

**Section 4 - Mass Asymptomatic Testing for Primary and Nursery settings - daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme.**

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
<b>Primary and School Nursery Settings - currently limited to twice weekly staff home tests. Guidance and Resources are available on the Primary School Portal - a link is available on the Leeds for Learning Health, safety and Wellbeing Home page. Through schools where the Primary / Nursery and Secondary bases are on the same site should follow the Secondary schools testing process if safe access is available to the Secondary testing area. If based on separate sites the Primary / Nursery process should be followed.</b>				
<b>PT1. Organising the testing system.</b>	<b>1.1</b> Staff should be provided with the school amended letter for staff and privacy notice (on the Primary schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the primary schools portal to enable them to make an informed decision regarding consent for weekly testing. It is recommended this is done as a group in staff meetings to give a consistent message and it could be done via a virtual staff meeting with time during / after fro staff to ask questions / raise any issues or concerns. As this may involve large groups of staff and be of some length it is recommended this is <b>not</b> done face to face to minimise the risk of transmission / potential contacts.	E-mail sent to staff containing all resources. Updated guidance distributed with test packs also.	SN & JO	21/1/2021 & 26/1/2021
	<b>1.2</b> Staff 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	Staff informed in E-mail. Tests to be carried out on a Monday & Thursday morning or their first day in school if this falls elsewhere.	SN & JO	26/01/2021
	<b>1.3</b> Identify and record which staff 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.	Staff consent by collecting their test kits from the school office. It has been made clear that the test is voluntary and advice has also been given to staff who have additional medical needs, e.g swabbing both nostrils rather than throat if required.	SN & JO	26/01/2021
	<b>1.4</b> Set up a system of recording the distribution of test packs and the results of testing carried out.	Data will be collected using Excel spreadsheet from Government portal. Staff have been given instructions of how to report to the Government and the channels of reporting that need to be followed in school, depending on the status of their result.	JO	26/01/2021
	<b>1.5</b> 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 : a) who is communicating with staff and addressing any personal issues / concerns with regards to testing they may have. b) who is distributing the correct number of kits to staff, ensuring staff have the right instructions and are signing for the test kits. c) who is the point of contact for staff 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. d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form. e) who is managing the storage, stock control and re-ordering of test kits.	Roles have been assigned  Deputy Headteacher  Business Manager  Business Manager  Business Manager  Business Manager	SN & JO  SN  JO  JO  JO	26/01/2021  26/01/2021  26/01/2021  26/01/2021
	<b>1.6</b> It is recommended staff 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.	Deputy Headteacher	SN	26/01/2021

	1.7	Set up a collection point in school for the distribution of the test packs - this should be a big enough space to allow social distancing for the numbers permitted to enter the space at any one time and be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2°C and 30°C . For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen.	Business Manager	JO	26/01/2021
	1.8	The lot numbers of the testing kits provided should be recorded on arrival.	Business Manager	JO	26/01/2021
<b>PT 2. Storage and management of Testing Materials / Supplies for the Testing area.</b>	2.1	Testing kits should be stored between 2°C and 30°C.	Test kits are stored in the Business officers' office that meets the required temperature.	JO	26/01/2021
	2.2	Storage areas should be lockable and access restricted to authorised personnel only.	Office is lockable when Business Manager is not working in school.	JO	26/01/2021
	2.3	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.	Business Manager to keep a weekly checklist regarding the stock of tests.	JO	26/01/2021
	3.1	The tests should only be offered to staff who attend the school setting and not those working from home. Staff are expected to sign for the receipt of their test kits.	All staff who are employed by the school have received notification and advice surrounding expectations for testing.	SN	26/01/2021
<b>PT 3. Issuing tests</b>	3.2	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.	No tests have been offered to outside agencies as yet.	SN	26/01/2021
	3.3	All staff 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.	Staff have been instructed to test on a Monday and Thursday morning.	SN	26/01/2021
	3.4	It is recommended staff are given time slots for the collection of their test kits to avoid staff congregating in the area. You may wish to allocate a member of staff to deliver the testing kits to staff in where they are based. Staff distributing / collecting test kits must wear face masks / face coverings, maintain a 2m distance and hand sanitise before / after handling kits.	Staff have been given time slots to collect their tests. Staff are timetabled so are asked to collect their test kits on the Friday before they are due to attend work. A strict policy is in place for only 1 person to enter the office at any given time and staff are notified of this on the office door.	SN & JO	26/01/2021
	3.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.	Test Kit log is being completed by the Business Manager.	JO	Ongoing
	3.6	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 are also sent a copy of this electronically and it is placed on the schools internal system (if there is one) so staff can still access the instructions if they lose the leaflet.	Test kits have been distributed with the additional update advice.	JO	Ongoing
		4.1	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 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.	Tests will be completed on a Monday & Thursday.	SN & JO
<b>PT 4. Conducting the Tests</b>	4.2	Consider the time consenting staff will take the test. This may be : a) in the morning to minimise the chance of being exposed to Covid after taking the test or (b) late afternoon / evening to enable time for the school to take action re close contacts / manage absences in the event of a positive LFT and for staff to have the time to re-take a test if they get void results.	Staff have been asked to take their tests on a morning before consuming food or drink.	SN	26/01/2021
	4.3	Staff that have had a positive PCR test in the last 10 days should not take a LFD test in the 10 day period after the PCR test. Staff can resume Lateral flow testing on their return from isolation. Staff that have had the Covid-19 vaccine can still take part in the LFT programme.	Staff have been advised.	SN	29/01/2021
	4.4	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.	Test kits are stored in the Business managers office that meets the required temperature.	SN	26/01/2021
		Staff should : a) wait at least 30 minutes after eating or drinking anything before starting the test.	Staff have been informed via E-mail.	SN	26/01/2021
		b) Not start their test if they have had a nosebleed in the last 24 hours - if this is the case they should inform the school and take a test when the 24 hours has elapsed if possible bearing in mind the need to take the 2 tests 3 / 4 days apart. If only one nostril has bled they can swab the other one.	Staff have been informed via E-mail.	SN	26/01/2021

