

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 process of Test and Trace and 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)

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.

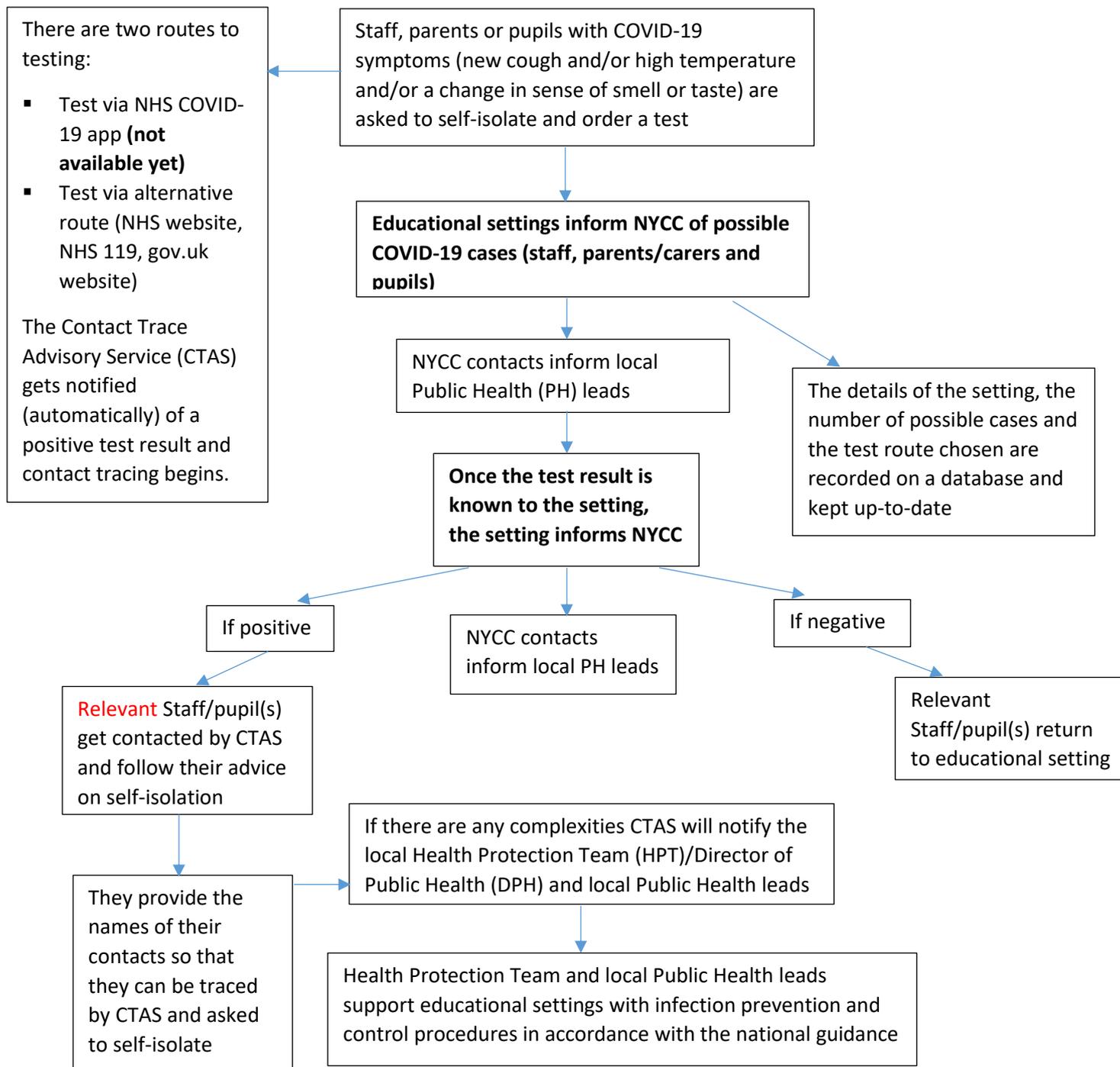
We are asking all educational settings to inform NYCC when they become aware of anyone (staff, pupil(s) or parent(s)) who is experiencing symptoms. Please let your NYCC contact know of any potential COVID-19 cases immediately (a list of contacts is on page 3 of this document).

