

Test and Trace Process for Educational Settings

This guidance document and flowchart have been produced for educational settings to guide them through Test and Trace. They show the arrangements that NYCC have put in place to support educational settings, should they have suspected or confirmed COVID-19 cases. The NHS test and trace service:

- provides testing for anyone who has symptoms of coronavirus to find out if they have the virus
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus (see pages 2 and 3 of this guidance for more details)

Please note that essential workers living with someone with symptoms can get tested.

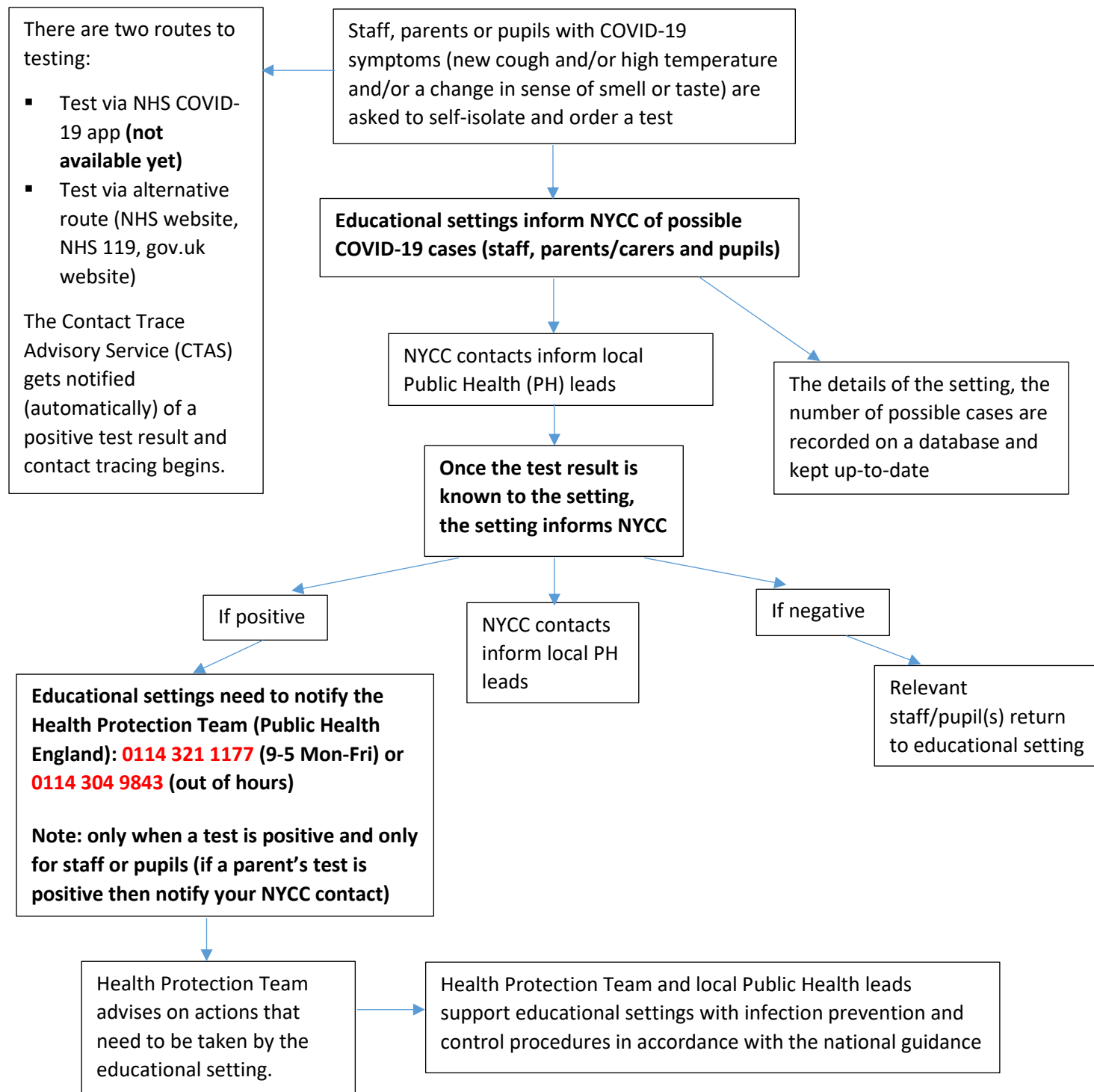
Educational settings have a role to play in this process. As a local authority, we have established communications channels with all educational settings and we are now going to rely on them to ensure that we receive timely information about suspected or confirmed COVID-19 cases in settings so that we can provide advice and support where needed.

