2021	
	6.9	It is recommended that pupils to be tested are given an appointment time / time slot to attend (a booking system could be set up for staff to manage their attendance in line with timetabled work they are carrying out face to face or online). For pupils (if the number of bays and waiting space allows) this may be a group time. If pupil testing starts from March 8th a pupils first on-site test should be as soon as possible after they arrive at school and they will be allowed to resume face to face learning if they test negative after that first test.	Google doc created for staff to choose their timeslot for on site testing. Students will be coming in staggered start W/C 8.3.21 so will now their outcome before they start lessons on the Tuesday.	CL	02/03/2021	
	6.1	All persons taking tests should be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.	All staff and students know not to come into work if they are displaying symptoms of COVID19	CL	07/01/2021	
	6.11	Where possible, testing should be carried out in the morning to limit the potential contact time that persons who test positive will have had with other staff / pupils and to allow the re-taking of inconclusive tests as soon as possible.	Testing is done from 8.30-11am	CL	08/02/2021	
		During the Test				
	6.12	Access to the testing area should be controlled and social distancing between those taking the tests and testing area staff should be observed wherever possible.	There is clear markings on the corridor outside the testing site entrance if there is a queue and the testing site tables are more than 2m apart.	CL	07/01/2021	
	6.13	Persons being tested should wash their hand / sanitise immediately before / upon entering the testing area.	Hand sanitisers available all throughout the testing site.	CL	07/01/2021	
	6.14	Persons undertaking the test should be informed they must sanitise their hands before they remove their face coverings, before / after they carry out the test and before and after re-donning their face coverings. Removal / re-donning of face coverings should be carried out in the testing bay and not whilst they are waiting to enter the bay or after they have exited.	All staff trained know to ask the person to sanitise, remove their face covering, blow nose and then re-sanitise hands before passing them the swab.	CL	07/01/2021	
	6.15	Persons being tested should be asked to read the testing instructions and / or have them explained to them prior to taking the test. This should be done before they remove their face coverings.	All staff trained explain the testing process to them on arrival at the testing bay.	CL	07/01/2021	

	6.16	It is recommended that the processing staff open the correct end of the swab package and peel it down a short distance before handing the swab package to the persons being tested. This will help avoid the wrong end of the swab being handled. Where possible a combined nose and throat swab should be taken. However, a person-centred approach should be used to assess which sample to take from each child or young person. A child or young person may find it difficult to take a throat swab due to their having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or they are having a strong gag reflex. In such cases, where a combined nose and throat swab is not possible, a nose swab from both nostrils can be taken. Similarly, if for some reason a nasal swab is not feasible, a throat swab alone will suffice.	All staff trained open the correct end of the swab and pass this to them explaining the swab is still inside the packet and to use that end. We explain to the person that it needs to be tonsil and nose but if they express any concern to let them know that they can do nasal only if preferred.	CL	08/02/2021
	6.17	Once the test swabbing has been undertaken it is recommended the processing staff place the rack with the test vial in onto the table in front of the person carrying out the test for them to place the swab into swab end down. Holding onto the rack whilst they place the test swab into it may prevent accidental spillages and the need for the swab to be re-done.	We have had bespoke testing tube holders made so they are easily portable. Once the person has completed the test they put it in the testing tube themselves whilst the staff hold this holder stable (this is all done through the perspex screen where a gap is present at the bottom of the screen).	CL	07/01/2021
	6.18	If, at any point during the test, the swab end touches any surface apart from the vial it is being deposited into, or any part of the person being tested other than those required for swabbing, the swab should be discarded and a new one issued.	All staff know to re-do the test if the swab has been compromised.	CL	07/01/2021
	6.19	Once the processing staff have confirmed the swab is safely in the vial the person being tested can leave the testing bay / area and await their results.	Staff/students are told where to exit using the one way system and that they will be notified of their result.	CL	07/01/2021
	6.2	Tests should be handled and processed in line with the guidance in the How to Guide.	All staff are trained.	CL	07/01/2021
