

COVID-19: Testing for Staff

Advice for staff:

If you need medical advice about symptoms call [NHS 111 online coronavirus service](#)
You can apply for a free test [online](#) or order by telephone via NHS 119

Advice for settings:

Settings can also contact the local Public Health team for advice on specific situations [here](#)
(add Settings in the subject line)

Do not wait

Apply for the test as soon as you have symptoms.

Coronavirus Symptoms

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a 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)
- **loss of/change in smell or taste**

If a staff member has COVID-19 symptoms;

- There are two ways to get a coronavirus test: getting the test kit delivered to your home, or booking a test at a test site
- There are local test sites across London. There are also mobile testing units. Mobile testing units travel around the UK to increase access to coronavirus testing. New units are being brought into operation each day and can be booked through the testing website.
- Settings will also be provided with a small number of home testing kits that you can give to a staff member or parents collecting a child with symptoms, if you think providing one will increase the likelihood of them getting tested.
- Please ask if the staff member needs help in arranging for or administering the test
- Ask the staff member to inform you immediately of the results of a test. [If the staff member tests negative, they can return to the setting and their household members can end their self-isolation.](#)
- Advise any contacts at the setting that they do not need to self-isolate unless a test result comes back positive.

If there is a confirmed case of coronavirus

- If you become aware that someone has tested positive
- **Call PHE London Coronavirus Response Cell (LCRC)** – 0300 303 0450. Support their risk assessment and ask for support with communications, if needed.
- **Inform local Public Health Team** – email CIPHAdmin@islington.gov.uk for ongoing support
- LCRC will also contact you if they become aware that someone at your setting has tested positive.
- LCRC will carry out a rapid risk assessment to confirm who's been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.

Close contact means:

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including:
 - Being coughed on
 - A face-to-face conversation, or
 - Unprotected physical contact (skin-to-skin)
 - Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
 - Travelling in a small car with an infected person
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- LCRC provide definitive advice on who must be sent home. To support them in doing so, we recommend settings keep a record of children and staff in each group, and any close contact that takes place between children and staff in different groups. This should be a proportionate recording process. Settings do not need to ask children to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.
 - A template letter will be provided to settings, on the advice of LCRC, to send to parents and staff if needed
 - You must not share the names or details of people with coronavirus unless it's essential for protecting others.

If there is a possible outbreak

- If there are two or more cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, work with LCRC to decide if additional action is needed.
- In some cases, the team may recommend that a larger number of other children self-isolate as a precautionary measure, such as the whole group.
- Whole-setting closure will not generally be necessary, and you shouldn't consider this unless LCRC or your local public health team advise it.
- If an outbreak is confirmed, a mobile testing unit may be dispatched to your setting.
- If additional advice is needed, contact LCRC or local public health (contact details above)

What you need to tell Staff:

Staff must understand that they should be ready and willing to:

- Book a test if the staff member (or anyone at home) is displaying symptoms
- Stay at home if they have symptoms
- Contact their setting manager once they have received the test result
- Follow the national guidance in line with the test result