

### Section 3 - On site and Home Mass Asymptomatic Testing for Secondary and SILC settings.

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
<b>Secondary and SILC schools - staff - twice weekly home testing 3 / 4 days apart (where possible) and 1 test on site for pupils on return to school followed by twice weekly home testing. Detailed guidance is available on the DfE Schools Portal.</b>				
<b>On Site Mass Testing</b>				
	<b>1.1 Assessing and identifying the staff and area(s) to be used.</b>			
	<b>1.1.1</b> 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as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual or parent / carer at any time and they should not be directed to or forced to take the tests.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.	Email sent to all staff with details of lateral flow weekly testing programme (information from standard letter used) along with privacy notice, consent form and leaflet on testing. Email sent staff on 15/01/2021. Consent recorded on COVID testing register and copies of consent from secured securely. Communication sent to parents via DoJO 26/02/2021	Director of Operations	15/01/2021 and 26/02/2021
	<b>1.1.2</b> 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.	Testing areas set up at Boston Spa Learning (art room) and Woodhouse Learning (activity hall)	Director of Operations/Educators	In place as at 15/01/2021
	<b>1.1.3</b> 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.	The Director of Operations and Educators (2 per site) have attended the training - Educators to carry out the testing	Director of Operations/Educators	In place as at 15/01/2021
	<b>1.1.4</b> Staffing levels should be sufficient to allow breaks for staff and to reduce risk of errors due to fatigue.	See above		In place as at 15/01/2021
	<b>1.1.5</b> Identify 1 / more than 1 suitable dedicated testing area(s) in the school. Testing areas require:			
	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.	One testing area per site - Boston Spa Learning (art room) and Woodhouse Learning - activities hall with separate table for each part of the process	Director of Operations/Educators	In place as at 15/01/2021
	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.	In place	Director of Operations/Educators	In place as at 15/01/2021
	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.	Rooms have non porous floor	Director of Operations/Educators	In place as at 15/01/2021
	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.	One person tested at a time	Director of Operations/Educators	In place as at 15/01/2021


	<b>1.2</b>	<b>Setting up the Testing Area.</b>			
	<b>1.2.1</b>	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.	Only one person tested at a time. Separate tables used for each part of the testing process. Each test is labelled and held separately whilst results are awaited.	Director of Operations/Educators	In place as at 15/01/2021
	<b>1.2.2</b>	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.	Exit marked and staff directed to exit on finishing	Director of Operations/Educators	In place as at 15/01/2021



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<b>ST 1. Setting Up the Testing Area.</b>	<b>1.2.3</b>	Testing bays should be set up and provided with the facilities outlined in the How to Guide.	In place	Director of Operations/Educators	In place as at 15/01/2021
	<b>1.2.4</b>	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.	Seat available at each table for use by those being tested. Wipes available for cleaning after use	Director of Operations/Educators	In place as at 15/01/2021
	<b>1.2.5</b>	Consider if alternative tables / facilities are required for persons in wheelchairs.	N/A		
	<b>1.2.6</b>	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.	Mirrors purchased for the testing programme , wiped down after use	Director of Operations/Educators	In place as at 15/01/2021
	<b>1.2.7</b>	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.	N/A		
	<b>1.2.8</b>	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.	Wash basin available in art room at Boston Spa. Toilet facilities nearby at Woodhouse	Director of Operations/Educators	In place as at 15/01/2021
	<b>1.2.9</b>	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.	There is a daily timetable in place, reviewed on a regular basis. Timetable drawn up by TLCO/TLIs	TLCOs/TLIs	Ongoing
	<b>1.2.10</b>	In addition to or instead of timers in each bay, it may be 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.	Timers and clock available in the testing room	Director of Operations/Educators	In place as at 15/01/2021
	<b>1.2.11</b>	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 unfitted or foot operated. See also Waste disposal below.	Waste disposal bins available by each table	Director of Operations/Educators	In place as at 15/01/2021

