![Nottinghamshire County Council logo]

Nottinghamshire HR Service

Nottinghamshire Schools COVID -19 Testing Process

Please read in conjunction with the COVID-19 Head Teacher Checklist, Testing Principles and Process (22 April 2020)

Employee reports any absence to their head teacher be that self-isolation or absent with Covid19 symptoms

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Head teacher completes the revised online self-isolation form

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Head Teacher contacts the employee to go through managers checklist and check:

- Is employee or their symptomatic household member eligible for testing and can meet the conditions of getting to the testing centre?
- If they are, confirm they are willing to be tested and
- Give them the Coordination Centre contact number **(Tel: 0300 300 3000)** for self- referral

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An employee or their symptomatic household member contact the Coordination Centre by telephone. Coordination centre captures key personal details required for the test and confirm eligibility

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Employee or their symptomatic household member receive appointment for testing

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Testing – Swab sample taken from nose and/or throat. Takes up to 72 hours for employee to get result

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Employee to notify their head teacher of their test result

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Head teacher completes the revised self-isolation form and jointly complete a risk assessment to facilitate a return to work