

# COVID-19 National Testing Programme Schools & Colleges-General Risk Assessment Form

## For the introduction to rapid, asymptomatic testing on the school site for pupils

**All schools are advised to note the issues and suggested control measures in this document and then add detail specific to their school.**

<b>Name and Address of the School</b> – Croft Community School, Greencroft Road End, Annfield Plain, Stanley, Co. Durham, DH9 8PR		
<b>Current Number of Staff Employed-</b> 76	<b>Name of Person Completing the Risk Assessment-</b> Vanessa Elcock	<b>Date of assessment</b> – January 2021
<b>Current Number of Pupils on Role-</b> 158	<b>Review Dates-</b> <b>March 2021</b>	
<p><b>Consultation</b> -The Covid-19 National Testing Programme Schools &amp; Colleges Risk Assessment has been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of staff members and Parent/Carers concerns.</p>		
<p><b>Communication</b> -The Covid-19 National Testing Programme Schools &amp; Colleges Risk Assessment, any associated COVID Policy has been shared with the whole staff team and displayed on the school website for Parental/Guardian viewing and assurance purposes. Letters of consent have been sent out to Parents/Carers.</p>		
<p>Persons covered by this assessment – <b>The School Community</b></p>		<p>This risk assessment to be used in conjunction with COVID-19 documentation put in place by the school. risk assessments for the school and associated documentation.</p> <p>PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. The <u>systems of control</u> are followed within LFD testing area.</p>
<p>This risk assessment is based on <u>guidance</u> which has been developed with the Department for Education and the <u>NHS</u> and currently applies to England only.</p> <p>The other documents that are available for schools and colleges include:</p> <ul style="list-style-type: none"> <li>-<b>Standard Operating Procedure (SOP);</b></li> <li>-<u><a href="#">Schools and colleges document sharing platform</a></u></li> <li>-<u><a href="#">Consent form;</a></u></li> <li>-<u><a href="#">Leaflet and posters.</a></u></li> <li>-<u><a href="#">Training Guide Rapid Testing for Schools and Colleges</a></u></li> <li>-<u><a href="#">‘How to Guide’ Rapid Testing in Schools and Colleges</a></u></li> </ul>		

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The school are following the current guidance-School's coronavirus (COVID-19) operational guidance.

COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. **The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

**Lateral Flow Antigen test** -Lateral Flow Antigen testing involves the processing of human nasal and throat swab samples with a Lateral Flow device. The device detects a protein (antigen) produced by the virus at its most infectious stage. If present in the person's sample, a coloured line appears on the device that can be read between 20-30 minutes.

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**Target population:** Secondary schools (including all-through schools and middle deemed secondary schools), colleges, special schools and colleges and AP students.

**Testing regime: Pupils**-Three Lateral Flow Device (LFD) tests spaced 3-5 days apart for Pupils returning to School/College, and a schedule of twice weekly tests for Staff

Tests will be based on self-swabbing model with the processing and other roles being undertaken by trained workforce.

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability, or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

Schools and colleges in England can raise questions, concerns or report issues, via **the DfE coronavirus helpline: 0800 046 8687** or at [RapidTesting.SCHOOLS@education.gov.uk](mailto:RapidTesting.SCHOOLS@education.gov.uk). **Anyone with one or more of the symptoms of coronavirus** -a high temperature, a new continuous cough; or a loss or change in sense of smell or taste -should self-isolate and book a test or call 119 in England and Wales, or 0300 303 2713 in Scotland and Northern Ireland. The latest guidance and templates are available on the **DfE Portal**.

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For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team -[hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430. The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

All relevant guidance contained in this document is subject to updates as required.

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Initial Preparations for testing on the school site	M	<ul style="list-style-type: none"> <li>-Overarching Whole School COVID-19 risk assessment and systems of controls in place.</li> <li>- <b>Department of Health &amp; Social Care- Schools and Colleges Clinical Standard Operating Procedure (SOP)</b> followed and shared with SLT.</li> <li>-<a href="#">Workforce planning tool kit completed</a> to identify the number of staff required to ensure rapid asymptomatic testing can be undertaken on the school site.</li> <li>-The whole staff team contacted to identify a team of staff to support pupils and staff members to undertake the lateral flow testing.</li> <li>-Storage for additional PPE stock identified.</li> <li>-Suitable and sufficient storage for the lateral flow devices identified.</li> <li>-Guidance '<a href="#">How to Guide</a>' read by SLT.</li> <li>-Suitable and sufficient testing area identified that has staff welfare facilities in the immediate proximity.</li> <li>-<a href="#">Delivery date for test kits identified.</a></li> <li>-Furnishings needed for the test area identified.</li> <li>-Additional resources identified, including IT equipment.</li> <li>-Resources for hand and respiratory</li> </ul>	<ul style="list-style-type: none"> <li>-It is advised that Staff who are identified as <u>Clinically Vulnerable</u> are not expected to provide support with the testing process at the school.</li> <li>-Where need identified request volunteers from the wider school community e.g. parents/carers.</li> <li>-Where need identified the school are to advertise for staff to support them in supporting the lateral flow testing taking place within the school.</li> <li>-<b>Itinerary to be taken of the items included in the test kit delivery.</b></li> <li>-<a href="#">How to do your COVID test leaflet</a> to be shared with Staff/Parents and Carers. Parents/Carers to be advised to share the test leaflet with their young people (YP) and talk through with them what the test will entail.</li> <li>-Purchase room thermometers so that an ambient <b>temperature of 15-30°C can be maintained</b> for the lateral flow devices to operate and that a temperature of 2-30°C can be achieved when storing the devices.</li> </ul>	L	Head teacher

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		hygiene for the test area. -Hand sanitiser -Cleaning schedule created for the testing area in line with the guidance provided. -First Aid box located in test area. A list of qualified first aiders and their extension numbers to be held in the test area. -NHS Test and Trace- <a href="#">Schools &amp; Colleges handbook</a> shared with staff. -Consent forms prepared <a href="#">Pupils</a>			
Training	L	- <a href="#">Training Guide Rapid Testing for Schools and Colleges</a> shared with testing staff. -Testing roles and responsibilities clearly identified and appropriate training to be undertaken; Summary of staff training required detailed in- <a href="#">Training Guide Rapid Testing for Schools and Colleges</a> -Modules 1-6 available. - <a href="#">Testing staff are able to register online to access a training platform to ensure that their training needs are met.</a> -Guidance for the PPE to be worn by testing staff is clearly detailed in the <a href="#">Training Guide Rapid Testing for Schools and Colleges</a> -PPE and Infection Control online training completed by relevant Testing staff ( <a href="#">Module 3</a> ). -Testing staff must attain 100% pass mark for each module they are directed to complete before they can be active members of the testing team. Guidance	-Testing staff undertake training for their identified roles as per <a href="#">the 'How to Guide'</a> and <a href="#">Training Guide Rapid Testing for Schools and Colleges</a> . -All training undertaken is assessed. -Training records to be maintained. <a href="#">Appendix B1-Schools and Colleges Testing Assistant/ Swabber Competency Assessment; Appendix B2-Schools/Colleges Processing Operative Competency Assessment; Appendix 3-Schools/Colleges Recorder Competency Assessment.</a> -If the testing staff fails the assessment module, they can repeat the assessment until they attain a pass. -Print copies of the PPE requirements for testing staff and ensure that copies are laminated accessible to staff in the testing area. - <a href="#">Quality checklist completed</a> by Team Leader /Quality Lead prior to the commencement of testing.	L	<b>Head Teacher</b> <b>Trained staff are:</b> <b>Lee davis</b> <b>Vanessa Elcock</b> <b>Tracy Thirlaway</b> <b>Rachael Quinn</b> <b>Danielle Copestake</b> <b>Amy Morris</b>