	1.2.12	processing. 	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	Test prepared for each person prior to entering	Educarers	Ongoing
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	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 :	As one person is tested at a time. One sheet per school site can be used	Educarers	Ongoing
	<b>1.3 After mass on site testing of pupils has been completed</b>				
	1.3.1 <p>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.</p>	Testing areas have been identified moving forward - the medical room at Boston Spa and the at Woodhouse Learning	Educarers	Ongoing	
<b>ST 2. Training / competency</b>	2.1 <p>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.</p>	Training has been completed, certificates held by Director of Operations	Director of Operations/Educarers	15/1/2021	
	2.2 <p>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. This is</p>	Dummy runs undertaken	Director of Operations/Educarers	15/1/2021	

		especially important as the Orient Gene and other tests are carried out / processed differently to the Innova tests.			
	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.	This will be taken account of in timetabling	TLCOs/TLIs	wef 08/03/2021
	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.	see 2.1	Director of Operations/Educators	Ongoing
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.	Kits stored in LM office and Facilities office (Boston Spa Learning and Educator office Woodhouse Learning)	Director of Operations/Educators	Ongoing
	3.2	Storage areas should be lockable and access restricted to authorised personnel only.	See above	Director of Operations/Educators	Ongoing
	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.	Stock checked by Educators and reported to TLIs/Director of Operations	Director of Operations/Educators	Ongoing
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.	Educators/Facilities staff have been advised of the requirements in relation to waste management	Director of Operations/Educators	wef 08/03/2021
	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.	Staff working in testing areas have undertake training in relation to PPE	Educators	Ongoing

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ST 5. PPE	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 supply of PPE for use whilst testing, in line with DfE guidance, school has plentiful supply of PPE. The supply, is reviewed weekly to ensure sufficient is available. PPE ordered from the Leeds PPE store. The guidance sheets on putting on and taking off PPE have been printed and laminated and are displayed in the rooms used.	Educators	Ongoing
	5.3	<b>Staff processing / handling the tests</b> 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.	See above	Educators	Ongoing
	5.4	<b>Staff undertaking cleaning</b> 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.	See above	Facilities staff	Ongoing
	5.5	<b>All other staff working in the testing area e.g.</b> co-ordinating supplies and queuing, registering and recording should wear IIR masks at all times and use and replace these in	See above	Educators	Ongoing

		line with Point 17. PPE in Section 2 of this RA and at the end of each session including breaks.			
	5.6	<b>Persons taking the test</b> 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.	See above	Test subject	Ongoing
	5.7	<b>Staff directly assisting persons</b> 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.	See above	Educarers	Ongoing
	5.8	<b>All Testing centre staff</b> 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.	See above	Director of Operations/Educarers	Ongoing
		<b>Before the Test</b>			
	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 are provided with guidance on to register themselves and are provided with support as needed. Pupils will be supported by Educarers should they participate in the process	Director of Operations	15/1/2021
	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 pupils have higher anxiety it is possible to carry out 1 : 1 controlled walk through of the area. All staff and pupils / parents / carers should be provided with the privacy statement.	Staff have been provided with the leaflet on testing	Director of Operations	15/1/2021
	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. If a pupil cannot swab their nostrils an Innova test with just a throat swab can be used instead of one of the nasal only tests.	Staff and pupils (where participating) are supported in the testing process by the Educarer	Educarers	Ongoing

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ST 6. Conducting the on site tests	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 are supported in the testing process by the Educarer	Director of Operations/Educarers	Ongoing

