

COVID Testing Policy: Updated 31/03/2021

Introduction:

GO Kids COVID-19 testing programme is an important element of our strategy to:

- limit the spread of coronavirus among our workforce; and
- protect our workforce and service users during the pandemic.

Our testing programme focuses primarily on identifying positive asymptomatic cases – i.e. those who are carrying coronavirus but are not displaying any symptoms - among members of staff who are attending work.

This policy sets out who can be tested, how testing will take place, and what steps will be taken after you are provided with a result.

Other Safeguards:

Our coronavirus testing programme is in addition to, and is not a replacement for, the measures set out in our risk assessment set out for working during the Covid-19 pandemic.

You must continue to observe our safeguards on:

- hygiene and cleanliness;
- social distancing; and
- wearing a face covering.

Temperature Checks

All employees entering Go Kids premises will be subject to temperature checks, conducted by a member of staff. Entry will not be permitted in case of a temperature of 100.4F° (38°C) or higher. Entry will also not be permitted in the case that an employee displays any other common symptoms of COVID-19.

In cases of high temperature or exhibiting symptoms, employees should return home and notify their direct supervisor.

If any employee is unable to receive temperature checks due to disability or religious belief, please contact Stephanie Taylor, Project Manager.

If you display symptoms, which include a fever/high temperature, continuous cough and loss of sense of taste or smell, or the NHS test and trace service alerts you that you have been in contact with a positive case, you must:

- not attend work; and
- self-isolate in accordance with the Government's guidance at www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection.

In these circumstances, you must arrange a test via www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus, rather than seeking to be tested under our workplace testing programme.

Who can be tested?

Voluntary testing

Participation in our COVID-19 testing programme is voluntary. However, we strongly encourage individuals who are attending work to take the opportunity to be tested.

We encourage you to be tested even if you have been vaccinated against coronavirus.

You will not be barred from working if you do not wish to take a test and you do not need to provide proof of a negative test result to attend work.

Eligibility

Individuals are entitled to take part in our COVID-19 testing programme if they are attending the workplace or working anywhere that is not their home (for example anyone who travels as part of their role).

Our COVID-19 testing programme is not available to anyone who is working exclusively from home.

Testing process:

Costs

All testing costs will be covered by the organisation.

Type of test

Our organisation is using lateral flow testing. This involves:

- Carrying out the test at home 2 days per week. You will log the results online or via a telephone number. These tests are to be used when you show no symptoms of Covid19. If you have symptoms of Covid19 you must self-isolate immediately and book a PCR test.

The result of your test is available within 30 minutes.

Arranging your test

Members of staff will be asked to test twice per week.

You must carry out your test in the evening before you attend work the following day. This gives ample time to wait on results coming back and in the event of a void test, retesting time. It also gives time to log your results online or via telephone.

If your test result is negative

If your test result comes back negative, you may attend work.

No testing process is ever 100% accurate and false negatives are a possibility. This means that, even if you have recently tested negative, if you subsequently display symptoms, you must:

- not attend work; and
- self-isolate in accordance with the Government's guidance at www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection.

If your test result is positive

If your test result comes back positive, you must:

- not attend the workplace;
 - self-isolate in accordance with the Government's guidance at www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection;
- and
- report your positive test to management and via online or telephone and follow any actions you are given (you should do this within 24 hours of your result - you will need the barcode on the test kit or the ID number printed below it). You must then book a PCR test at a test centre or via a home test kit.
 - If you subsequently take a confirmatory test and the result is negative, as long as you have no symptoms you can stop self-isolating and return to work (unless the NHS test and trace service advises you otherwise).

Otherwise, you must not attend work for the duration of your self-isolation period. During your self-isolation period, we will continue to pay you your full salary, on the condition that you must work from home where this is possible (unless you are signed off work sick).

Our action following a positive test:

Who will be informed about your positive test

Within our organisation, the fact that you have received a positive test will be shared only with your line manager and management.

Information for our wider workforce

You will not be named as a positive case to the rest of our workforce. However, we will:

- take steps to track your co-workers with whom you have had close contact and alert them that they have been in contact with someone who has tested positive; and
- organise a deep clean of the areas in which you were working.

Your colleagues do not have to self-isolate unless the NHS test and trace service advises them to do so. However, it is important that they are made aware that there has been a positive case among our workforce so that they can take any extra precautions that they see fit (for example if they have someone in their household who is clinically extremely vulnerable).

Early outbreak management

If we have taken the above steps but are seeing more coronavirus cases in the workplace, we will:

- liaise with our local public health protection team; and
- seek their advice on any additional steps that we need to take to identify and contain any potential COVID-19 outbreak.

Data protection:

GO Kids treats personal data collected during the COVID-19 testing programme in accordance with our [data protection policy](#) / [policy on processing special categories of personal data](#). Any breach of confidentiality will be treated very seriously and dealt with under our [disciplinary procedure](#).

If you have any queries or concerns about data processing during the testing process, these should be directed to Stephanie Taylor, Project Manager.

If you are required to test for another job role 2 days per week, then you are not required to 'double' test for this role. Please inform Stephanie Taylor, Project Manager if this is the case.

If any employee is unable to be tested due to disability or religious belief, please contact Stephanie Taylor, Project Manager.