****FORM 038O COVID

Issue 2

Date: 1.02.2021

**Implementing COVID Testing in schools.**

**Coronavirus Health and Safety Checklist**

This checklist has been developed in conjunction with government guidelines for testing in schools.

<https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?utm_medium=email&utm_campaign=govuk-notifications&utm_source=e4f98685-3c9d-4f66-be89-500f9ccef42c&utm_content=immediate>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/950515/Schools\_Colleges\_Testing\_Handbook\_revised\_04012021.pdf

And

Department of Health and Social Care COVID-19 National Testing Programme Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges’ handbook (31/12/2020)

For links to further guidance and support materials please contact the DfE coronavirus helpline on Telephone 0800 046 8687

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| --- | --- |
| **Communication** | ✓ where complete |
| Letters have been sent to parents, pupils and staff advising of the procedure and the purpose of the testingConsent forms from parents been receivedTemplates can be found here:-<https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges>Website has been updated with details of testingStaff have been communicated on arrangementsThe Privacy notice has been sent to the person giving consentArrangement have been implemented on how to communicate positive results |  |
| **Remote Education** |
| Remote learning has been organised whilst testing is being undertaken. Note: There is a requirement to provide at least 4 hours of remote education per dayFree school meals have been set up for eligible pupils that are engaging in remote education |  |
| **Advanced preparation for testing** |
| A clinical compliance checklist is in place.The ATS Risk log has been completed. See page 50 Department of Health and Social Care COVID-19 National Testing Programme Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges’ handbook (31/12/2020) A testing programme has been preparedAn incident management system and escalation protocols in placeA test register has been set up A system to register each test for test and trace purposes has been set upA system to manage and track equipment and supplies required for the set-up and day to day running of a test site, including site supplies besides test kits and PPE, has been determinedA booking system for testing is in place.A quality management plan is in place.Those who will conduct cleaning if an individual is sick during testing have been identified.Infection Prevention and Control (IPC) procedures are in place and operatives have been provided with IPC advice. More guidance can be found here:- <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control> |  |
| **Testing Environment** |
| A room has been allocated to conduct the testing. See Appendix 3 for the suggested room layout from the NHS and refer to section 6.3 page 16 Department of Health and Social Care COVID-19 National Testing Programme Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges’ handbook (31/12/2020) for details of the testing site set up. Ensure the following is considered:-1. There is sufficient space for appropriate social distancing
2. The room is easy to clean floor and surfaces
3. The flooring is resistant, and non-absorbent
4. Regular cleaning of the room is in place and added to your cleaning schedule. Note: cleaners should not be present when testing is conducted so regular breaks in testing is required for cleaning.
5. Individuals have been identified who will clean the testing area between tests
6. The room has good ventilation
7. The ambient temperature is 15-30 C
8. A one-way flow is in place from entry to exit as much as possible
9. There is clear access to PPE donning and doffing area
10. There is ready access to hand hygiene (soap and water/appropriate alcohol-based hand rub)
11. Privacy is provided for participants who self-administer a test
12. Health and safety, disability access, and fire safety regulations that govern deployment sites have been met
13. All surfaces are de-cluttered with no personal or non-essential equipment
14. There is enough room for storage
15. There is appropriate testing site waste management arrangements
16. Courier and waste collection have easy access
17. Where attendees will queue have been identified. This may include a waiting room if required. Ensure social distancing is maintained.
18. Safeguarding measures are in place
19. Appropriate signage in displayed, including:
	1. Hand washing requirements
	2. Respiratory hygiene - ‘Catch it, bin it, kill it’
	3. Personal Protective Equipment (PPE) (Donning and Doffing)
	4. Social distancing: All workers should always remain 2 metres apart where possible, in accordance with government guidance
	5. Equipment distancing and cleaning
	6. Effective segregation and disposal of waste
20. Test instruction posters are displayed
21. IPC standards guidance are displayed on site
 |  |
| **Personnel conducting the test** |
