



## Test and Trace Policy

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**Ongoing**

**Good Practice**

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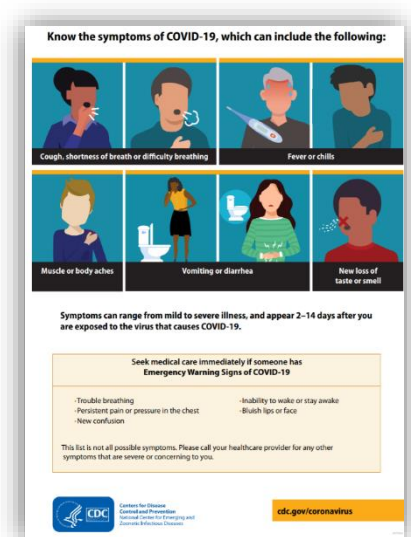
## Definitions

In this “**Test and Trace Policy**”, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **‘The Romero Catholic Academy’** means the Company named at the beginning of this **Test and Trace Policy** and Procedure and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **‘Romero Catholic Academy’** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **‘Board’** means the board of Directors of the Romero Catholic Academy.
- iv **‘Clerk’** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed
- v **‘Chair’** means the Chair of the Board of the Directors or the Local Academy Committee
- vi **‘Catholic Senior Executive Leader’** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **‘Diocesan Schools Commission’** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service. viii
- viii **‘Local Academy Committee’** means the governing body of the School.
- ix **‘Academy Committee Representatives’** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **‘Principal’** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **‘School’** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **‘Shared Services Team’** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **Definition of symptoms (click on image right for more details)**

The main symptoms of COVID-19 are:

- new continuous cough this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) and/or
- fever (temperature of 37.8°C or higher)
- Loss of or change in, normal sense of taste or smell (anosmia)
- Children may also display gastrointestinal symptoms.



## 1. COVID 19 Test and Trace Procedure

**DfE Guidance** <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

This procedure sets out the actions you must take as an employee of the Romero Catholic Academy if you develop symptoms of COVID -19, someone in your household develops symptoms of COVID- 19 or you are contacted by NHS Track and Trace to say you have been in contact with someone who has tested positive for COVID- 19

All employees will remain on full pay if they cannot attend work because they are required to self isolate due to COVID-19 but are expected to work from home unless they are ill.

Employees are however expected to keep their Principal/ Line or Cover Manager/HR Business Partner fully informed of the situation and update on any instruction from the NHS Track and Trace service and testing. Employees and their household are also expected to action testing straightaway to avoid any undue delays. Failure to comply may mean your salary will be affected.

Staff who are absent from work due to sickness other than COVID-19 will come under the remit of The Romero Absence Management Policy. This can be found on our website here:

<https://romeromac.com/policies-procedures/>

## 2. If you have symptoms of COVID 19 (local arrangements)

You should not attend work if you have symptoms – see ‘Definitions’ and access the Test and Trace via the link ‘[book a test](#)’ (see Section 5 of this policy). You should also inform your Principal/ line manager/Cover Manager /HR Business Manager immediately. This is visually shown in the **Flowchart in Section 7**. Result of test come back within 48 hours.

There are only two outcomes of a COVID 19 test:

- **Positive** – You must self isolate for 10 days from onset of symptom AND until well (including fever free for 48 hrs); Household isolates for full 10 days after the day of symptom onset
- **Action required**
  - Inform your Principal and HR Business Partner immediately you test positive.
  - If a test is taken out of school hours or at weekend, then employees can send an email to [corona@romeromac.com](mailto:corona@romeromac.com) which is regularly checked. If a positive test is received Friday night or later in the weekend we need to put in place action as soon as possible. **There can be no delay.**
  - Principal will notify the **Local Authority** as the local **Single Point of Contact** (SPOC) by emailing [Covid19testing@coventry.gov.uk](mailto:Covid19testing@coventry.gov.uk)
  - The school should report the case to **Health Protection Team** in Public Health England by phoning 0344 225 3560 (option 0 option 2) or use the online reporting system. Information is available on the current case definition. Principal will liaise with Public Health England and relevant authorities/ Governance for next steps.
  - The [Coventry COVID 19 School Response plan](#) will be consulted for action.
- School should send home those who have breached social distancing with the person or have been in close ‘contact’ with positive case (see Section 8; school must communicate with parents/carers and staff using the PHE Templates. (Definition of direct and close contact is contained on Covid Symptoms & Cases flowchart on page 8 or Section 8)
- **Negative** – You will have to complete your self-isolation period even if you test negative. Receiving a negative result does not replace self-isolation in any way. Close contacts who test negative will still have to complete 10 days of self-isolation, as the virus’ incubation period means there is still a risk of developing COVID-19 and you may still be infectious. This means anyone leaving self-isolation early could still inadvertently infect others if they become positive at a later date.
- **Action required**
  - You will need to update your result to the school.