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		followed in <a href="#">‘How to Guide’ for putting on PPE and removing PPE</a>	<p><b>-An onsite run through to be carried out on the first day of testing.</b></p> <p>-Testing staff training to be reviewed on a week to week basis to account for potential change of roles/additional roles undertaken and new staff introduced.</p> <p><b>-Where new staff/volunteers are introduced to the team repeat the onsite run through prior to starting that days testing.</b></p> <p>-Educate and raise Pupil and Staff awareness of testing activities taking place and the importance of them in the fight against COVID-19 in the community. Posters and user guides are available from <a href="http://www.storicise.com">www.storicise.com</a></p>		
Parent/Carer consent	L	<p><b>-<a href="#">Consent forms</a> sent to Parents/Carers.</b></p> <p>-Parents/Carers and Pupils advised that wearing of face coverings is mandatory in the testing area.</p>	<p>-Consent needs to be for weekly testing and for daily contact testing component of the programme</p> <p><b>-<a href="#">How to do your COVID test leaflet</a> to be shared with Parents and Carers.</b> Parents/Carers to be advised to share the test leaflet with their young people (YP) and talk through with them what the test will entail.</p> <p>-Testing team to be advised pupils who are exempt from wearing face coverings.</p> <p>-Reminder <a href="#">consent forms</a> to be sent to Parents/Carers where need identified.</p> <p>-Testing staff to be made aware of</p>	L	Head Teacher

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			Pupils who have <b>not given</b> consent to take part in the testing process. - <a href="#">Data Protection information</a> to be made available to Parent/Carers		
Scheduling testing- Pupils	H	<ul style="list-style-type: none"> <li>-<a href="#">Schools coronavirus (COVID-19) operational guidance</a> being followed.</li> <li>-<a href="#">‘Why, who, what and when’ guidance followed.</a></li> <li>-Identify pupils who will need to be supported by a member of staff in the testing area.</li> <li>-Provide more time for those Pupils who may need longer preparation time to reduce their anxieties.</li> <li>-Prioritise pupils who may struggle with maintaining social distancing.</li> <li>-Prioritise pupils whose parents are critical workers.</li> <li>-Prioritise pupils that have a social worker.</li> <li>-Special schools follow-<a href="#">Rapid asymptomatic testing in specialist settings.</a></li> <li>-Pupils are tested within their year group bubbles on identified days and times.</li> </ul>	<ul style="list-style-type: none"> <li>-Pupils not taking part in the LFD testing programme should attend school in line with the schools phased return arrangements.</li> <li>-Testing capacity to be identified.</li> <li>-Schools are able to operate a phased return of pupils in the week commencing 1st/ 8th March in order to control the flow of pupils into the school.</li> <li>-Pupil absence to be monitored, ensuring when pupils return to the school, they are included in the LFD testing programme-Two test within 7 days of returning to school</li> <li>-Concerns to be raised with the local authority if unable to fulfil testing needs to ensure the safety of Staff and Pupils.</li> </ul>	L	Head Teacher-On going <b>Pupil testing rota established for first 3 tests</b>
LFD Testing Pupils prior to the 08/03/2021	H	<ul style="list-style-type: none"> <li>-Only pupils with parent/carer consent will take part in the LFD asymptomatic testing programme prior to the school opening</li> <li>-To reduce the likelihood of transmission of COVID-19 when the whole school community returns to school W/C 8<sup>th</sup> March 2021 for face to face education, a testing schedule for pupils has been</li> </ul>	<ul style="list-style-type: none"> <li>-Pupils will be supervised by staff members when they enter the school site and directed towards the main entrance.</li> <li>-Parents/Carers will be contacted at an agreed time/medium with the results of the LFD test.</li> </ul>	L	Head teacher <b>All consent forms kept in the COVID-19 testing folder in the medical room</b>

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		<p>planned.</p> <ul style="list-style-type: none"> <li>-Pupils will <b>only be</b> attending the school site to undertake their LFD test.</li> <li>-Pupils will access the school site via the main entrance and will always be supervised when on the school site.</li> <li>- Pupils will attend the school site in their year group bubbles at an agreed time/day and undertake test.</li> <li>-Testing will take place in the identified area.</li> <li>-On completion of their LFD test pupils will be escorted from the building and off the school site and directed to return home.</li> <li>-At any point in the testing process Parents/Carers can withdraw consent for their child to participate in the LFD asymptomatic testing programme.</li> </ul>	<ul style="list-style-type: none"> <li>- If at any point a member of staff, pupil or student tests positive, they will need to follow the isolation guidelines-<a href="#">stay-at-home guidance</a></li> <li>-Parents not permitted within the building unless need identified.</li> </ul>		
Scheduling testing- Staff Testing	H	<ul style="list-style-type: none"> <li>- <a href="#">‘Why, who,what and when ‘guidance followed.</a></li> <li>-<b>Staff are transitioning to home testing from the 25<sup>th</sup> February</b></li> <li>-Staff who have been vaccinated should still take part in the LFD testing programme as we do not yet know whether vaccines prevent individuals transmitting the virus.</li> </ul>			
Face Coverings	H	-Face coverings worn in and around the testing area by Staff and Pupils.		L	
Pupils not returning to school w/c 1 <sup>st</sup> /8 <sup>th</sup> March due to isolation/absence	H		-Ensure that when pupils return to the school, they are included in the LFD testing programme.	L	<b>Head Teacher</b>

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			-On completion of 3 LFD tests in school pupil revert to home testing		
Pupils who have received the COVID-19 vaccination	H	-Pupils who have been vaccinated should still take part in the LFD testing programme as we do not yet know whether vaccines prevent individuals transmitting the virus.		L	
Setting up the Test area	M	<p>-‘<a href="#">How to Guide</a>’ guidance followed for setting out the test area and resources needed.</p> <p>-NHS Test and Trace test kit will contain.</p> <p>Lateral flow test kits</p> <p>Barcodes</p> <p>Waste disposal bags</p> <p>PPE: disposable gloves</p> <p>PPE: disposable plastic aprons</p> <p>PPE: Type 11R surgical masks</p> <p>PPE: eye protection (goggles/visors)</p> <p>Bowls</p> <p>Example layout of the test area and desk layout detailed in ‘<a href="#">How to Guide</a>’ and <b>Appendix 1 and 2.</b></p> <p>-Dedicated area identified for the testing area.</p> <p>- Flooring must be <b>non-porous</b> and the test site cleanable with the approved cleaning product.</p> <p>-All staff members made aware of the location of the test area within the school.</p> <p>-Doors leading to the test area kept in the closed position and <a href="#">signs placed</a> on the doors advising that authorised personnel only to enter the test area.</p> <p>-Only authorised access permitted to the</p>	<p>- Include a waiting area outside of the testing area.</p> <p>-Ensure that the waiting queue outside of the testing area are managed and are questioned/observed to ensure that they are not displaying symptoms of COVID-19.</p> <p><b>-A high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p><b>-A new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual.</p> <p><b>-A loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</p> <p><b>-The school/college are to provide the following;</b></p> <p>Identify a test area within the school</p> <p>Tables &amp; chairs</p>	L	<b>Head Teacher</b> <b>Testing area is in the sports hall and set up in accordance with guidelines</b>

