

**Section 4 - Home 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.</b>				
<b>PT1. Organising the testing system.</b>	1.1 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.	Staff were provided with documentation and guidance at the start of testing. New staff will receive instruction as part of induction.	AR/JF	22/08/2021
	1.2 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	Contained in school guidance document	AR/JF	22/08/2022
	1.3 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as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests.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 Coved - 19.		AR/JF	22/08/2021
	1.4 Set up a system of recording the distribution of test packs and the results of testing carried out.	Clipboard in office - Test kits to be signed for when collecting	JF	22/08/2021
	1.5 One or more COVID-19 co-ordinators school be identified and they may need to be supported by a separate Registration Assistant. The roles each person will carry out should be identified and should include :			
	a) who is communicating with staff and addressing any personal issues / concerns with regards to testing they may have.	AR/JF	AR	22/08/2021
	b) who is distributing the correct number of kits to staff, ensuring staff have the right instructions and are signing for the test kits.	AR/JF	JF	22/08/2021
	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.	AR	AR	22/08/2021
	d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form.	AR	AR	22/08/2021
	e) who is managing the storage, stock control and re-ordering of test kits.	JF	JF	22/08/2021
1.6 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.	Communicated with initial instructions	AR	22/08/2021	
1.7 Set up a collection point in school for the distribution of the test packs - this 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.	School office store	AR/JF	22/08/2021	
1.8 The lot numbers of the testing kits provided should be recorded on arrival.		JF	22/08/2021	
2.1 Testing kits should be stored between 2°C and 30°C.		JF	22/08/2021	

PT 2. Storage and management of Testing Materials / Supplies for the Testing area.	2.2	Storage areas should be lockable and access restricted to authorised personnel only.	School office store only accessible by staff and locked when unattended	JF	22/08/2021
	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.		JF	22/08/2021
PT 3. Issuing tests	3.1	The tests should be offered to all staff. Staff are expected to sign for the receipt of their test kits.		AR	22/08/2021
	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.	Testing kits offered to catering, sports coaching and cleaning staff who are regularly in school but employed by other organizations.	AR/JF	22/08/2021
	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.		All staff consenting to testing	22/08/2021
	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 hand sanitise before / after handling kits.	Small staff numbers mean that this is not required	AR	22/08/2021
	3.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.		JF	22/08/2021
	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 loose the leaflet.		JF	22/08/2021
PT 4. Conducting the Tests	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.	FT staff to test Sunday and Wednesday. Where working patterns mean that a staff member is not in school on certain days alternative arrangements have been put in place.	AR	22/08/2021
	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 to 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.	Testing to take place in the evening of the set days to allow time for contingency plans to be put in place as the result of a positive test.	AR	22/08/2021
	4.3	Staff that have had a positive PCR test in the last 90 days are now advised to take part in twice weekly LFD tests within the 90 day period after the PCR test. Staff that have had the Covid-19 vaccine can still take part in the LFT programme. Due to the Omicron variant staff and pupils who 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.		AR	05/01/2022
	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.		JF	22/08/2021
	4.5	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.		All staff consenting to testing	22/08/2021
	4.6	If a test result is Inconclusive / Void 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.		All staff consenting to testing	22/08/2021
	4.7	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.		All staff consenting to testing	22/08/2021

	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.	AR to be immediately informed of positive tests. All test results to be recorded on the Microsoft recording form (details in the staff guidance document)	All staff consenting to testing	22/08/2021
	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.		JF	22/08/2021
PT 5. Test results and actions to take	5.1	<b>Positive result</b> - individual and their household if not exempt should start self isolation straight away. Close contacts who are exempt from isolation are strongly advised to carry out daily LFD tests for 7 days (unless under 5).		All staff	10/01/2022
	5.2	NHS Test and Trace will undertake any close contact tracing.		AR	22/08/2021
	5.3	From 11th January 2022 individuals with a positive LFD tests are no longer required to get a PCR test to confirm the result and will be required to self isolate immediately. There are a few exceptions to this revised approach: a) people who are eligible for the £500 Test and Trace Support Payment (TTSP) will still be asked to take a confirmatory PCR if they receive a positive LFD result, to enable them to access financial support, and b) people participating in research or surveillance programmes may still be asked to take a follow-up PCR test, according to the research or surveillance protocol.		All staff	10/01/2022
	5.4	<b>Negative result</b> - individual and household can continue as normal unless they have symptoms of Covid-19.		All staff	22/08/2021
	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.		All staff consenting to testing	22/08/2021
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.		AR/JF	22/08/2021
	6.2	Records must be kept in accordance with GDPR requirements.		AR/JF	22/08/2021
	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.	See school documentation	AR/JF	22/08/2021
	6.4	The data in the LFD test kit log should not be kept in the log for longer than 12 months from the date on which it is collected. Please note that the Department of Health and Social Care may request data from the test kit log at any time within the 12 month period. The test results register should be kept for a month after the last entry.		AR/JF	22/08/2021
	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 ( <a href="mailto:DCS.alert@leeds.gov.uk">DCS.alert@leeds.gov.uk</a> ).		AR	22/08/2021
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.		All staff consenting to testing	22/08/2021