### 3. If someone in your household has symptoms of COVID – 19 (local arrangements)

You will need to self isolate as soon as the person develops symptoms (see Definitions above) and they should get a test immediately following the instructions on the NHS website. This is visually shown in the **Flowchart in Section 7**.

- **Action required**
  - Please inform your Principal and/or School Business/Office Manager (at Secondary Cover Supervisor)
  - Please notify your Principal of the outcome of the test who will in turn will notify the HR

There are only two outcomes of COVID -19 test:

- **Positive** - You must self isolate for 10 days from onset of symptom AND until well (including fever free for 48 hrs); Household isolates for full 10 days after the day of symptom onset.
  - **Action required** Inform your Principal and HR Business Partner immediately you test positive.
  - If a test is taken out of school hours or at weekend, then employees can send an email to [corona@romeromac.com](mailto:corona@romeromac.com) which is regularly checked. If a positive test is received Friday night or later in the weekend we need to put in place action as soon as possible. There can be no delay.
  - Principal will notify the **Local Authority** as the local **Single Point of Contact (SPOC)** by emailing [Covid19testing@coventry.gov.uk](mailto:Covid19testing@coventry.gov.uk)
  - The school should report the case to **Health Protection Team** in Public Health England by phoning 0344 225 3560 (option 0 option 2) or use the online reporting system. Information is available on the current case definition. Principal will liaise with Public Health England and relevant authorities/ Governance for next steps.
  - The [Coventry COVID 19 School Response plan](#) will be consulted for action.
  - School should send home those in close contact with positive case and communicate with parents/carers and staff. (Definition of close contact is contained on COVID Symptoms and Cases on page 3)
- **Negative** – You will have to complete your self-isolation period even if you test negative. Receiving a negative result does not replace self-isolation in any way. Close contacts who test negative will still have to complete 10 days of self-isolation, as the virus' incubation period means there is still a risk of developing COVID-19 and you may still be infectious. This means anyone leaving self-isolation early could still inadvertently infect others if they become positive at a later date.
- **Action required** You will need to update your result to the Principal or Line Manager and HR Business Partner

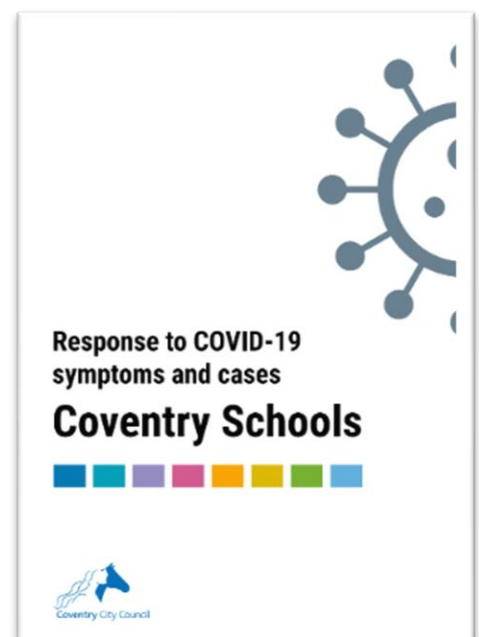
### 4. Monitoring and Recording of cases

The Head of HR, Sarah Shirley, will monitor the cases as they arise and we will liaise where appropriate with the relevant authorities.

The Board of Directors and LAC Chairs will receive regular updates in the 'Keeping in Touch' fortnightly meetings, or in the event of a cluster or more than one case, the update will be immediate to the Chair of the Board of Directors. The Head of HR will liaise with the relevant links at Public Health England and Coventry City Council who are coordinating the response.

The document to the right, details the co-ordinated response in the four scenarios that are found in schools.

Click on **image (right)** to access document



## 5. Engage with Test and Trace (DfE Guidance 28<sup>th</sup> August national arrangements)

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.

1. If someone tests negative, You will have to complete your self-isolation period even if you test negative. Receiving a negative result does not replace self-isolation in any way. Close contacts who test negative will still have to complete 10 days of self-isolation, as the virus' incubation period means there is still a risk of developing COVID-19 and you may still be infectious. This means anyone leaving self-isolation early could still inadvertently infect others if they become positive at a later date.
2. If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days after the day of symptom onset.

## 6. If you are contacted by the NHS Track and Trace Service

You will be advised that you have come into contact with someone who is displaying symptoms of COVID 19 and that you must self isolate for 10 days. This applies whether any subsequent test you have is positive or negative. NHS Track & Trace will inform you of this via text message or email and you should share this with your Principal to ensure you receive full pay throughout the isolation period.

If a member of your household is required to self isolate via the NHS Track and Trace service then you do not need to self isolate with them unless you have been contacted personally via Track and Trace.

