

COVID-19 contingency plan Sept 20 updated

Dynamo Healthcare Training and Academy take the wellbeing of our staff, students and stakeholders very seriously. Considering the pandemic, we have reviewed our processes for supporting learners and employers.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. These symptoms are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

Should a person exhibit any of the above symptoms DHCT will advise students or members of staff to get tested, or advising parents or carers to get a school pupil tested.

Individuals should visit the [get a coronavirus \(COVID-19\) test](#) page to book a visit. This will give you a range of testing options available in your local area.

-home test kit – staff, parents or carers, and FE students can order a home test kit for themselves and up to 3 symptomatic members of their household

Register a home test kit

You can register a coronavirus (COVID-19) test for you or someone else. You must register your kit so that we can send your test results to you.

Check what you need

You should only register a home test kit after you've:

- received it
- found your nearest Royal Mail priority postbox or booked a courier to collect it
- got your order confirmation email containing your bold 10 character order ID (you received this when you ordered your test kit)

If you are taking a test before your hospital visit, you need to [register your kit here.](#)

If people you live with have received a test kit

- you should register their test kit too
- each person must use the test kit they have registered to receive the correct results

Book your courier collection

A courier will collect your used testing kits. These will be taken to a lab for processing.

[Book your courier collection](#) by 7pm at least a day before carrying out testing.

Carry out testing on the day of collection.

How NHS Test and Trace helps fight the virus

NHS Test and Trace will help to control the rate of reproduction (R), reduce the spread of the infection and save lives. By playing your part through the actions set out below, you will directly help to contain the virus by reducing its spread. This means that, thanks to your efforts, we will be able to go as far as it is safe to go in easing lockdown measures.

Playing your part:

- if you develop symptoms, you must continue to follow the rules to self-isolate with other members of your household and get a test to find out if you have coronavirus
- if you test positive for coronavirus, you must share information promptly and accurately about your recent contacts through NHS Test and Trace to help us alert other people who may need to self-isolate
- if you have had close recent contact with someone who has coronavirus, you must self-isolate if NHS Test and Trace advises you to do so
- if you are returning from travel abroad it is important to check whether you need to self-isolate

Test results

Positive result

If a member of staff or student has a positive result, they must self-isolate immediately and continue to isolate for at least 10 days from when their symptoms started. Everyone in their household or support bubble must also isolate for 14 days.

Negative result

Where a member of staff or student has a negative result, it means the test did not find coronavirus (COVID-19). At that point, they no longer need to self-isolate and can return to work or education, as long as:

- everyone they live with who has symptoms tests negative
- everyone in their support bubble who has symptoms tests negative
- they were not told to self-isolate for 14 days by NHS Test and Trace
- they feel well – if they feel unwell, stay at home until they're feeling better, if they have diarrhoea or are being sick, they should stay at home until 48 hours after they've stopped

Regardless of any test result, members of staff and students should continue to isolate if:

- they have been in [close contact with a confirmed positive case](#), or have been told to isolate by NHS Test and Trace

When DHCT can provide a test kit to a student or member of staff

Coronavirus (COVID-19) test kits should only be offered in the exceptional circumstance an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere.

It is vital that educational settings only recommend children or staff to get a test if they develop these symptoms - the capacity of the NHS Test and Trace system must be protected for those with symptoms of the virus.

In exceptional circumstances when you do not think a symptomatic child or staff member would be able to access testing by the usual routes, you should consider providing a test kit to improve the chances that the individual will get tested. Access to these tests will also help symptomatic staff who test negative and are not close contacts of confirmed cases, to get back to work as soon as they feel well enough. It is for schools and FE providers to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils or students.

Kits are suitable for people of all ages. Kits should not be given directly to children - **only to adults over the age of 18 or a child's parent or carer**. Parents and carers will be required to administer the test to those under 11.

Full instructions on how to administer the test and what to do next are provided within each kit. Schools and colleges will not be expected to administer testing, and testing should not take place on site

Providing test kits to staff

As with students, you may consider offering kits to members of staff who become symptomatic on site if you do not think that they will be able to access testing by the usual routes.

In addition, if a symptomatic staff member, who is currently self-isolating, cannot access testing quickly, you may wish to consider offering them a test kit in order to allow them to return to work as quickly as possible if they test negative and have not been in close contact with a confirmed case. This approach should not be used for students, only for symptomatic staff members who are vital to the running of your educational setting.

Staff who develop symptoms should not enter the premises of their place of work under any circumstances, even to collect a test kit. Nor should they come into close physical contact (within 2 metres) with anyone outside their household.

Schools and FE providers have discretion over how they deliver kits to symptomatic staff members, as long as this is done safely with due regard for the transmission risk. The symptomatic staff member, and all members of their household, must stay at least 2 metres away from other individuals at all times.

For example, DHCT could:

- post the kit to the symptomatic staff member
- ask another member of staff to drop the kit through the letterbox of the symptomatic staff member's home address
- (for symptomatic staff with vehicle access) ask another member of staff to leave the test kit a safe distance from the symptomatic colleague's vehicle at an agreed time and location. That staff member should then withdraw to a safe distance (at least 2 metres away) whilst the symptomatic staff member exits their vehicle and retrieves the test kit.

Important information about registering your test kits for DHCT tests:

You must register each test kit after the sample has been collected, and before it is given to the courier, at <https://test-for-coronavirus.service.gov.uk>

You will need:

- The barcode number of the test kit you are registering

- The email address and mobile phone number to which the test results should be sent (office@dynamohealthcaretraining.co.uk and 07544164565).
- Complete the DHCT COVID testing spreadsheet to monitor tests dispensed, results and actions.

Making an order for additional coronavirus tests

Schools and FE providers should order additional test kits if they have run out or are running out of test kits.

You can [order additional tests kits online](#). Kits will be supplied in boxes of 10, with one box provided per 1,000 pupils or students.

You will be able to make a new order for test kits 21 days after you receive a delivery confirmation email telling you that your previous supply of test kits has been sent.

Schools and FE providers will need a unique organisation number (UON) to place orders for test kits. This was emailed to you by the Department of Health and Social Care (DHSC) on 16 September.

You can [look up your unique organisation reference number](#) (UON) using your DfE unique reference number (URN) or UK provider reference number (UKPRN), or call the Test and Trace helpdesk on 119.

Schools and FE providers in particularly high risk areas may be eligible for an additional delivery of test kits. These will be allocated to schools and FE providers by the DHSC based on the local prevalence of coronavirus (COVID-19). You will be emailed directly if you are eligible to receive these additional test kits.

Any additional kits allocated and provided in this way should be used in line with this guidance at your discretion to minimise the impact of the virus on the education of your pupils or students. This includes ensuring access to testing for symptomatic staff who are vital to the running of your education setting.

Storage of test kits

Kits should be stored securely at ambient room temperature (5 to 22°C).

Who to contact in an emergency

If at any stage someone at your organisation cannot cope with the symptoms, their condition significantly worsens, or if their symptoms do not improve after 7 days, use the <https://111.nhs.uk/COVID-19> service. If you do not have internet access, dial NHS 111. In a medical emergency, dial 999.

Further information can be found on <https://www.nhs.uk/conditions/coronavirus-covid-19/>