| Those administering the tests have been identified. Note- the government recommends that this includes 1 to 2 members of staff with others being either volunteers (for example governors) or agency staff brought in for this purpose.Those administering the tests have had a DBS check Those who will administer the test if the staff/pupil is unable to, have been identifiedThose administering the tests have received training on how to conduct this safely. Training should include handling and analysis of samples, infection prevention and control. See section 5.2 page 15 of Department of Health and Social Care COVID-19 National Testing Programme Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges’ handbook (31/12/2020). Your staff training has included PPE and IPC standards, including those approved by the NHSE/I IPC CellYou have allocated roles and responsibilities. See section 5.1 page 13 of Department of Health and Social Care COVID-19 National Testing Programme Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges’ handbook (31/12/2020). The correct PPE is provided to those that are testing. See Appendix 4 |  |
| **Arrival** |
| Attendees have been advised of where they are to report to for their teststaff and pupils are organised by appointments to prevent queues and congregating An area has been allocated for parents to wait whilst their child is being testedAn area has been allocated where staff and pupils wait to receive their test resultsStaff / Parents / and children over the age of 11 have been advised that face coverings should be worn |  |
| **Preparing the testing area** |
| Doors and windows are open to ensure good ventilationThe room is set up to maintain social distancingHandwashing facilities or hand sanitiser is available for use in the roomThe following are in place: - a mirror, timer, permanent markers, hand sanitiser, tissues, and clinical waste bins in the testing areaA computer has been set up in the roomA person has been organised to conduct the administrationThe administrator has conducted a DSE AssessmentTest kits including the swabs, extraction materials, LFD devices, clean cup to prop up the extraction tube or a plastic takeaway carton and punch holes in to keep the test tubes upright, and barcodes have been preparedTest instructions / leaflet are available |  |
| **Testing preparation** |
| Devices prepared to use for registering tests and resultsBarcodes prepared for each testTest instructions to prepare, collect and record sample results followedSystem’s are in place to record the barcode number on each LFD device against the time each sample was placed onto the LFD device. See the On-Off sheet in appendix 4Staff informed that if an LFD is positive, the staff or pupil needs to take a confirmatory PCR test.Report any problems relating to test kits and delivery issues using the [rapid testing contact form](https://form.education.gov.uk/service/rapid-testing-contact) |  |
| **PPE** |
| PPE (IIR face masks and nitrile gloves) is provided for useThose administering tests have been informed / trained in how to don and remove PPE correctly |  |
| **COSHH** |
| The safety data sheet for the chemicals used in the test has been sourcedA COSHH risk assessment is in place or the test  |  |
| **Cleaning required** |
| * Testing area: Cleaners should not be present when testing is conducted so regular breaks in testing is required for cleaning.
* As a minimum frequently touched surfaces must be cleaned twice a day, and one of these should be at the beginning or the end of the working day.
* All surfaces that the ‘Subject’ has come into contact with must be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as handles, light switches, telephones, and the surfaces that the subject may have had contact in between each individual that is tested
* Disposable cloths or paper roll and disposable mop heads, are to be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction and place in the offensive waste bin (tiger bag)
* Any cloth and mop heads used for cleaning must be disposed of and should be placed into the offensive (tiger bag) waste bin provided
* Surfaces will require to be cleaned at the end of the session before the next session starts i.e. in between test group batches of Subjects
* Public areas where a symptomatic subject has passed through and spent minimal time, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
* Cleaning of equipment
	+ All digital equipment should be regularly wiped between batches of tests and at the beginning and end of each session.
	+ Cleanable keyboard, mouse (could be medical keyboard/mouse to silicon covers down to plastic covers, or plastic sleeves) that will tolerate being cleaned with chlorine releasing agents 1000ppm are recommended.
	+ If a cover is used silicone option is preferable as it is more user friendly and will last longer than the plastic versions.
	+ The cleaning wipe used should meet the requirement sent out in cleaning policy section and be effective against enveloped viruses.
	+ An equipment cleaning regime should be in place and clearly communicated, The keyboard and mouse should be cleaned at the start of the day, after each batch of cartridge have been reviewed and uploaded and at the end of the day (and if they become contaminated with any form of spillage.
	+ A replacement schedule should be in place to replace damaged covers and the equipment should not be used if the cover is torn/worn.
	+ Any trays that are used for e.g. to move LFDs for recording after reading and marking of results should be made from a material that will tolerate being cleaned with chlorine releasing agents at 1000ppm, are straight sides, and smooth.

