

Guidance for the Engagement of the NHS Test and Trace process

Where a member of the College displays symptoms of Covid 19, the Principal/ Vice Principal will contact Public Health England. Advice from PHE will then be shared with the College community if needed. Colleges must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Colleges must ensure that staff members and parents/carers understand what they need to do.

- **Colleges must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).** Colleges should contact the local health protection team. This team will also contact Colleges directly if they become aware that someone who has tested positive for coronavirus (COVID19) attended the College – as identified by NHS Test and Trace.
- **The local health protection team** will provide definitive advice on who must be sent home. To support them in doing so, we recommend Colleges keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. **Colleges must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.**

Isolation guidance

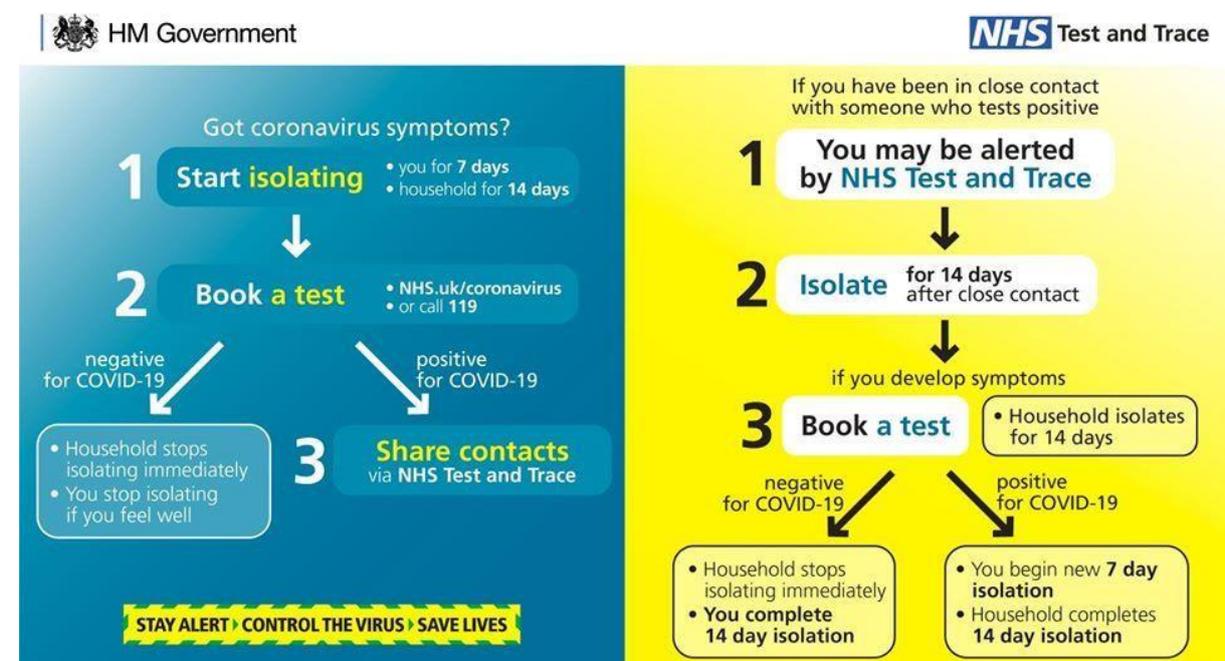
-Household members of those contacts who are sent home do not need to self isolate themselves unless the child, young person or staff member who is self isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)
Colleges should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of selfisolation.

-If Colleges have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. **Stay at home guidance**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayat-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Test and trace



<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Test and Trace: Who? What? When? How??

Who can get a test?

You can get a test:

- for yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- for someone you live with, if they have coronavirus symptoms
- for yourself, if you have been told to have a test before you go into hospital, for example, for surgery
- for yourself, if you live in Leicester, where there is a coronavirus outbreak

You can get 1 test for each person with symptoms or one for yourself if your hospital tells you that you need it.

This service is for people in England, Scotland, Wales and Northern Ireland.

In England and Wales, you can get a test for a child who lives with you, whatever their age. In Scotland and Northern Ireland, you can only get a test for your child if they are aged 5 or over.

If you're applying for a test for someone else, and the person is aged 13 or over, check they're happy for you to get a test for them.

What the test involves

The test usually involves taking a swab of the inside of your nose and the back of your throat, using a long cotton bud.

You can do the swab yourself (if you are aged 12 or over) or someone can do it for you. Children aged 11 or under cannot do the swab themselves. Their parent or guardian will have to swab test them.

There are 2 ways of getting a test. You can:

- book an appointment at a drive-through or walk-through test site
- ask for a home test kit – this will be delivered to your home

If you get a home test kit, you will need to do the test and return the kit in the next 48 hours. You will be told how to do this.

When to apply for a test

You need to get the test done in the first 5 days of having symptoms.

If you do not have symptoms, you can only get a test if your hospital has told you to.

Do not wait

Apply for the test as soon as you have symptoms.

Explains what kind of test you can order on different days – up to day 6 of symptoms

Days since symptoms started

What you can order

Days 1 to 4

Book a drive-through or walk-through test at a test site or order a home test kit.

Order the kit by 3pm on day 4 to make sure you can do the test in the first 5 days.

Day 5

Book a test at a test site. It's too late to order a home test kit.

Day 6 onwards

It's too late for a test.

How do I get a test?

You can apply for a test online.