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.	Staff are advised that they can withdraw consent if they wish at any time	Director of Operations/Educators	Ongoing
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).	Families asked 26.2.2021 if they wish their secondary aged child to participate if they can self administer on their return to school	Principal	26.2.2021
6.7	All pupils can be part of the on site or home testing programmes. Staff carry out twice weekly home testing.	Staff have been provided with home testing packs and guidance. Staff testing no longer carried out on site	TLLs/Director of Operations	w/c 1.3.2021
6.8	Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking twice weekly LFD tests in the 90 day period after the PCR test. Staff and pupils that have had the Covid-19 vaccine can still take part in the LFT programme. Due to the Omicron variant staff and pupils who have had a positive PCR test in the last 90 days are now advised to take part in daily testing if required as a close contact.	This is taken into account when the timetable is put in place	TLCOs/TLLs	Ongoing
6.9	It is recommended that pupils to be tested are given an appointment time / time slot to attend or (if the number of bays and waiting space allows) this may be a group time. If pupil testing starts from the first day of term / attendance 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.	Pupils wishing to self administer will be provided with an appointment time for each on site test	TLCOs/TLLs	Ongoing
6.10	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.	Staff are advised that they must not attend work if they have COVID symptoms, notices displayed in reception, They are also asked before they take the test if they have symptoms	Educators	Ongoing
6.11	Due to the nature of the activity in the test centre social distancing should still be followed inside the centre.	Tests are timetabled during the day to best meet the needs of the class	TLCOs/TLLs	Ongoing
6.12	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 retaking of inconclusive tests as soon as possible.	Tests are timetabled during the day to best meet the needs of the class	TLCOs/TLLs	Ongoing
	<b>During the Test</b>			
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.	Those being tested are asked to sanitise their hands at every stage of the process	Test subject	Ongoing
6.13	Persons being tested should wash their hand / sanitise immediately before / upon entering the testing area.	See above	Test subject	Ongoing
6.14	Persons undertaking the test should be informed they must sanitise their hands before / after they carry out the test. If pupils are wearing face coverings they should also sanitise 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.	Test instructions are displayed on the table	Test subject	Ongoing
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 any face coverings.	Test subjects are supported in the opening of the swab as necessary	Educators	Ongoing

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	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.	The rack is placed on the table ready for the swab to be inserted in the tube by the test subject	Educarers	Ongoing
	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.	In place	Educarers	Ongoing
	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.	In place	Educarers	Ongoing
	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.	In place	Educarers	Ongoing
	6.20	Tests should be handled and processed in line with the guidance in the How to Guide.			
	6.21	Results should be actioned as below in 7.			
	7.1	Positive result - individual and their household (if not exempt from isolation) 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. Close contacts if known should start daily LFD testing and test for 7 days. 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.	In place - subjects advised that this course of action will be needed in the case of a positive test	Director of Operations/Educarers/Seni or Leaders	Ongoing
	7.2	NHS Test and Trace will undertake any close contact tracing. All Positive LFD tests 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 and any household members isolating as a close contact can end isolation unless they have symptoms of Covid 19.	In place	Director of Operations/Heads of School	Ongoing
	7.3	<b>Negative result</b> - individual and household can continue as normal.	In place	Educarers	Ongoing
	7.4	<b>Invalid result</b> - 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.	Tests are repeated immediately in the case of a void result	Educarers	Ongoing
	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.	Subjects advised to seek PCR test	Educarers	Ongoing
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.	In place	Educarers	Ongoing
	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.	In place	Educarers	Ongoing



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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.	Test subjects asked to wipe down area after use	Test subject	
	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 briefed on cleaning requirements - touch surfaces included in daily cleaning regime	Facilities staff	Ongoing
	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.	As above	Facilities staff	Ongoing
	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.	Room locked when not in use	Facilities staff	Ongoing
ST 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.	COVID register kept by Directions of Operations with access to only limited staff	Director of Operations	Ongoing
	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.	See above	Director of Operations	Ongoing
	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.	In place	Director of Operations	Ongoing
	10.4	All positive results should also be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	Results also recorded on COVID tracker	Director of Operations	Ongoing
<b>Home Mass Testing</b>					
	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.	Briefing guidance document along with a copy of the self testing booklet and details of how to access the test video. This was provided by email to all staff on 02.02.2021	Director of Operations	Ongoing
	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	See above	Director of Operations	Ongoing
	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.	See 11.1 Testing register established, completed by Director of Operations/TLIs	Director of Operations	Ongoing
	11.4	Set up a system of recording the distribution of test packs and the results of testing carried out.	Test kit log established, all staff required to sign for receipt of test	Director of Operations	Ongoing
		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 :	The Director of Operations acts as COVID coordinator and registration assistant for Boston Spa Learning, the TLIs act as registration assistants for Woodhouse Learning	Director of Operations/TLIs	Ongoing



	a) who is communicating with staff and pupils and addressing any personal issues / concerns with regards to testing they may have.	TLCOs manage the conversations with families regarding the testing process	TLCOs	Ongoing
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T11. Organising the home testing system