Schools must follow the cleaning guidelines outlined on page 36 Department of Health and Social Care COVID-19 National Testing Programme Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges’ handbook (31/12/2020). Cleaning staff must follow the PPE guidance as listed in Department of Health and Social Care COVID-19 National Testing Programme Clinical Standard Operating Procedure for Mass Testing with Lateral Flow Antigen Testing Devices in Schools and Colleges’ handbook (31/12/2020).  |  |
| **Storage of Tests** |
| Arrangements have been made to store tests – both unused and used.The storage of tests have been arranged to ensure used and unused tests are separatedPlease note: The test cartridge and extraction solution should be stored at ambient temperature (2-30 degrees Centigrade). The reagents and devices must be at room temperature (15-30 degrees centigrade) when used for testing. |  |
| **Waste Disposal** |
| Waste disposal arrangements are in placeConsider* General waste
* Packaging
* Swabs
* Cartridges and Devices
* PPE

See Appendix 1 and 2 for methods of disposalSeparate waste containers are in place to segregate the waste Waste categories are: * Domestic / recycling (all packaging) - Black bag
* Chemical (swabs/cartridges/tissues) - Unmarked Yellow or Clear bag
* Offensive (PPE, cloths, mop heads) - Tiger bag

You will need:-* Extra wheelie bins for waste storage
* Extra bin bags, as required (tiger , yellow/clear, black)
* Waste collected more regularly (frequency to be agreed with individual school)

Waste containers are clearly labelledFor further details see: <https://www.gov.uk/government/publications/coronavirus-covid-19-lateral-flow-tests-waste-codes/waste-codes-for-mass-testing-with-lateral-flow-antigen-testing-devices> |  |
| **Insurance** |
| Your insurance company have been informed that testing will commenceAny insurance company requirements are in place before testing start |  |

Appendix 1 Waste codes for mass testing with lateral flow antigen testing devices

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Waste categorisation** | **European waste catalogue code (EWCs)** | **Likely management route** | **HTM 07.01 packaging** |
| General waste | Domestic/recycling | 20 03 01 | Materials Recycling Facility > Energy From Waste plant > Landfill |  |
| All packaging | Packaging | 15 01 01, 15 01 02, 15 01 05, 15 01 06 | Materials Recycling Facility > Energy From Waste plant > Landfill | Use existing municipal route |
| Swabs | Chemical | 18 01 04 +18 01 07 | Energy From Waste plant > Clinical Waste Incinerator | Unmarked yellow neutral container > white / clear > last resort tiger - Do not use hazardous waste packaging |
| Cartridges/Devices | Chemical | 18 01 04 + 18 01 07 | Energy From Waste plant > Clinical Waste Incinerator | Unmarked yellow neutral container > white / clear > last resort tiger - Do not use hazardous waste packaging |
| PPE | Offensive | 18 01 04 | Energy From Waste plant or last resort Landfill | Yellow bag with black stripe = Tiger bag |

<https://www.gov.uk/government/publications/coronavirus-covid-19-lateral-flow-tests-waste-codes/waste-codes-for-mass-testing-with-lateral-flow-antigen-testing-devices>

Appendix 2 Packaging and disposal of waste

Appendix 3



Appendix 4 PPE by roles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role**  | **Disposable gloves**  | **Disposable plastic apron**  | **Fluid-resistant (Type IIR) surgical mask (FRSM)**  | **Eye protection**  |
| **Processing Operative2**  |  |  |  |  |
| **Indicates single or sessional use**  | Replace after each **test (single)** | Replace after each **session** | Replace after each **session** | Replace after each **session** |
| **Cleaning Staff3**  |  |  |  |  |
| **Test Assistant4**  | **×**  | **×**  |  | **×**  |
| **Covid Coordinator / Team Leader**  | **×**  | **×**  |  | **×**  |
| **Registration Assistant**  | **×**  | **×**  |  | **×**  |
| **Results Recorder**  | If contact with LFD  | **×**  |  | **×**  |
| **Supplies Coordinator**  | **×**  | **×**  |  | **×**  |
| **Queue Coordinator**  | **×**  | **×**  |  | **×**  |
| **Indicates single or sessional use**  | Replace after each **session**  | Replace after each **session**  | Replace after each **session**  | Replace after each **session**  |

Notes:

1) Anything not identified as “single use” is for “sessional” use (a session ends when a worker leaves the care setting, fresh PPE is used at the start of each session) i.e. at break or end of shift. PPE is sessional however should be changed if protective properties are compromised or contaminated from secretions.

2) Processing Operatives should wear apron/visor and mask sessionally and change gloves between samples. PPE for rest of the team is sessional.

3) Cleaners need to change gloves and apron if cleaning a spillage

4) In this SOP the Test Assistant is not administering the swab and is only supervising, therefore Test Assistants do not need to wear apron, gloves and visor, but they need immediate access to gloves if intervening

5) If results recorders handle LFD cartridges, they should wear gloves on sessional basis.

6) PPE should be changed if protective properties are compromised or if contaminated, or if suspected to be contaminated.

Appendix 4

**On-Off sheet**

Sheet to record your lateral flow test. The on time is however many minutes past the hour and the off time is 30 minutes after.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ON** | **0.00** | **0.05** | **0.10** | **0.15** | **0.20** | **0.25** | **0.30** | **0.35** | **0.40** | **0.45** | **0.50** | **0.55** | **ON** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **OFF** | **0.30** | **0.35** | **0.40** | **0.45** | **0.50** | **0.55** | **0.00** | **0.05** | **0.10** | **0.15** | **0.20** | **0.25** | **OFF** |

**Document Control**

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| --- | --- | --- | --- |
| Version  | Date Change | Changed by | Items |
| 1 | January 2021 | G.Watson | First version  |
| 2 | 1st Feb 2021 | G.Watson | Added details of DfE coronavirus helpline for more guidance and support materials.Added [rapid testing contact form](https://form.education.gov.uk/service/rapid-testing-contact) |