	6.21	Results should be actioned as below in 7.			
ST 7. Test Results and Actions to Take.	7.1	<u>Positive result - individual and their household should start self isolation following government guidance straight away as only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFT. Where a pupil has tested positive for coronavirus (COVID-19), they need to be sent home. The parent or carer should be contacted to make arrangements for the pupil to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to keep a safe distance from others. They must not travel on public transport. In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the pupil's journey home, home to school transport may be provided.</u>	No students have tested positive so far, however, we have an internal track and trace system in place to determine who the student has been with. We also have a procedure in place to contact parent/carers. Staff are notified by the team leader that they need to go straight home and inform their family members to self-isolate too.	CL	07/01/2021
	7.2	Schools should undertake close contact tracing and inform contacts they must start self isolation as per government guidelines immediately. after the LFD result. All Positive LFD tests now require the individual to get a PCR test to confirm the result. If the PCR test is taken within 2 days of the LFD test and is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19.	Cockburn have an internal track and trace process	CL	07/01/2021
	7.3	<u>Negative result - individual and household can continue as normal.</u>			
	7.4	<u>Invalid result - the individual should re-take a LFT as soon as possible and relevant action should then be taken when a positive / negative result is obtained.</u>	Any invalid results would be re-done (not had any so far)	CL	07/01/2021

	7.5	If the second test is invalid or void the person should take a PCR test and relevant action should be taken when a result is obtained. Persons do not need to isolate whilst awaiting the results if they are asymptomatic.			
ST 8. General	8.1	Social Distancing - staff working in the testing area should maintain a 2m distance from other staff and persons attending the testing area whenever practicable. It is appreciated that for some roles in the testing area and at certain points in the process this may not be possible all the time. Timetabling test times will help with this.	All stations are spaced more than 2m apart	CL	07/01/2021
	8.2	Regular reviews and quality assurance checks should be carried out of the testing area and procedures to ensure they are affective and the correct procedures are being followed.	Team leader completes QA and is there anytime testing takes place to ensure procedures are being followed.	CL	07/01/2021
ST 9. Hygiene / cleaning	9.1	After taking the test the individual should wipe down the table, mirror and any areas touched with an anti-viral wipe. This should be overseen by the processing staff or staff assisting with test administering. If persons taking the test are not capable of doing this / there are doubts as to the thoroughness of the cleaning these areas should be cleaned / wiped by testing centre staff wearing the appropriate PPE as identified above.	All staff trained know to wipe down the area after every use. Staff use anti-bac spray and paper towels and/or wipes.	CL	07/01/2021
	9.2	Cleaning should be carried out regularly following schools cleaning procedures, especially frequent touch points as detailed in Section 2 of this risk assessment. Cleaning should be undertaken at the end of each session.	Cleaning is completed at the end of every testing session	CL	07/01/2021
	9.3	Spillages – any spillages should be cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area should be paused until it is safe to continue.	Spillages are correctly dealt with	CL	07/01/2021
	9.4	Once the area has had the final thorough clean of the day it should be secured and access restricted to authorised persons only.	All doors are locked and access only.	CL	07/01/2021
PT 10. Record keeping / Reporting.	10.1	Schools must keep records of : a) the consent forms and any withdrawal of consent, b) their own records of the results of tests, c) when a child or young person has required assistance with swabbing and a parent or member of staff has assisted or performed the swabbing.	All consent forms are kept on a google doc survey results. Risk register kept.	CL	07/01/2021
	10.2	Records must be kept in accordance with GDPR requirements. The test results register should be kept for a month after the last entry.	Details are kept for 14 days	CL	07/01/2021
	10.3	There is an example register on the School Portal. Schools can amend and tailor this to their own needs provided they still contain the data identified in the samples.	We have created our risk register.	CL	07/01/2021
	10.4	All positive results should also be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	Head of School submits PCIF to DCS Alert	RD	07/01/2021
Home Mass Testing					