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		<p>testing area.</p> <ul style="list-style-type: none"> <li>•Test site must be <b>well lit</b> and have <b>good airflow</b> with no recirculation of air</li> <li>•The ambient <b>temperature should be 15-30°C</b> for the lateral flow devices to operate and 2-30°C for storing them</li> <li>•<b>Registration desk</b> at the first point where individual being tested would enter the test site</li> <li>•<b>One-way direction of travel</b> for pupils/students or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance</li> <li>•Chairs in the swabbing bay should be <b>minimum of 2m apart</b></li> <li>•Each <b>swabbing desk must have a processing desk</b> close by –no more than 1m away. <b>Recording desk</b> to be located close by</li> <li>•<b>Clear division between swabbing and processing area.</b> This should be clearly set out. Individuals being tested must not enter the processing area.</li> </ul> <p>-<a href="#">Quality checklist completed</a> by Team Leader /Quality Lead prior to the commencement of testing.</p> <p>-<b>Laminated</b> posters and leaflets located around the testing area.</p> <p>-<a href="#">Schools &amp; Colleges handbook held in the testing area.</a></p> <p>-<a href="#">Training Guide Rapid Testing for</a></p>	<p>Hand sanitiser/disinfectant wipes</p> <p>Mop and bucket/hazard cone</p> <p>Tissues/bins-for each test bay/general waste bin</p> <p>Signage that can be cleaned, and laminated instructions on swabbing and processing for each bay.</p> <p>Computer(s)for test registration upload.</p> <p>Clocks/timer</p> <p>Mirrors</p> <p>Trays to transfer tests to the processing table</p> <p>Tube racks or equivalent (can be microarray test tube racks)</p> <p>Tape and/or plastic sheets to separate testing bays</p> <p>First aid supplies</p> <p>Stationary supplies markers, pens, and printers.</p> <p>-Social distancing markings to be used where need identified.</p> <p>-Testing area to be included in the Indoor Whole School risk assessment.</p> <p>-Test area to be included in the cleaning schedule currently in place.</p> <p>-Daily inspections of the test area to be completed to ensure that they are free from slip/trip/fall hazards.</p>		

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		<a href="#">Schools and Colleges</a> guidance held in the testing area. -Testing Staff/Volunteers have access to welfare facilities within the immediate area of the testing area.			
Ventilation of the waiting area and test area	H	-Waiting and testing areas ventilated prior to and following the LFD testing process.  -The testing area is well ventilated during breaks in the testing process.  -Area well ventilated during the testing process.		L	<b>Sports hall door to be kept open to allow adequate ventilation in the testing area</b>
Volunteers/Staff employed to support the testing on the school site-Increased transmission of COVID-19	H	-Volunteers/New staff receive an induction into the school; <a href="#">Emergency Evacuation Procedure</a> <a href="#">First Aid</a> <a href="#">Reporting Accident/Incidents</a> -Whole School COVID-19 Risk Assessment to be shared with new staff. - <a href="#">Training Guide Rapid Testing for Schools and Colleges</a> shared with testing staff.  -Testing roles and responsibilities clearly identified and appropriate training to be undertaken; Summary of staff training required detailed in- <a href="#">Training Guide Rapid Testing for Schools and Colleges</a> -Modules 1-6 available.	-Where volunteers/agency staff give consent, they can be included in the LDF testing schedule/LFD Home testing.	L	<b>Head Teacher</b>

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Manual Handling - Setting up the test area and moving testing equipment around the test area.	M	<ul style="list-style-type: none"> <li>-Premises staff support staff to set up the testing area.</li> <li>-All materials are divided into small light weight packages.</li> <li>-Manual handling aids and Information provided</li> <li>-Cleaner removes waste bags from the testing area</li> </ul>	-Where need identified staff request support to move items.	L	Staff-On going
Contact between Staff/Pupils increasing the risk of transmission of COVID-19.	H	<ul style="list-style-type: none"> <li>- The LFDs provided to schools and colleges are simple to use (young people can swab themselves, with a trained person supervising them).</li> <li>-Pupils individual needs have been identified and shared with the testing staff.</li> <li>-Testing staff will supervise Staff and Pupils when in the testing area.</li> <li>-Asymptomatic: Parents and Carers are to be advised in advance that pupils should not attend the school site 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 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms- <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> </ul>	<ul style="list-style-type: none"> <li>-<b>Registration Assistant</b> to monitor Pupil wellbeing when being registered.</li> <li>-Testing team to be advised of Pupils who are exempt from wearing face coverings.</li> <li>-<b>Registration Assistant</b> to be advised of Pupils who are exempt from wearing face coverings.</li> <li>-Cleaning schedule for the test area to be put in place.</li> </ul>	M	Testing Team-On going

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		<p><b>-Face masks:</b> Prominent signage in place on the entrance doors to the testing area and within the testing area reminding attending Staff and Pupils that face masks are mandatory in the testing area.</p> <p><b>-Staff/Pupils</b> reminded prior to their scheduled appointment to wear face covering in the test area.</p> <p><b>-Registration Assistant</b> ensures that Staff and Pupils are wearing face coverings when in the testing area.</p> <p>- Face coverings worn by Staff/Pupils always except for brief lowering at time of swabbing.</p> <p>•<b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival to testing site &amp; adherence to this enforced by testing staff.</p> <p>•<b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary, from reception, queue management &amp; testing site staff.</p> <p>•Test area well ventilated throughout the testing process.</p> <p>•<b>Cleaning:</b> Regular cleaning of the test area and frequently touched surfaces including wipe down of all potential touchpoints in accordance with <b>guidance. Limited</b> clutter-chairs only on request; no physical handing of documents to subjects</p>			

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		•Desks set out as detailed in guidance.			
Pupil undertaking the LFD test	H	<ul style="list-style-type: none"> <li>-Pupils complete a supervised throat and nasal swab test. Students and pupils who are unable to self-swab may be supported with assisted swabbing.</li> <li>-Pupils will complete 3 tests on-site (ATS), with each test being 3 to 5 days apart, before moving to home-testing.</li> </ul>	<ul style="list-style-type: none"> <li>-Where pupils are unable to take a throat swab, swab both nostrils instead.</li> <li>- Schools/colleges should not start home testing students/pupils before the w/c 15th March.</li> </ul>	L	Pupil
Pupil with a recent Covid-19 diagnosis:	M	- Pupils are exempt from routine LFD antigen tests for 90 days unless they develop new symptoms.	-Request evidence of when Pupil tested positive for COVID-19, testing to commence after 90 days.	L	Head Teacher-As required
Pupil refusal to undertake test/becoming anxious	M	<ul style="list-style-type: none"> <li>-Pupil testing is not mandatory.</li> <li>-Pupils identified that may present challenging behaviours/become anxious</li> <li>-Consent obtained from Parent/Carer to undertake the test.</li> <li>-Those pupils with known needs are given identified support from the testing staff.</li> <li>-Test undertaken with identified staff member present who has a good working relationship with the pupil.</li> <li>-Pupil given additional time to undertake the test.</li> </ul>	<ul style="list-style-type: none"> <li>-Consider having water available for Pupils to access.</li> <li>-Where need identified pupils are supported by a trained member of staff to undertake the test.</li> <li>-Where staff carry out the test for a pupil Parent/Carer informed immediately.</li> <li>-Where pupil refuses to undertake the test Parent/Carer to be informed immediately.</li> <li>-Discussions to take place with Parent/Carer regarding the pupil continuing with the LFD testing programme in school.</li> </ul>	L	<b>Pupils all have Sen which may present a challenge with anxiety. Pupils will be gently encouraged to take part in testing with familiar staff and visual cues when needed</b>
Isolating Pupils following <b>Positive LFD test</b>	H	<ul style="list-style-type: none"> <li>-Guidance in <b>Appendix 3 followed.</b></li> <li>-From the 27<sup>th</sup> January, confirmatory</li> </ul>	-Any schools with a mix of primary- and secondary-aged pupils should follow	L	Test Team-As required