- As part of the Test and Trace process, anyone with symptoms will be advised to start self-isolating and order a test.
- 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**.
- 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 (CTAS) will be notified automatically and begin contact tracing. CTAS will provide advice to the person who received a positive result as well as their contacts.
- 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.

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

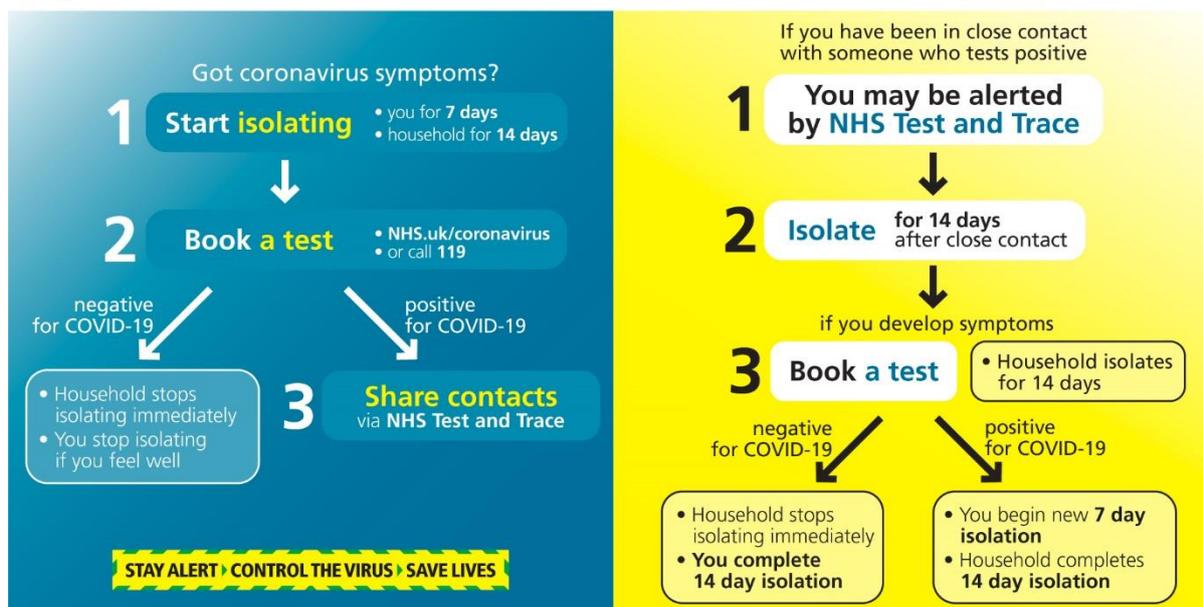
The NYCC contacts will be able to provide advice on what steps need to be taken depending on the outcome of the test. NYCC contacts are working closely with the local Public Health team and will be able to advise appropriately.

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](#)



Useful contacts:

Maintained schools and academies:

- Senior Education Advisers
- Jen Cave, jen.cave@northyorks.gov.uk 07581573397

Early years settings:

- Helen Smith, helen.smith@northyorks.gov.uk 07817136549
- Elaine Broadbent, Elaine.broadbent@northyorks.gov.uk 07970052755
- Jen Cave, jen.cave@northyorks.gov.uk 07581573397

Special schools and PRS:

- Inclusion senior officer COVID-19 link
- Sarah-Jane Hill, sarah-jane.hill@northyorks.gov.uk 07966298652
- Jane Harvey, jane.harvey@northyorks.gov.uk

Adult learning:

- Harriet Serra, harriet.serra@northyorks.gov.uk 07870361146
- Andy Eaton, andy.eaton@northyorks.gov.uk 07976 653644

Health and Safety Team:

- Dale Barton, dale.barton@northyorks.gov.uk 07788564533
- Terry Bland, terry.bland@northyorks.gov.uk 07813007289

Public Health leads:

- Victoria Ononeze, victoria.ononeze@northyorks.gov.uk 07970291332
- Dora Machaira, dora.machaira@northyorks.gov.uk 07870485768