If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All texts or emails will ask you to sign into the [NHS Test and Trace contact-tracing website](#).

If NHS Test and Trace calls you by phone, the service will be using a single phone number: 0300 013 5000.

All information you provide to the NHS Test and Trace service is held in strict confidence and will only be kept and used in line with the Data Protection Act 2018.

Contact tracers will:

- call you from 0300 013 5000
- send you text messages from 'NHStracing'
- ask you to sign into the [NHS Test and Trace contact-tracing website](#)
- ask for your full name and date of birth to confirm your identity, and postcode to offer support while self-isolating
- ask about the coronavirus symptoms you have been experiencing
- ask you to provide the name, telephone number and/or email address of anyone you have had close contact with in the 2 days prior to your symptoms starting
- ask if anyone you have been in contact with is under 18 or lives outside of England

Contact tracers will never:

- ask you to dial a premium rate number to speak to us (for example, those starting 09 or 087)
- ask you to make any form of payment or purchase a product or any kind
- ask for any details about your bank account
- ask for your social media identities or login details, or those of your contacts
- ask you for any passwords or PINs, or ask you to set up any passwords or PINs over the phone
- disclose any of your personal or medical information to your contacts
- provide medical advice on the treatment of any potential coronavirus symptoms
- ask you to download any software to your PC or ask you to hand over control of your PC, smartphone or tablet to anyone else
- ask you to access any website that does not belong to the government or NHS

### **Excessive periods of self isolation**

Should the Academy feel that a member of staff has excessive periods of self isolation then they will be invited to a meeting to discuss this with their Principal and a representative from the HR department to ascertain the reasons for this.

## 7. Flowchart detailing action for schools (updated 10.06.21)

Version: 10/06/21

### COVID-19 symptoms and cases - actions for schools

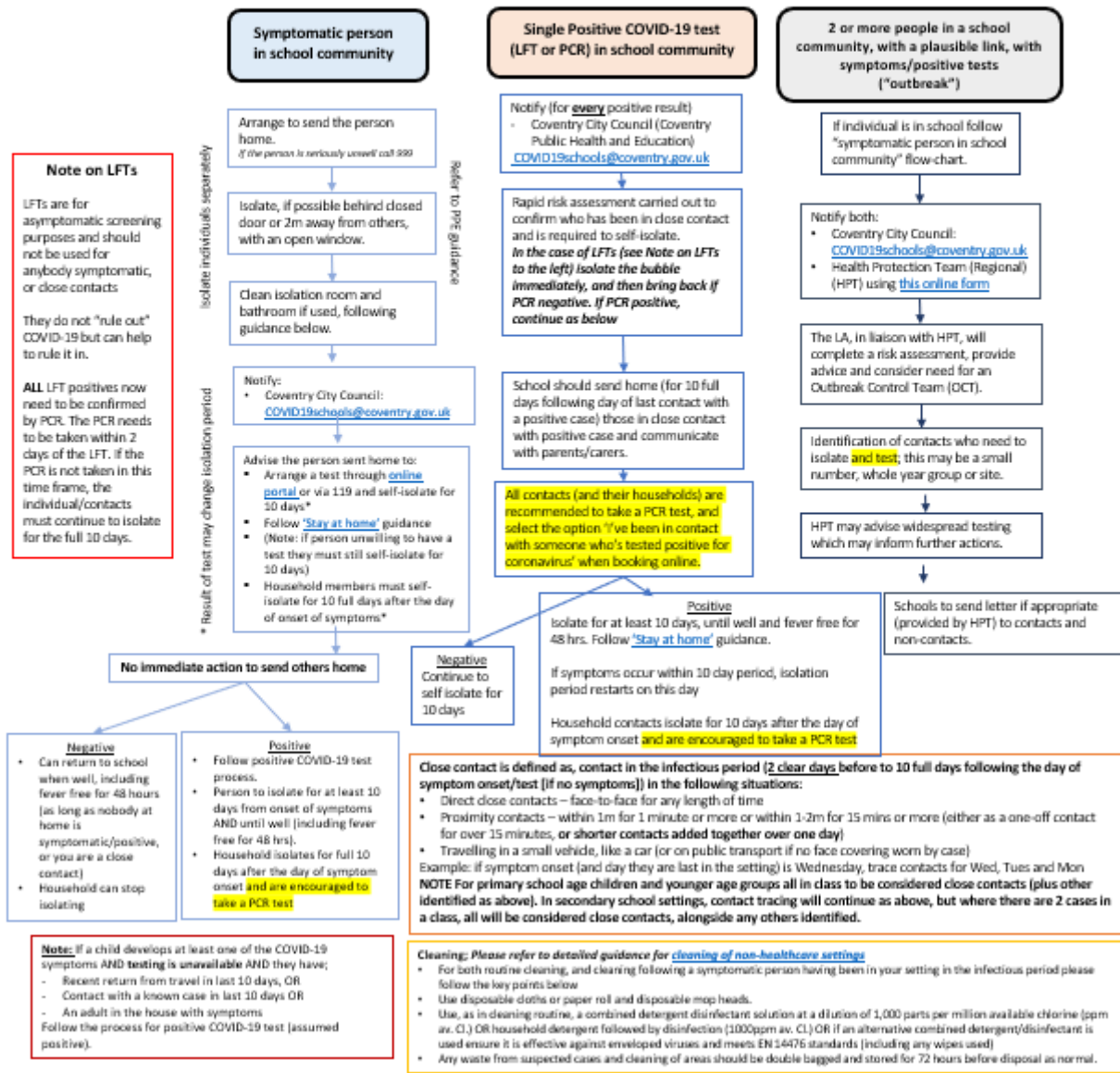
Document informed by: [DFE Guidance for schools](#)