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during the school day		<p><b>PCR testing is no longer necessary for staff or pupils tested at school. Anyone with a positive test must self-isolate for 10 days from the date of the test.</b></p> <p>-Following a positive LFD test Head teachers will follow the <b>DCC guidance detailed in <a href="#">Child/staff develops symptoms in school/setting</a></b></p> <p>-If a Pupil is awaiting collection, they should be moved, if possible, to a secure isolation room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation.</p> <p>-Where it is not possible to isolate the Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff.</p> <p>-Where supervision or comfort has to be provided PPE is to be worn <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p> <p>-Where Pupils need to use toilet facilities a separate toilet is to be accessed if possible.</p> <p>-Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>the secondary school testing procedures for staff outlined in the guidance.</p> <p>-Where a pupil tests positive, they will need to follow the isolation guidelines- <a href="#">stay-at-home guidance</a></p> <p>-Close contacts of the pupil will be identified and advised to isolate for 10 days.</p> <p>-Any member of staff who has provided close contact care to someone with someone who is asymptomatic, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person who is asymptomatic, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• The symptomatic person subsequently tests positive</li> <li>• They develop symptoms themselves (in which case, they should arrange to have a test) They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</li> </ul> <p>-Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>-The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See</p>		<p><b>Test Team-As required</b></p> <p><b>Test Team-as required</b></p>

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			the COVID-19: <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> -Waste is to be double bagged and stored securely for at least 72hrs away from normal waste.		
Identifying close contacts with the pupil positive case	H	<p>-The school are following the guidance <a href="#">Stay at Home: guidance for households with possible or confirmed COVID-19</a>.</p> <p>-The school are also following the guidance: <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a>.</p> <p>-You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:</p> <p>A close contact is defined as-</p> <p>-Anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</p> <p>-Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR</p>	- Any schools with a mix of primary- and secondary-aged pupils should follow the secondary school testing procedures for staff outlined in the Government's guidance.	L	

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		test:  -Face-to-face contact including being coughed on or having a face-to-face conversation within one metre  -Been within one metre for one minute or longer without face-to-face contact  -Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)  -Travelled in the same vehicle or a plane.			
Invalid LFD Test result	H	-Staff/Pupils supervised to undertake the test. -Testing carried out in line with <a href="#">‘How to Guide’ Rapid Testing in Schools and Colleges</a> -Guidance followed contained in the <b>SOP</b> .	-Pupils who return an invalid (or could not read sample) LFD result, should repeat the test. -If the second test is invalid, the Pupil should take a PCR test. -Pupil to be isolated/sent home	L	
Negative LFD Test Result	M	-Pupils supervised to undertake the test. -Testing carried out in line with <a href="#">‘How to Guide’ Rapid Testing in Schools and Colleges</a> -Guidance followed contained in the <b>SOP</b> .	-Pupils who return a negative test result do not need to self-isolate unless: a) They are symptomatic (they’ll need to book a PCR test) b) someone they live with tests positive (or has symptoms and has not been tested yet) or c) they’ve been traced as a contact of someone who tested positive. -They must continue with daily contact testing, if part of a school daily-testing	L	

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			bubble and follow national and local guidance on Covid-19 control measures.		
Incorrect result communication-Wrong samples or miscoding of results	M	<ul style="list-style-type: none"> <li>-Testing schedule in place.</li> <li>-2 identical barcodes are provided to Staff/Pupil at check in</li> <li>-Pupil register their details to a unique barcode before conducting the test.</li> <li>-Barcodes are attached by trained staff at the sample collection bay.</li> <li>-Barcodes are checked at the analysis station 1 and applied to LFD at this station.</li> </ul>		L	
<p>Contact between subjects and testing site staff increasing the risk of transmission of COVID19. The following roles will be involved:</p> <ul style="list-style-type: none"> <li>• Quality lead/team leader</li> <li>• Test assistants</li> <li>• Processors</li> <li>• COVID 19 co-ordinators</li> <li>• Registration assistants</li> <li>• Results recorders</li> <li>• Cleaning staff</li> </ul> <p>n.b. it is expected that</p>	H	<ul style="list-style-type: none"> <li>-Test staff have been given identified roles in the testing process.</li> <li>-All Test area staff complete PPE &amp; Infection Control (Module 3) prior to commencement of the testing schedule.</li> <li>-Suitable and sufficient PPE provided</li> <li>-Staff instructed not to wear jewellery, bracelets, watches, or stoned rings when working in the test area and undertaking activities</li> <li>-Testing staff wash hands/hand sanitiser applied prior to putting PPE on.</li> </ul> <p><b><u>Team Leader/Quality Lead-PPE worn-Fluid resistant (Type11R) surgical mask.</u></b></p> <p><b><u>Processor-PPE worn - Fluid resistant (Type11R) surgical mask, disposable gloves-changed after each sample, disposable plastic apron and eye protection (goggles or visor).</u></b></p>	<ul style="list-style-type: none"> <li>-Use the <a href="#">workforce planning tool</a> available via the Schools/Colleges Portal. The tool will help schools and colleges to plan the minimum number of testing bays they will need and the number of staff in each role type that will be required.</li> <li>-Ensure mandatory online training package is completed prior to identified testing staff commence activities.</li> </ul>	L	

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staff will be able to carry out dual roles.		<b>Testing Assistant-</b> Fluid resistant (Type11R) surgical mask, disposable gloves. <b>COVID-19 Co-ordinator-</b> Fluid resistant (Type11R) surgical mask. <b>Results Recorder-</b> Fluid resistant (Type11R) surgical mask, disposable gloves. <b>Registration Assistant-</b> Fluid resistant (Type11R) surgical mask. <b>Cleaner-</b> Fluid resistant (Type11R) surgical mask, disposable gloves, disposable plastic apron and eye protection (goggles or visor).			
Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (Sodium Chloride	H	-Manufacturer states that there are no hazards anticipated under conditions of use. <b>-PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. – <b>-Safety glasses with side shields</b> which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. -Impervious clothing to be worn to protect the body from splashes or spillages. <b>-Environmental:</b> extraction solution not to enter drains <b>-Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the waste disposal procedures		L	

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		<ul style="list-style-type: none"> <li>-Do not use if the solution has expired</li> <li>-The Processor completes LFD Process (Module 1) prior to commencement of the testing.</li> <li>-The Processor adheres to the training guidelines to prevent improper handling.</li> </ul>			
Testing area staff absence-COVID-19 symptoms	H	<ul style="list-style-type: none"> <li>-Staff are aware of the <a href="#">known symptoms of COVID-19</a>.</li> <li>-Staff/Volunteers to follow the school's sickness absence procedure, advising if they are experiencing COVID-19 symptoms.</li> <li>-Where Staff/Volunteers are presenting with COVID-19 symptoms they are advised to request a test via DCC occupational health service or NHS 119 service.</li> <li>-School to contact Council Public health outbreak management officers <a href="mailto:CovidOutbreakManagement@durham.gov.uk">CovidOutbreakManagement@durham.gov.uk</a> at earliest opportunity where there may be a situation involving testing site staff having to self-isolate</li> <li>-Arrangements for replacement testing site staff to be identified at a local level wherever possible to support continuity of testing activities</li> </ul>	<ul style="list-style-type: none"> <li>-Continuity and resilience arrangements top be put in place as part of testing site set up phase</li> <li>-Revisit Use the workforce planning tool available via the Schools/Colleges Portal.</li> </ul>	L	Head teacher
Testing Staff becoming unwell or injured during	M	<ul style="list-style-type: none"> <li>-Staff are aware of the <a href="#">known symptoms of COVID-19</a>.</li> <li>-Test area set out in line with <a href="#">How to</a></li> </ul>	-Reiterate instruction for testing area staff to take an LFD test immediately if symptomatic in school.	L	Head teacher/ quality lead/