	11.1	Staff and pupils should be provided with the school amended letter for staff and pupils and privacy notice (on the schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the schools portal to enable them to make an informed decision regarding consent for weekly home testing. It is recommended this is done as a group in staff meetings / class time for those pupils in school to give a consistent message and it could be done via a virtual staff meeting with time during / after for staff / pupils to ask questions / raise any issues or concerns. For staff, as this may involve large groups of staff and be of some length it is recommended this is not done face to face to minimise the risk of transmission / potential contacts.	Staff notices has a clear notice to watch the YouTube video, read the 'How-to' booklet and read the booklet that comes with the home test kit. Parents/carers have the same notification that was communicated to them via letters.	CL	4/3/21

ST11. Organising the home testing system.	11.2	Staff and pupils should be informed that if they consent to testing they must carry out the testing at the time agreed with the school, follow the instructions in the test kit, must not give the test kits to anyone else and must upload their results and inform the school as soon as possible	Test at home does not require written medical consent. By collecting and opening the test at home test kit, an individual gives medical consent and is legally committed to reporting their results via the NHS Test and Trace reporting system. (see Blue Guide)	CL	2/3/21
	11.3	Identify and record which staff and pupils have given consent to carry out twice weekly testing. Staff should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests. Staff attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid - 19.	As above, no written medical consent required. Staff have been advised and encouraged to undergo testing whilst understanding this is a voluntary service.	CL	2/3/21
	11.4	Set up a system of recording the distribution of test packs and the results of testing carried out.	The home test kits can be collected from the main office and these need to be signed out using the template from the platform.	CL	2/3/21
	11.5	One or more COVID-19 co-ordinators school be identified and they may need to be supported by a separate Registration Assistant. The roles each person will carry out should be identified and should include :	CL/AMS/SW are COVID-19 Coordinators.	CL	2/3/21
		a) who is communicating with staff and pupils and addressing any personal issues / concerns with regards to testing they may have.	AMS to post communication out	CL	2/3/21
		b) who is distributing the correct number of kits to staff and pupils, ensuring they have the right instructions and are signing for the test kits.	SW in charge of main office so will be overseeing this	CL	2/3/21
		c) who is the point of contact for staff and pupils if they have incidents whilst testing at home and who is reporting any incidents and overseeing the process. The incident form in the "How to Guide - Primary Schools EY LFD Testing" document could be used.	CL/SW	CL	2/3/21
		d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form.	Results will be coming through via google survey results, RD will still continue to notify relevant parties re students being positive.	CL	2/3/21
	11.6	e) who is managing the storage, stock control and re-ordering of test kits.	CL/SW	CL	2/3/21
	11.6	It is recommended staff (and pupils if relevant) undertaking testing are made aware of who has responsibility for each of these roles so they can report results and raise any issues / questions with the appropriate person.	All notices relating to COVID testing let them know to contact CL/SW if any issues/questions	CL	2/3/21
	11.7	Set up a collection point in school for the distribution of the test packs / decide how to distribute packs. Any space used should be big enough to allow social distancing for the numbers permitted to enter the space at any one time and be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2°C and 30°C . For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen.	Main office will be used to collect test kits, staff are able to social distance using the sliding window to collect rather than going in the office. Test kits are stored in a suitable room, nurses office or inclusion.	CL	2/3/21
11.8	The lot numbers of the testing kits provided should be recorded on arrival.	These will be recorded on the spreadsheet main office use to hand out kits to staff.	CL	2/3/21	
ST12. Storage and management of Testing Materials / Supplies for the Testing area.	12.1	Testing kits should be stored between 2°C and 30°C.	Stored in either nurses office or inclusion	CL	2/3/21
	12.2	Storage areas should be lockable and access restricted to authorised personnel only.	All rooms are lockable and access only	CL	2/3/21
	12.3	Checks of supplies should be regularly undertaken to ensure there are adequate supplies of all relevant materials for the testing to be undertaken and stocks re-ordered as required.	Recent check done and supplies ordered. SW to oversee.	CL	2/3/21

ST 13. Issuing tests	13.1	The tests should only be offered to staff and pupils who attend the school setting and not those still working / learning from home from home. Staff and pupils are expected to sign for the receipt of their test kits.	There should only be CEV WFH now and these haven't been offered to do home testing as they cannot leave their house. Staff will be signing for the home test kits. Students will sign when recieved.	CL	2/3/21