Sits within context of the: [Coventry, Solihull and Warwickshire Outbreak Control Plan](#)



**COVID-19 Main Symptoms:** New, continuous cough OR high temperature OR loss of, OR change in sense of taste or smell  
Please note that other symptoms include: fatigue and lethargy, shortness of breath, headache, sore throat, aching muscles, diarrhoea and vomiting

**Stay away/go home from school if:** Have COVID-19 symptoms OR Positive COVID-19 test in last 10 days OR in a household with positive test in last 10 days OR Advised to by NHS Test and Trace/PHE or LA





## 8. Identifying 'Contacts'

The Principal or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

- **Who is considered a contact in a school setting?**
- A person who wore appropriate PPE or maintained appropriate social distancing (over 2 metres) **would not** be classed as a contact.
- A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 10 days after onset of symptoms (or test):
  - **Direct contact** without PPE:
    - being coughed on, or
    - having a face-to-face **conversation within 1 metre**, or
    - having unprotected skin-to-skin physical contact, or
    - travel in a small vehicle with the case, or
    - any contact within **1 metre for 1 minute or longer** without face-to-face contact
  - **Close contact** without PPE:
    - Extended close contact (between **1 and 2 metres for more than 15 minutes**) with a case
    - a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19
    - People who spend significant time in the same household as a person who has tested positive for COVID-19

All direct and close contacts will be **excluded from school and advised to self-isolate for 10 days** starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 10 day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

The contact tracer will provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts.

Contacts will not be tested unless they develop symptoms (contract tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

**The school does not need to notify the Health Protection Team or Local Authority if they are informed of a positive test result by a parent or other source. If further advice is required please contact the Health Protection Team or Local Authority.**

## 9. NHS Test and Trace Process for Visitors

### Inventory

As part of the NHS Test and Trace Process we require all visitors to provide us with the following information:

- **Entering details**
  - **Option 1 – visitor sanitises hands before and after use of the screen to enter the information; screen is regularly wiped**
  - **Option 2 – Office enter the information into the screen for all visitors**
- The name of the customer or visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group
- A contact phone number for each customer or visitor, or for the lead member of a group of people
- Date of visit, arrival time and, where possible, departure time
- If a visitor will interact with only one member of staff or pupil, the name of the assigned staff member or pupil should be recorded alongside the name of the visitor

**No additional data will be collected for this purpose**

***We are requesting this information in line with government guidance for the NHS Test and Trace Scheme. Your information will be processed in line with the school's Data Protection Policy and more details can be found on our Privacy Notice for Parents and Pupils.***

- For more information on the data we collect, please see our Data Protection Policy and Privacy Notice for Parents-Pupils on [www.romeromac.com](http://www.romeromac.com)
- For more information on the NHS Test and Trace Process please visit [www.nhs.uk/conditions/coronavirus-covid-19](http://www.nhs.uk/conditions/coronavirus-covid-19)  
**or**
- DFE Guidance for Maintaining Records of staff, customers and visitors to support NHS Test and Trace  
[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

**Thank you for your cooperation.**

## Appendix 1 – Template To Record School Absences

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Reason for absence*	Date of onset of symptoms	Symptoms **	Has the child/staff been assessed by GP, NHS 111 etc? Y/N/NK	Has the child/staff been tested? Y/N/NK	Is the child/staff reporting a positive test result? Y/N/NK	Is the child/staff in hospital? Y/N/NK	Action taken including who and which organisation notified

**Reason for absence\*:**

Ill, Household member ill, Contact of a confirmed/suspected case, Shielding, Other e.g. dental appointments

**Symptoms \***

T = Temp ( $\geq 37.8$  C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

## Appendix 2 – Template To Record Illness At School

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Date/Time of onset of symptoms	Symptoms*	Time between detection of symptoms and isolation at school	Did staff member wear PPE?*** Y/N

**Symptoms \***

T = Temp (>=37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

\*\*\* Only required if social distancing could not be observed