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the school day		<p><a href="#">Guide</a>.</p> <ul style="list-style-type: none"> <li>-Appropriate PPE worn for roles undertaken</li> <li>-Staff to isolate and remove themselves from the testing area immediately and request a test via DCC occupational health service or NHS 119 service.</li> <li>-A list of qualified first aiders and their contact details held in the test area.</li> </ul> <p>First aid resources located in the test area.</p> <ul style="list-style-type: none"> <li>-Where need identified 111/999 to be contacted.</li> </ul>	<ul style="list-style-type: none"> <li>-Head teacher to be made aware if testing staff present with COVID-19 symptoms.</li> <li>-Those who test positive from an LFD test will be required to self-isolate in line with the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and to take a confirmatory PCR test.</li> <li>-PCR kits will be provided to the schools to be hand out to parents / guardians in the event of a positive LFD test result to support swift access to these tests.</li> <li>-Where PCR test kits not available Staff to be referred DCC occupational health service or NHS 119 service.</li> </ul>		team leader
Lack of PPE to operate test site	H	<ul style="list-style-type: none"> <li>-PPE and Infection Control online training completed by relevant Testing staff (<a href="#">Module 3</a>).</li> <li>-Testing staff are aware of the PPE they must wear when undertaking their tasks.</li> <li>-Testing staff must attain 100% pass mark for each module they are directed to complete before they can be active members of the testing team. Guidance followed in <a href="#">‘How to Guide’ for putting on PPE and removing PPE</a></li> </ul> <ul style="list-style-type: none"> <li>• PPE will be delivered on 4 January and regularly thereafter via central</li> <li>• If centralised supplies of PPE do not arrive, then school will arrange provision of PPE via council LRF PPE</li> </ul>	<ul style="list-style-type: none"> <li>-Stock levels checked daily. Where need identified stock, levels replenished.</li> <li>-Arrangements and contacts for central distribution sources documented to ensure PPE is being delivered as appropriate.</li> <li>-School to contact <a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a> and 03000 263430 should centralised supplies of PPE not be delivered and testing site operation becomes problematic</li> </ul>	L	<p>Head teacher/ Quality lead/ team leader</p> <p>Head teacher/ Quality lead/ team leader</p>

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		supplies			
Cleaning the Test Area	H	<p><u>-Cleaner wears-</u> Fluid resistant (Type11R) surgical mask, disposable gloves, disposable plastic apron and eye protection (goggles or visor).  --PPE and Infection Control online training completed by relevant Testing staff (<a href="#">Module 3</a>).  -Testing staff are aware of the PPE they must wear when undertaking their tasks.  -The Cleaner follows Guidance followed in '<a href="#">How to Guide' for putting on PPE and removing PPE</a>  -Cleaning schedule in place for the Test Area and Welfare facilities accessed by Test staff  -Cleaner replenishes PPE in the Test area.  -Test area and welfare facilities well ventilated.  -Cleaner issued with products needed to keep the Test Area clean e.g. mop/mop bucket/cleaning products and cloths. Cleaning equipment located in the test area and not used in other areas of the school.  -Additional storage facilities provided for PPE.  -<a href="#">Guidance available</a> for removal of waste and clarification of waste</p>	<p>-The cleaner is to report any concerns with cleaning/PPE stocks to the Team Leader/Quality Lead.  -Clinical waste contract to be put in place where need identified.</p>		<p><b>Cleaner-As required</b></p> <p><b>Head teacher-As required</b></p>
Control of Substances Hazardous to health (COSHH).	H	<p>-Cleaning products stored away from pupils in the test area.  -All cleaning products clearly labelled and</p>	<p>-Frequently purchased products COSHH risk assessments available on the Extranet.  -COSHH file containing products in use in</p>	L	

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		<p>used as directed.</p> <p>-Staff directed to the COSHH assessment in place for the products that they use.</p> <p>-PPE readily available.</p>	<p>the test area held by the <b>Cleaner</b>.</p> <p>-Review cleaning products in use on a frequent basis.</p>		
Mental health and wellbeing of Pupils involved in testing process	M	<p>-Educate and raise awareness of testing activities, provide reassurance (e.g. staff meetings, parental communications, assemblies, bubble group discussions) and use resources to support young people to explore, learn, discuss testing and the impact of COVID-19.</p> <p>-Focused pastoral support in place.</p> <p>-Safeguarding Policy in place and updated to include controls in place for Staff/Volunteers working out of the test area.</p>	<p><b>-Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools, and staff.</p> <p>-The school to contact the agencies who regularly support their pupils with social and emotional support.</p> <p>-Ensure that staff are aware of the <a href="#">healthy child programme</a></p> <p>Parents and carers to be made aware of the following agencies.</p> <p><b>MindEd</b> – a free educational resource from Health Education England on children and young people’s mental health.</p> <p>- <b>Rise Above</b> is a website co-created and produced by young people.</p> <p>- <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</p> <p>- Barnardo’s <b>See, Hear, Respond</b> programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen</p>	L	<p><b>Head teacher/ quality lead/ team leader</b></p> <p><b>Pupils are well supported by the teaching assistant for their class. Pupils experiencing mental health issues during this time can be referred to the bridge for further 1:1 work</b></p>

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			by statutory agencies.		
Electrical safety / plant & equipment maintenance  Defective electrical equipment	M	-All equipment in the testing site area is either within twelve months of purchase or has an in-date PAT certificate/test label.	-Where need identified electrical equipment PAT.	L	Head Teacher/ Quality lead/ Team leader
Use of shared equipment	M	-There is to be no shared equipment.  -Where resources tables/chairs etc. have been used by other persons, they are to be cleaned between users.  -Bins located in the area of the testing stations.  -Bins emptied through out the testing process by the cleaner		L	Head Teacher/ Quality lead/ Team leader
Fire alarm activation	L	-Testing Staff and those being tested will congregate at the fire assembly point with the PPE and face coverings they were wearing during the testing area activity	-Testing area to be included in the Fire Emergency Plan.  -Testing Staff to be allocated an Assembly Point.	L	Head Teacher/ Quality lead/ Team leader
Pupils safeguarding	M	-All testing area staff who are <b>not</b> an existing member of staff will undergo an enhanced DBS check to ensure safeguarding of pupils and to mitigate against any situations where they are not being supervised by existing school staff  -Schools will, wherever possible, ensure that non-school testing staff are	-Schools to identify those requiring DBS checks	L	Head teacher/SLT/ quality lead/ team leader <b>All staff have DBS checks – all are existing members of</b>