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T11. Organising the home testing system	11.5	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.	The process has been established by the Director of Operations and will be implemented at Boston Spa by the Director of Operations and at Woodhouse by the TLIs.	Director of Operations/TLIs	Ongoing
		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.	Results are reported via a specific email address monitored by the Director of Operations/TLIs. Positive cases will be managed by the Director of Operations in liaison with the Principal/Vice Principal. Any reported incidents will be managed by the Director of Operations	Director of Operations/TLIs	Ongoing
		d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form.	See above		
		e) who is managing the storage, stock control and re-ordering of test kits.	Stock levels are monitored by the Director of Operations/TLIs	Director of Operations/TLIs	Ongoing
		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.	This has been included in the guidance document	Director of Operations
	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 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.	Collection point established for distribution of tests, staff asked to collect tests, social distancing maintained	Director of Operations/TLIs	Ongoing
	11.8	The lot numbers of the testing kits provided should be recorded on arrival.	Test kit log established	Director of Operations/TLIs	Ongoing
	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.	Kits stored in lockable cupboard on school	Director of Operations /TLIs
12.2		Storage areas should be lockable and access restricted to authorised personnel only.	See above		
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.	Stocks monitored by Director of Operations/TLIs	Director of Operations/TLIs	Ongoing
ST 13. Issuing tests	13.1	Staff and pupils are expected to sign for the receipt of their test kits.	Home testing kits have been offered to all staff. Staff have been advised that they need to sign for receipt of test kits	Director of Operations	2.3.2021

	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.	Staff given the opportunity to participate as appropriate	Director of Operations	Ongoing
	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.	Included in guidance notes	Director of Operations	Ongoing
	13.4	It is recommended staff and pupils are given time slots for the collection of their test kits to avoid	Test kits distributed to staff, face covering worn in accordance with school protocols	Director of Operations/TLIs	Ongoing
	13.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.	A form has been designed for staff to sign, this information is then transferred to the test kit log. This includes receipt of instructions	Director of Operations	2.3.2021
	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 lose the leaflet.	See above	Director of Operations	2.3.2021

### Section 3 - On site and Home Mass Asymptomatic Testing for Secondary and SILC settings.

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Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
ST14. Conducting the Tests	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.	Guidance notes prepared for staff and pupils on the testing process	Director of Operations	2.3.2021
	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.	see above - tests carried out at home	Director of Operations	2.3.2021
	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 to 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.	Tests carried out at home	Director of Operations	2.3.2021
	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. Staff and pupils that have had the Covid-19 vaccine can still take part in the LFD testing programme.	Included in guidance notes	Director of Operations	2.3.2021
	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.	Tests stored in school in accordance with Guidance	Director of Operations	2.3.2021
	14.6	There are a number of different types of tests available / in circulation now. Staff and pupils should follow the relevant guidance that comes with the test kit they are using at the time including the safety instructions.	Tests carried out at home	Director of Operations	2.3.2021

	14.7	<b>If a test result is inconclusive / Void</b> 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.	Included in guidance notes	Director of Operations	2.3.2021
	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.	Included in guidance notes	Director of Operations	2.3.2021
	14.9	As soon as possible after a positive or negative result staff and pupils should upload their results to the NHS online at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or by contacting 119. They must also inform the school via the identified route / at the identified time.	Included in guidance notes	Director of Operations	2.3.2021
	14.10	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.	Included in guidance notes	Director of Operations	2.3.3021
ST 15. Test results and actions to take	15.1	Positive result - individual and their household if not exempt should start self isolation straight away and the individual should get a PCR test to confirm the result. Close contacts who are exempt from isolation are strongly advised to carry out daily LFD tests for 7 days (unless under 5).	The guidance note includes the action required in the case of a positive test, neagive and void result	Director of Operations	2.3.2021
	15.2	NHS Test and Trace will undertake any close contact tracing.	See above		
	15.3	If the PCR test is taken within 2 days of the LFD test and is negative the individual and any close contacts isolating or testing daily can end isolation or daily testing unless they have symptoms of Covid 19.	See above		
	15.4	<b>Negative result</b> - individual and household can continue as normal unless they have symptoms of Covid-19.	See above		