	13.2	If you have regular contracted staff, therapists, volunteers on site e. g. cleaners and caterers, peripatetic teachers etc.. you could include them in your testing offer if the amount of kits you have been provided with allows for this. This would need to be done in consultation with the contractors / managers and test results would need to be shared between both parties. Those persons would be expected to follow the same procedures as your own staff.	None of these on site	CL	4/3/21
	13.3	All staff and pupils consenting to testing should test twice a week as the tests work best when there is a high viral load. This will apply to part time and full time staff.	Our chosen days are Mon/Thur and this has been communicated to both staff and students	CL	4/3/21
	13.4	It is recommended staff and pupils are given time slots for the collection of their test kits to avoid people congregating in the area. You may wish to allocate staff to deliver the testing kits to staff in areas where they are based and pupils directly during the registration process in classrooms. Staff distributing / collecting test kits must wear face masks / face coverings, maintain a 2m distance and hand sanitise before / after handling kits.	Staff can collect their kit from the main office throughout the day. HOY will help assist in handing out tests for students during Unit 6 so can be taken straight home. They will also sign off a register for who has taken one.	CL	4/3/21
	13.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.	Main office have this sheet to record any tests being handed out	CL	4/3/21
	13.6	Test kits should be issued with the most up to date Instructions for Use leaflet (at this current time test kits may not have the most up to instructions included) . It is recommended staff and pupils are also sent a copy of this electronically and it is placed on the schools internal system (if there is one) so staff and pupils can still access the instructions if they loose the leaflet.	Most up to date leaflet will be used that got sent to us with the home tests. We have the elctronic version to hand too.	CL	4/3/21
	14.1	When testing at home, pupils aged 18 and over should self-test and report the result, with assistance if needed. Pupils aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11 (who attend a secondary school) should be tested/swabbed by an adult.	No students over the age of 18. Communication has gone out to parents/carers that they will need to be supervised.	CL	4/3/21
	14.2	Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and Wednesday or Thursday. Consider identifying set days for staff and pupils to undertake their tests. It is recommended one of the days is the first day they are in school each week / the day before. This may mean the same set day for all staff or different set days depending on the working patterns of staff.	Our chosen days are Mon/Thur and this has been communicated to both staff and students. We have also communicated that these can be done the night before i.e. Sunday and Wednesday night.	CL	4/3/21
	14.3	Consider the time consenting staff and pupils will take the test. This may be : a) in the morning to minimise the chance of being exposed to Covid after taking the test or (b) late afternoon / evening to enable time for the school to take action re close contacts / manage absences in the event of a positive result and for staff and pupils to have the time to re-take a test if they get void results.	Communication to staff and students is that you must do this the night before you go to sleep or the morning of working day leaving enough time (30 mins) to get the result before leaving the house.	CL	4/3/21
	14.4	Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFD testing programme.	This is communicated out to staff and students.	CL	4/3/21

ST14. Conducting the Tests	14.5	The LFD test kits should be stored between 2°C and 30°C. However the devices and reagents must be used between 15°C and 30°C during use so if they are stored somewhere colder than 15°C they should be moved to a room temperature area for around 30 minutes before use.	Stored in either nurses office or inclusion.	CL	4/3/21
	14.6	Staff and pupils should : a) wait at least 30 minutes after eating or drinking anything before starting the test.	Advice that tests are done first thing in the morning or last thing at night	CL	4/3/21
		b) Not start their test if they have had a nosebleed in the last 24 hours - if this is the case they should inform the school and take a test when the 24 hours has elapsed if possible bearing in mind the need to take the 2 tests 3 / 4 days apart. If only one nostril has bled they can swab the other one.	An additional question can be asked to the test subject asking if they have had a nose bleed.	CL	4/3/2021
		c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove the jewellery first.	No piercings are allowed as part of policy. Guidance on the how to guide also says to not have this on	CL	4/3/21
		d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy or swab the throat if they cannot do nose swabs.	Guidance will be given to the students on how to do these tests at home which will include which test will work for each individual	CL	4/3/21
		e) Wash their hands or hand sanitise before taking the test.	Guidance informs test subjects to wash hands before use.	CL	4/3/21
		f) Use a clean, flat surface and, if doing more than one test, make sure they sanitise their hands each time.	Guidance informs test subjects to use a flat surface	CL	4/3/21
		g) Time the test and check their results at the 30 minute point as tests results are invalid if left any longer.	Guidance informs test subjects to use a timer to make sure they know the time the test will be finished.	CL	4/3/21