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		supervised by existing members of school staff			<b>staff</b>
Transport on and off the school site by pupils and subject to LFD testing	<b>M</b>	<ul style="list-style-type: none"> <li>-Pupils subject to LFD testing on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, <b><u>will not apply</u></b> from the autumn term on dedicated transport.</li> <li>-Pupils over the age of 11 wear face coverings when accessing dedicated transport, unless exempt.</li> <li>- Records maintained of all pupils who travel on dedicated transport.</li> <li>- Where possible pupils should sit in the same seat when accessing dedicated transport.</li> <li>-Where need identified the school will liaise with DCC Integrated Transport Team.</li> <li>-Where need identified pupils will be met by staff members who will be supporting them during the school day at the identified drop off/pick up points on the school site.</li> <li>-Pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible.</li> <li>-Staff working with specific pupils/groups of pupils will support pupils where need</li> </ul>	<ul style="list-style-type: none"> <li>-Where possible Parent/Carers to Transport pupils to and from school.</li> <li>-Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle.</li> <li>-Parents/Carers are to ensure that pupils are to wash their hands for <u>20 seconds</u> prior to leaving their home.</li> <li>-Pupils <b>not able</b> to wash their hands/apply hand sanitizer are to be supported by Parents/Carers to wash their hands prior to leaving for school.</li> <li>-The school are to <u>ensure</u> that all pupils are met at the identified drop off points at the school.</li> <li>-The school are to ensure that all pupils are supervised when accessing transport vehicles at the end of the school day.</li> <li>-DCC Integrated Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk.</li> </ul>	<b>L</b>	<b>Head Teacher/ Quality lead/ Team leader</b> <b>Pupils will continue to use education transport in order to travel to and from school.</b> <b>All guidelines for face coverings should be followed in the vehicles</b> <b>A one way system is in place for pupils arriving and leaving</b>

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		<p>identified getting out of/into vehicles at the start and end of the day where need identified.</p> <ul style="list-style-type: none"> <li>-Social distancing, where possible will be maintained by staff members.</li> <li>-Staff to travel alone and use their own vehicles wherever possible if not able to walk to work</li> </ul> <p>Staff must use face coverings if on public transport</p> <ul style="list-style-type: none"> <li>-Staff wash their hands/apply hand sanitiser when re-entering the building.</li> <li>-Where need identified transport, arrangements included in individual pupil risk assessments.</li> </ul>			
Pupils independently travelling to the school site.	H	<ul style="list-style-type: none"> <li>-Social distancing guidance to be followed when accessing/egressing from car vehicles.</li> <li>-Bike sheds, if present and available, located in the open air.</li> <li>-Bike sheds that have access doors are to be included in the cleaning schedule for the school.</li> <li>-Pupils access the bike shed one at a time at the start and end of the school day</li> <li>-Demarcation floor markings in place at the entrance to the bike shed to allow for social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>-Parents/Carers and Pupils advised on the current guidance regarding accessing <a href="#">public transport</a>.</li> <li>-Pupils to be advised to adhere to <a href="#">staying alert</a> and social distancing guidance when away from the school.</li> <li>-Where more than one bike shed is in place consider allocating bike sheds to separate key stages to reduce mixing of age ranges/bubbles.</li> <li>-Notices in place on the bike sheds advising 1 pupil at a time to access the bike sheds.</li> </ul> <p>Staff presence in the outdoor areas at the start and end of the school day ensuring that pupils leave the school site by all available exits</p>	L	<p><b>Head Teacher/ Quality lead/ Team leader</b></p> <p><b>There are currently no pupils traveling to school independently</b></p> <p><b>Pupils who may do this should enter the school site in the same place as their class</b></p>

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Pupils refusing to social distance/follow hand washing/face covering procedures for Testing Area	H	<ul style="list-style-type: none"> <li>- Parents/Carers advised prior to the pupils returning to the school that <u>all</u> pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety.</li> <li>-Hand sanitiser made available where pupils refuse to wash hands.</li> <li>-Pupils are supervised when using hand sanitiser considering risks around ingestion.</li> <li>-Where pupils refuse to wash their hands or use hand sanitiser skin friendly skin cleaning wipes are used as an alternative</li> <li>-Individual needs of pupils identified and managed and risk assessments put in place where need identified.</li> <li>-Cleaning schedule in place for the testing area</li> <li>-Social distancing to be maintained whilst in testing area</li> <li>-Staff supporting pupil continue to adhere to regular hand washing and social distancing in the testing area</li> </ul>	<ul style="list-style-type: none"> <li>-Where defiant behaviours are anticipated review the schools Behaviour Policy.</li> <li>-Where need identified Individual Pupil risk assessments are to be put in place/reviewed to manage pupils whilst they attend the school.</li> <li>-Consideration be given to a phased return for identified pupil to manage risk.</li> <li>-Where pupils have refused to wash their hands and refuse to social distance, movement around the building to be restricted where possible.</li> <li>-Where need identified support be sought from the DCC SEND Team and Educational Psychologist Team.</li> <li>-Where need identified Staff wearing PPE when supporting pupils reviewed with the Head teacher.</li> </ul>	M	<p>Head teacher-As required</p> <p>Staff-Where need identified</p> <p>Head teacher-Where need identified.</p> <p>Staff-Immediate</p> <p>Head teacher-Where need identified.</p> <p><b>Extra hand washing stations are available in the classroom Time available for handwashing before and after break and lunch time. Teaching assistant to</b></p>

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					ensure that all pupils in the class wash their hands Clear signage is up in school to remind pupils and staff to wash hands regularly
Waste Management at the school testing site	M	-External bin store in place -Guidance for colour coding of <a href="#">waste contained in 'How to Guide'</a> <b>-Waste categories are:</b> <ul style="list-style-type: none"> <li>Domestic / recycling (all packaging) -Black bag</li> <li>Chemical (swabs/cartridges/tissues) - Unmarked Yellow or Clear bag</li> <li>Offensive (PPE, cloths, mop heads) - Tiger bag</li> </ul> -Cleaner wears identified PPE for their role when handling waste. -Contractor SLA in place to remove waste materials from the school site. -Waste removed from the school building at the end of each day and placed in the designated bin store area.	-Review the updated <a href="#">'How to Guide' Rapid Testing in Schools and Colleges</a> in relation to disposing waste from the test site. -Where need identified clinical waste contract to be put in place. -Review refuse collection SLA to ensure that it meets the current needs of the school given the potential increased waste from testing site activities	L	Head teacher/ Quality lead/ team leader/ Care taking staff  <b>Correct bins and bags are all in place and clearly labelled</b>
Home Testing Staff		-Separate LFD Home Testing risk assessment in place. -Staff transitioned to Home testing on the			

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		25 <sup>th</sup> February. -All Staff who have provided consent undertake twice weekly testing from W/C 5 <sup>th</sup> March 2021.			
Home Testing Pupils	H	Separate LFD Home Testing risk assessment in place. Home testing to commenced w/c 22 <sup>nd</sup> March 2021.		L	
Maintaining a testing area within the school	H	-The school are maintaining a small on-site LFD testing area on site so they can offer testing to pupils who are unable or unwilling to test themselves at home.		L	<b>Staff and parents will identify the small number of pupils who will continue to be tested in school</b>

Please see the Guidance Documents from The Government and the NHS and are subject to updates on a continuous basis.