We are asking all educational settings to inform NYCC when they become aware of anyone (staff, pupil(s) or parent(s)) who is experiencing symptoms. Please let your NYCC contact know of any potential COVID-19 cases immediately (a list of contacts is on page 3 of this document).

- Anyone who experiences symptoms (new, persistent cough and/or high temperature and/or a change in the sense of smell or taste) is advised to self-isolate and order a test. Anyone in the household will also need to isolate (including children if parents are symptomatic).
- A test can be requested from the [NHS website](#) or by ringing 119.
- Whilst the person with symptoms is waiting for their test result, there is **no need for any additional measures to be taken by the educational setting, except to ensure hand and environmental hygiene measures are in place.**
- If the test comes back negative, then the person with symptoms can return to the setting (provided they feel well enough).
- If the test comes back positive, then the national contact tracing advisory service will be notified automatically and begin contact tracing. They will provide advice to the person who received a positive result as well as their contacts.
- Educational settings need to also notify the local Health Protection Team (Public Health England) on **0114 321 1177 (9-5 Mon-Fri)** or **0114 304 9843 (out of hours)** of **any staff or pupils who have tested positive** (NB if a parent's test result is positive, then you need to notify your NYCC contact rather than the HPT)
- At that point, it might be necessary to ask pupils in the same cohort (or "bubble") that the staff member or pupil was part of, to self-isolate. The Health Protection Team (Public Health England) will advise on the actions that the educational setting needs to take.

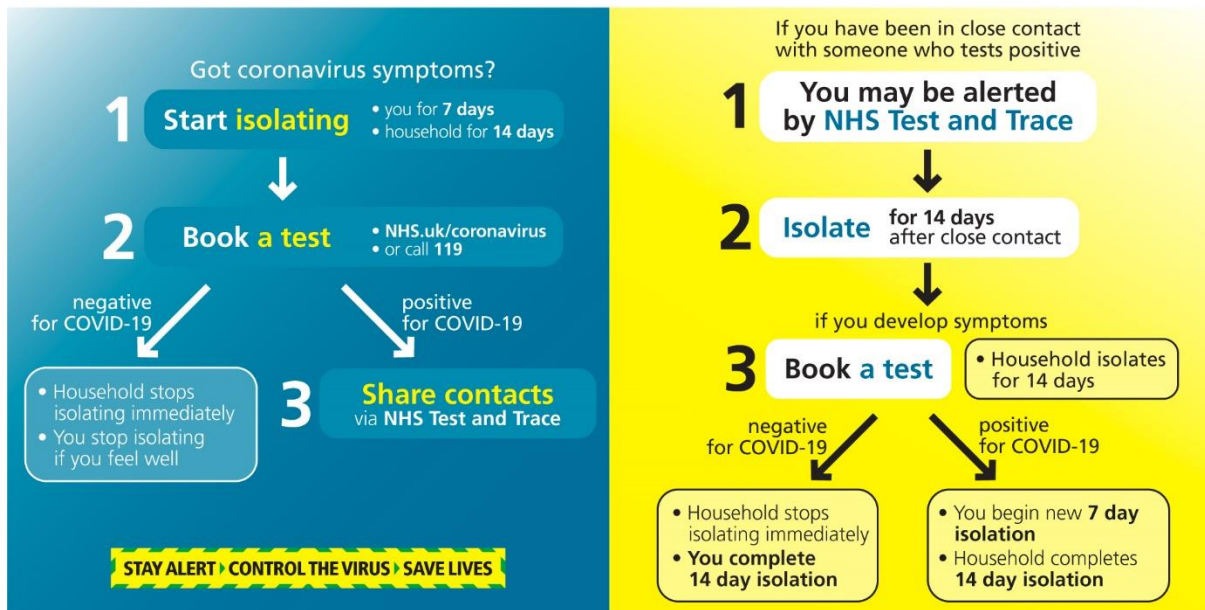
Once an educational setting is made aware of a test result (whether positive or negative) they need to inform their NYCC contact immediately.

The flowchart below has been developed in order to provide educational settings with an easy guide of what to do should someone develops symptoms. Please note that the system is still evolving nationally so our approach may be updated. The flowchart represents proposed current arrangement which is subject to change.



Useful Links:

- [NHS Test and Trace: how it works](#)
- [NHS test and trace: workplace guidance](#)
- [Guidance for contacts of people with possible or confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)



NYCC Contact

Maintained Schools and Academies

Early Years Settings

Special Schools and Pupil Referral Units/Service

Adult Learning

Health and Safety Team

Public Health Leads