	4.5	c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove the jewellery first.	Staff have been informed via E-mail.	SN	29/01/2021
		d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy.	Staff have been informed via E-mail.	SN	26/01/2021
		e) Wash their hands or hand sanitise before taking the test.	Staff have been informed via E-mail.	SN	26/01/2021
		f) Use a clean, flat surface and, if doing more than one test, make sure they sanitise their hands each time.	Staff have been informed via E-mail.	SN	26/01/2021
		g) Time the test and check their results at the 30 minute point as tests results are invalid if left any longer.	Staff have been informed via E-mail.	SN	26/01/2021
4.6	<b>If a test result is Inconclusive / Void</b> the individual should take another LFT 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 should arrange to have a PCR test.	Staff have been informed via E-mail.	SN	26/01/2021	
4.7	The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel. <b>If the solution included the throat and nose sample, the area should be appropriately disinfected using household disinfectant.</b>	Staff have been informed via E-mail.	SN	26/01/2021	
4.8	As soon as possible after a positive or negative result staff 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.	Staff have been informed via E-mail.	SN	26/01/2021	
4.9	Staff 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 page 17.	Staff have been informed via E-mail.	SN	26/01/2021	
PT 5. Test results and actions to take	5.1	<b>Positive result</b> - individual and their household should start self isolation straight away and the individual should get a PCR test to confirm the result.	Staff have been informed via E-mail. Staff should email Sean Nicholson, Bethan Tidey and Jess Oxley.	SN	26/01/2021
	5.2	Only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFT. For this reason household contact isolation and the tracing and isolation of close contacts of the positive case should take place at the point of a positive LFT and should not wait for the PCR test result.	Staff have been informed via E-mail.	SN	26/01/2021
	5.3	If the PCR test is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19.	Staff have been informed via E-mail.	SN	26/01/2021
	5.4	<b>Negative result</b> - individual and household can continue as normal unless they have symptoms of Covid-19.	Staff have been informed via E-mail.	SN	26/01/2021
	5.5	<b>Inconclusive / Void result</b> the individual should take another LFT as soon as possible using a new test kit but not reusing anything from the first kit. Relevant action will then be taken when a positive / negative result is obtained. If both tests are void the member of staff should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic.	Staff have been informed via E-mail.	SN	26/01/2021
PT 6. Record keeping / Reporting.	6.1	Schools must keep records of : a) the consent forms and any withdrawal of consent, b) the test kits distributed (a test kit log) including staff signatures on collection and c) their own records of the results of tests.	Staff have not been asked to complete a consent form following Hr advice, but have been made aware that the collection of the test kits is deemed as their individual consent.	SN & JO	26/01/2021
	6.2	Records must be kept in accordance with GDPR requirements.	Business Manager records follow GDPR guidance.	JO	26/01/2021
	6.3	The test kit log and the test results register / log must be separate documents. There are samples of each in the templates section of the Primary School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples.	Both examples from the Portal are being used separately.	JO	26/01/2021
	6.4	The test kit log and test results register should be kept for a minimum of 8 years after the last entry.	Results will be kept for the 8 year period.	JO	26/01/2021
	6.5	All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	Headteacher to report positive cases using PCIF	NE	26/01/2021
PT 7. Waste Disposal	7.1	Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste.	Staff have been informed via E-mail.	SN	26/01/2021