## School based Guidance

### Department of Health & Social Care-Schools and Colleges Clinical Standard Operating Procedure (SOP)



School testing SOPv  
2.2 Jan 2021 DHSC fin

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	<a href="#"><u>School's coronavirus (COVID-19) operational guidance.</u></a>
	<a href="#"><u>'Why,who,what and when</u></a>
	<a href="#"><u>Mass asymptomatic testing: schools and colleges.</u></a>
	<a href="#"><u>Mass asymptomatic testing in specialist settings.</u></a>
	<a href="#"><u>NHS Test and Trace.COVID-19 National Testing Programme-Schools and Colleges Handbook</u></a>
	<a href="#"><u>'How to Guide' Rapid Testing for Schools and Colleges</u></a>
	<a href="#"><u>Workforce Planning Tool</u></a>
	<a href="#"><u>'Training Guide' Rapid Testing in Schools and Colleges</u></a>
	<a href="#"><u>Sample Quality Checklist, Risk Assessment Template and Competency Checklist for key roles</u></a>
	<a href="#"><u>Who's at higher risk from coronavirus.</u></a>
	<a href="#"><u>Guidance for full opening: schools</u></a>
	<a href="#"><u>Supporting children and young people with SEND as schools and colleges prepare for wider opening</u></a>
	<a href="#"><u>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</u></a>
	<a href="#"><u>Coronavirus (COVID-19): guidance on isolation for residential educational settings.</u></a>
	<a href="#"><u>Further and higher education: coronavirus (COVID-19)</u></a>
	<a href="#"><u>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u></a>
	<a href="#"><u>What parents &amp; carers need to know about early years providers, schools, and colleges.</u></a>

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	<a href="#"><u>Remote education support.</u></a>
	<a href="#"><u>Extra mental health support for pupils and teachers</u></a>
	<a href="#"><u>Staying alert and safe (social distancing)</u></a>
	<a href="#"><u>Coronavirus (COVID-19): test kits for schools and FE providers</u></a>
<b>DCC Extranet</b>	
	<a href="#"><u>Health and Safety COVID-19 file</u></a>
	<a href="#"><u>Extranet cleaning schedules</u></a>
<b>Health related guidance</b>	
	<a href="#"><u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></a>
	<a href="#"><u>NHS Test and Trace</u></a>
	<a href="#"><u>Staying alert and safe (social distancing)</u></a>
	<a href="#"><u>Coronavirus symptoms</u></a>
	<a href="#"><u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></a>
	<a href="#"><u>Face coverings: when to wear one, exemptions, and how to make your own</u></a>
	<a href="#"><u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></a>
	<a href="#"><u>COVID-19 – ‘shielding’ guidance for children and young people</u></a>
	<a href="#"><u>Understanding Coronavirus test results</u></a>
	<a href="#"><u>What to do if a child is displaying Covid symptoms</u></a>

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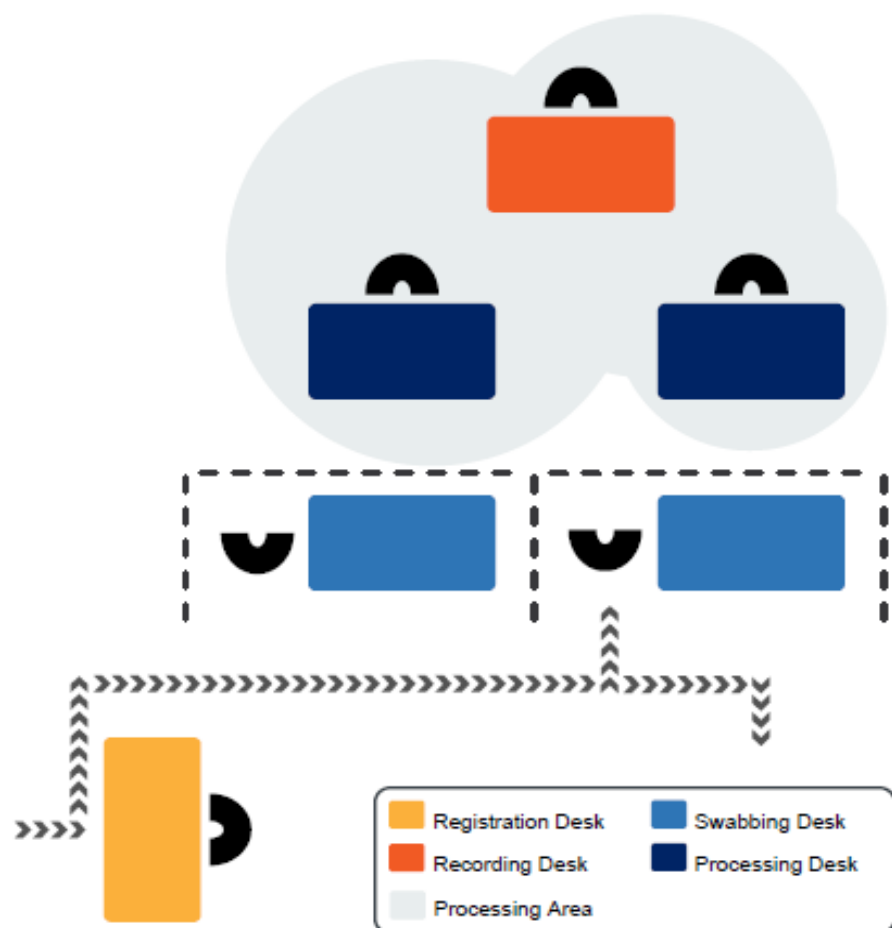
**Appendix 1-Testing area layout guidance.**

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# What your testing site will look like

Testing sites can be set up in spaces of varying sizes provided they meet some key layout requirements



## Key layout requirements

- test site flooring must be **non-porous** and the test site cleanable with the approved cleaning product
- test site must be **well lit** and have **good airflow** with no recirculation of air
- the ambient **temperature should be 15-30°C** for the lateral flow devices to operate and 2-30°C for storing them
- **registration desk** at the first point where individual being tested would enter the test site
- **one-way direction of travel** for pupils/students or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance
- test subject chairs in the swabbing bay should be **minimum of 2m apart**
- each **swabbing desk must have a processing desk** close by – no more than 1m away. **Recording desk** to be located close by
- **clear division between swabbing and processing area**. This should be clearly set out. Individuals being tested must not enter the processing area.
- further information on **waste disposal** will be provided shortly
- further details of how to set up your testing area will be made available via the webinars

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Appendix 2 Desk Layouts



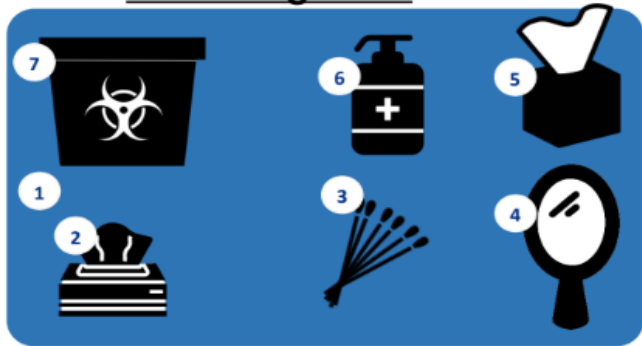
Setting up your test site

Desk Layouts



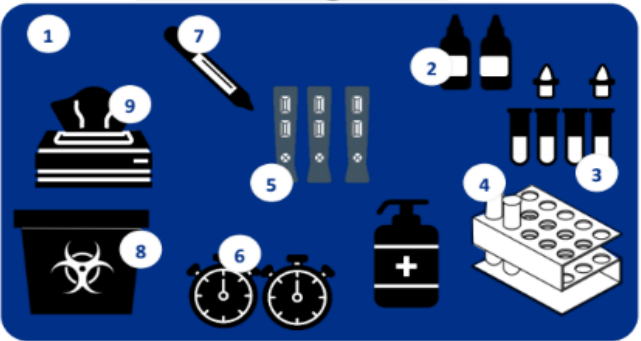
- 1. Table
- 2. Disinfectant wipes (1 per bay)
- 3. Swabs / test kit (LFD & PCR) – keep in cover
- 4. Mirror (for supervised swabbing only)
- 5. Tissues (for test participants)
- 6. Sanitiser (1 per bay)
- 7. Waste (bin, bags & disposal)