	14.7	If a test result is inconclusive / Void the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. If both tests are void the member of staff or pupil should arrange to have a PCR test.	Guidance informs in the leaflet that you are only to use each item in the test kit once.	CL	4/3/21
	14.8	The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel. If the solution included the throat and nose sample, the area should be appropriately disinfected using household disinfectant.	A notice can be put on Frog for staff and students letting them know what to do in case of a spillage.	CL	4/3/21
14.9	As soon as possible after a positive or negative result staff and pupils should upload their results to the NHS online at www.gov.uk/report-covid19-result or by contacting 119. They must also inform the school via the identified route / at the identified time.	Staff and students have been notified via the letter that was sent out what to do if the result is positive and also where to notify us of any test result regardless of outcome. The home test guide also informs them on how to report a result too to the NHS.	CL	4/3/21	
14.1	Staff and pupils should report any issues with testing to the school e.g. unable to take the test, missing / broken / damaged items, unable to log results with NHS, void results. The school can monitor and / or then raise this with DfE helpline or 119 as identified in the How to Guide.	The how to guide informs staff and students where to report damaged, broken or missing items. We can also put a notice on Frog letting them know to inform the Covid Coordinators	CL	4/3/21	
ST 15. Test results and actions to take	15.1	<u>Positive result - individual and their household should start self isolation straight away and the individual should get a PCR test to confirm the result.</u>	All communication to staff and students informs them what to do in the case of a positive LFT test. They are advised to go and get a confirmatory PCR test. This is also in the how to guide booklet.	CL	4/3/2021
	15.2	Only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFD test. For this reason household contact isolation and the tracing and isolation of close contacts of the positive case should take place at the point of a positive LFD test and should not wait for the PCR test result.	Guidance is to self-isolate with household members until a confirmatory PCR results comes back. Close contacts within the school would also need to be determined.	CL	4/3/21
	15.3	If the PCR test is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19. If the PCR test is taken within 2 days of the LFD test and is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19	Usual practise would be put in place still in that the staff or students would email through their test result outcome before coming back into the building.	CL	4/3/21
	15.4	<u>Negative result - individual and household can continue as normal unless they have symptoms of Covid-19.</u>	Guidance and communication states to staff and students that they can resume as normal if their result is negative	CL	4/3/21

	15.5	<u>Inconclusive / Void result the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. Relevant action will then be taken when a positive / negative result is obtained. If both tests are void the member of staff or pupil should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic.</u>	Guidance and communication informs staff and students that they need to take an additional LFT test if their first one is void.	CL	4/3/21
ST 16. Record keeping / Reporting.	16.1	Schools must keep records of : a) the consent forms and any withdrawal of consent, b) the test kits distributed (a test kit log) including staff and pupil signatures on collection and c) their own records of the results of tests.	Consent forms are all kept on a google doc. Baring in mind we dont need written consent for home tests. Main office keep a track of those who withdraw consent. Baring in mind we dont need written consent for home tests. The main office keep a log of who collects test kits. Results are recorded on a google doc.	CL	4/3/21
	16.2	Records must be kept in accordance with GDPR requirements.	Records are kept with an access only and are all GDPR compliant. Additional privacy notice too explaining what we keep and why.	CL	4/3/21
	16.3	The test kit log and the test results register / log must be separate documents. There are samples of each in the templates section of the School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples.	We have seperate documents for results and test collection register	CL	4/3/21
	16.4	The data in the LFD test kit log should not be kept in the log for longer than 12 months from the date on which it is collected. Please note that the Department of Health and Social Care may request data from the test kit log at any time within the 12 month period. The test results register should be kept for a month after the last entry	All saved on a google doc and once finished with we can save in a folder marked for 8 years.	CL	17/5/21
	16.5	All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	This will be completed by Head of School	RD	4/3/21
ST 17. Waste Disposal	17.1	Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste.	Guidance is clear on how to dispose of all test kit waste.	CL	4/3/21