We'll ask you:

- how you want to get the test – at a drive-through or walk-through test site or by ordering a home test kit
- for details such as your name, mobile phone number and address **Get a coronavirus test**

<https://www.nhs.uk/ask-for-a-coronavirus-test>

This service is for everyone.

Some people can get priority tests on GOV.UK. [Go to GOV.UK](#) if you:

- are an essential worker, including NHS or social care staff

- are asking for tests for the residents and staff of your care home
- have a verification code from your employer

Help with getting a test

If you're having problems getting a test, see [answers to common questions about asking for a coronavirus test](#).

More in Testing and tracing for coronavirus

- Get a free NHS test today to check if you have coronavirus now
 - [Your coronavirus test result](#)
 - [NHS Test and Trace: if you're contacted after testing positive for coronavirus](#)
 - [NHS Test and Trace: if you've been in contact with a person who has coronavirus](#)

If you've been told to self-isolate by NHS Test and Trace

If you've been in close contact with someone who has coronavirus, you may get a text, email or call from the NHS Test and Trace service.

They may tell you to self-isolate for 14 days.

Find out [what to do if you're told you've been in contact with a person with coronavirus](#).

NHS Test and Trace: if you've been in contact with a person who has coronavirus

Follow this advice if you're told by the NHS Test and Trace service that you've been in contact with a person who has coronavirus (COVID-19).

Information:

There is separate advice about:

- [self-isolation if you or someone you live with has symptoms of coronavirus](#)
- [the NHS Test and Trace service if you have tested positive for coronavirus](#)

Stay at home for 14 days

If you're told you've been in contact with a person who has coronavirus:

- stay at home (self-isolate) for 14 days from the day you were last in contact with the person – it can take up to 14 days for symptoms to appear
- do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home
- do not have visitors in your home, including friends and family – except for essential care
- try to avoid contact with anyone you live with as much as possible
- people you live with do not need to self-isolate if you do not have symptoms
- people in your support bubble do not need to self-isolate if you do not have symptoms

What is a support bubble?

A support bubble is where someone who lives alone (or just with their children) can meet people from 1 other household.

Find out more about [meeting people from outside your household on GOV.UK](#).

If you live with someone at [higher risk from coronavirus](#), try to arrange for them to stay with friends or family for 14 days.

If you have to stay in the same home together, read about [how to avoid spreading coronavirus to people you live with](#).

If you get symptoms of coronavirus

If you get any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste):

- [get a test to check if you have coronavirus](#) as soon as possible
- anyone you live with must self-isolate until you've been tested and received your result
- anyone in your support bubble must self-isolate until you've been tested and received your result

What to do when you get your test result

If you test negative (the test did not find coronavirus):

- keep self-isolating for 14 days from when you were last in contact with the person who has coronavirus – as you could get symptoms after being tested
- anyone you live with can stop self-isolating if they do not have symptoms
- anyone in your support bubble can stop self-isolating if they do not have symptoms

If you test positive (you have coronavirus):

- self-isolate for at least 7 days from when your symptoms started – even if it means you're self-isolating for longer than 14 days
- anyone you live with must self-isolate for 14 days from when your symptoms started
- anyone in your support bubble must self-isolate for 14 days from when your symptoms started

Read more about [when to self isolate and what to do](#).

If you do not get symptoms of coronavirus

If you do not have any symptoms of coronavirus:

- you can stop self-isolating after 14 days
- you do not need to have a test

How NHS Test and Trace will contact you You'll

be contacted by email, text or phone.

Text messages will come from NHS tracing. Calls will come from 0300 0135000.

Children under 18 will be contacted by phone wherever possible and asked for their parent or guardian's permission to continue the call.

You'll be asked to sign in to the NHS Test and Trace contact tracing website at <https://contact-tracing.phe.gov.uk>.

If you cannot use the contact tracing website, they will call you.

Important

The NHS Test and Trace service will not:

- ask for bank details or payments
- ask for details of any other accounts, such as social media
- ask you to set up a password or PIN number over the phone
- ask you to call a premium rate number, such as those starting 09 or 087

An overview

Confederation of School Trusts

This diagram shows how to advise individuals (children and adults) and their households if they become unwell OR if they are sent home because they have been in contact with someone who is ill. It is based on the [guidance](#) for the full opening of schools set out in section one, Public Health advice to minimise risks. This is not a substitute for reading the full guidance and CST does not accept responsibility if you use this solely or instead of the planning guidance.

A person with symptoms

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), **then they must be sent home, arrange a test and self-isolate for at least 7 days**

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), **then other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.**

If a person with symptoms **tests negative** and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), **then they can stop self-isolating. Other members of their household can stop self-isolating.**

If a person with symptoms **tests positive**, **then other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.**

A person who is sent home because they have been in contact with someone with symptoms

A person who has been in contact with someone showing symptoms will be sent home and asked to self-isolate for 14 days.

If a person has been in contact with someone showing symptoms and is sent home to self-isolate for 14 days, **then their household does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms.**

If a person who has been in contact with someone showing symptoms subsequently **develops symptoms themselves** within their 14-day isolation period, **then they should stay at home and get a test.**

If the test delivers a **negative result**, **then they must remain in isolation for the remainder of the 14-day isolation period as you could get symptoms after being tested**

If the test delivers a **positive result**, **then they should inform their school immediately, and must isolate for at least 7 days from the onset of their symptoms.**

If the test delivers a **negative result**, **then their household can stop self-isolating if they do not have symptoms**

If the test delivers a **positive result**, **then their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.**