Swabbing Desk



- 1. Table
- 2. Buffer solution
- 3. Vials
- 4. Test tube racks (to place vials & transport)
- 5. LFD devices – keep in cover
- 6. Clock / Timer (x2 minimum)
- 7. Stationery (black markers)
- 8. Waste (bin, bags & disposal)
- 9. Disinfectant wipes (1 per bay)

Processing Desk



- 1. Table
- 2. Computer
- 3. Sanitiser (x1 bottle)
- 4. Barcodes (roll of multiple)
- 5. Test Registration cards (multiple)

Registration Desk



- 1. Table
- 2. Computer
- 3. Waste (bin, bags & disposal)

Recording Desk

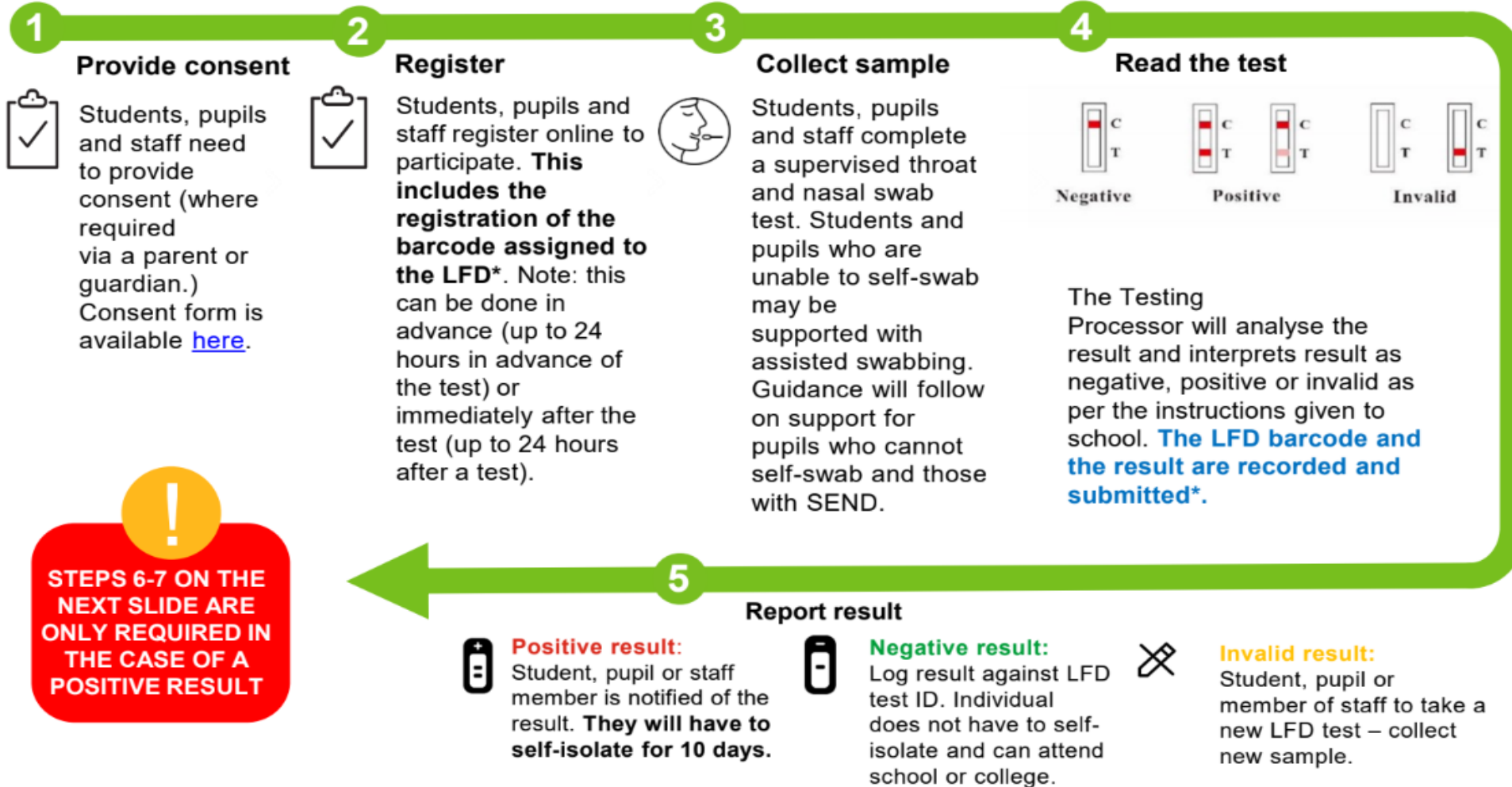


No personal items should be brought to the test site. Disposal water glasses/ bottles may be provided in a dedicated area to support hydration during long testing sessions but this activity should only be undertaken after removing PPE and proper handwashing. All disposables should be discarded before leaving the testing area.

Appendix 3 Testing journey

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# The testing journey

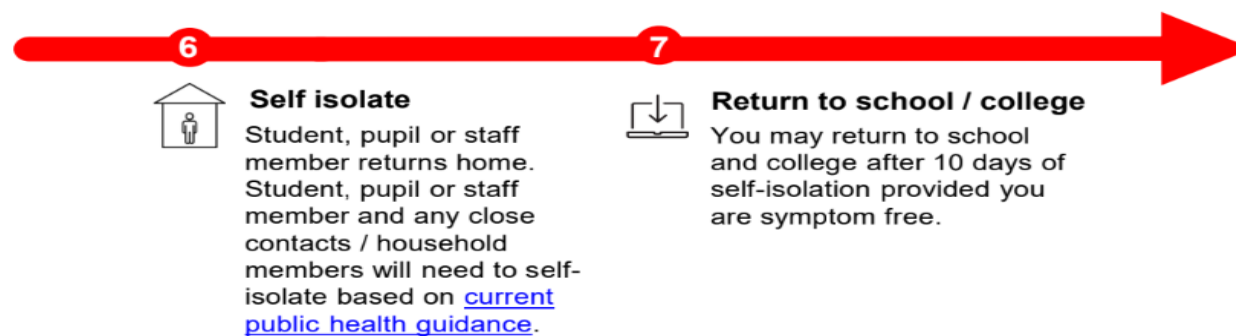


## Appendix 4 Positive result

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## The testing journey: positive result

For individuals who have returned a positive LFD test, schools and colleges should follow the following steps:



**If, at any point, a student, pupil or staff member begins displaying symptoms they must follow [government guidelines](#).**

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## HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

1

IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED. YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE IT WON'T HURT YOU



2

IF NEEDED BLOW YOUR NOSE. THEN WASH AND DRY YOUR HANDS (OR SANITISE YOUR HANDS). REMOVE THE SWAB, BEING CAREFUL NOT TO TOUCH THE SOFT PART



3



OPEN YOUR MOUTH WIDE AND USE THE SWAB TO RUB THE BACK OF YOUR THROAT FIRMLY 6 TIMES ON EACH SIDE

4



REMOVE THE SWAB CAREFULLY AND GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL

5



GENTLY REMOVE THE SWAB, SO IT CAN BE PLACED IN A TUBE FOR TESTING

6

THAT'S IT, YOU'RE ALL DONE AND YOUR TEST IS COMPLETE. YOUR SCHOOL WILL LET YOU AND YOUR PARENT OR CARER KNOW WHAT HAPPENS NEXT



## Appendix 6.

  
 Test and Trace

### HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

**1**




YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED

**2**

YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU



**3**



BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART

**4**



10 SECS

OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

**5**



REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS

**6**



GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL, THIS WILL TAKE 10-15 SECONDS

**7**

AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP

**8**



YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, THIS TAKES ABOUT 30 MINUTES

**9**



YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT

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