

## **Nottinghamshire Schools – HR Service Update 22 April 2020**

### **Head Teacher Checklist: Nottinghamshire COVID -19 Testing**

#### **Process Please read in conjunction with the COVID-19 Testing Principles and Flowchart Process (22 April 2020).**

This checklist is to assist head teachers decide whether their staff are eligible to be referred to the COVID -19 Testing Coordination Service and to remind them what they need to consider when discussing a possible referral with individual staff.

The purpose of swab test is to identify whether an employee is infected with Covid-19 so that fit-for-work employees can come back to work at the earliest opportunity.

The test is to determine if someone has COVID-19. It is not an anti-body test to identify if someone has had or is immune to the virus. The point of the test is to provide clarity. Non-symptomatic self- isolation usually lasts for 14 days. The test will allow employees to return to work if they or their families in certain circumstances, are found not to have COVID-19. If the employee is symptomatic and this is confirmed as COVID-19, they can take the necessary measures to isolate/distance from family members and could develop immunity to the virus.

Testing is only for:

- Key workers (including all schools staff) currently self-isolating due to having Covid-19 symptoms, or
- Household contact(s) whose symptoms require the key worker to self-isolate.
- People experiencing Covid-19 symptoms from day 1 to 4. The testing is not effective outside these timescales.

All employees must report any absence to their head teacher be that they have to self-isolate or that they are unwell with Covid -19 symptoms. This will allow head Teachers to adjust planned rotas, arrange cover and also determine whether the employee is eligible to be tested. This must be done on the first day of absence.

As head teacher, you will then need to ask a series of questions to enable you to decide if the employee or in certain specified cases, a member of their household, is eligible to be offered access to a test.

### **1. Is the employee a keyworker?**

All Council employees, including all school employees, are identified as keyworkers either because of the job they currently do or on what they may be asked to do in the future. Everyone is therefore eligible for a test if they meet the symptom criteria.

### **2. Have you completed the revised [online self- isolation form](#)?**

This is to ensure the information on who has been tested and when, can be captured to assist with future resource planning and ensure follow up is in place.

### **3. What are the symptoms the employee or the household member is reporting?**

These are a continuous cough for 12 hours plus, a persistent runny nose, a fever of 37.8 degrees, and a loss of sense of taste or smell

### **4. Have the symptoms gone on for more than 24 hours but less than 4 days?**

The head teacher must discuss with the employee on Day 1 of self-isolation to understand the reason for their self-isolation, i.e. the employee is symptomatic, or a member of their household is symptomatic requiring the employee to self-isolate. The absence will be recorded on the updated self-isolation form where the employee indicates they are fit for work. If they are not fit for work, the absence should be recorded as sickness absence on BMS in the way previously advised.

### **5. Is the employee or their symptomatic household member willing to take a test?**

The employee or their household member has to be willing to undertake the test. The process is entirely voluntary and the head teacher cannot require the employee or any other household member to take a test. Head teachers need to be aware that you cannot pressure the employee or their household member in anyway regarding their decision.

### **6. Provide details for the testing centre – if appropriate.**

If the employee or their symptomatic household member are willing to take the test and can meet the conditions of getting to the testing centre,

the head teacher should provide the employee with the telephone number for them to arrange an appointment to be tested or for the symptomatic household member to arrange their own test. The test appointment must be made by the person eligible for a test, this cannot be done on their behalf.

## **The number for the testing centre is 0300 300 3000**

### **7. Is the employee able to attend the testing centre in Nottingham?**

The employee or household member where they are an adult, must be able to drive, or be driven by someone in their household, by private car to the Boots' site, Beeston, Nottingham. They cannot walk, cycle or access by public transport

### **8. Is the employee well enough to attend the testing centre in Nottingham?**

If the employee is not sufficiently well to attend a test, suggest they stay at home and contact the NHS online for advice. If the employee is staying at home because a member of their household is unwell, that person may be eligible for a test but the employee will not be.

### **9. How does the employee arrange a test?**

The employee contacts the centre by telephone and provides them with the key personal information required for the test and for the centre to provide final confirmation of their eligibility to be tested. If it is the affected household member who is willing to be tested, they must make their own appointment by contacting the centre and also provide the requested information.

Please note there are separate arrangements in place where the household member experiencing symptoms is under 18 years of age, but these will be advised by the centre when making initial telephone contact.

### **10. Confirmation of eligibility for testing.**

The employee or their household member will be required to provide some personal information to the testing centre. Once this has been provided and eligibility for a test has been confirmed, they will receive an appointment to be tested

## **Results**

The results of the test may take up to 72 hours. The results are confidential, but your member of staff will need to share this with you to enable you to discuss with them a possible return to work.

### **11. Why will the employee need to share test results?**

You will need to explain to the employee that you do not need any detail, but you need to know what the outcome of the test is if they want to return to work to enable you to make an informed decision based on a jointly completed risk assessment. You as the head teacher will also need to complete the revised self-isolation form and return it for recording to enable the County Council to know who has been tested and what the result was.

Any questions regarding the principles or checklist should be directed to your usual HR contact or the HR Duty Desk on 0115 9774433

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