

COVID-19 AND LATERAL FLOW TESTING POLICY

Effective for employees, students, Directors and volunteers on or after 29 March 2021

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PLEASE NOTE: This Policy is in the process of being fully reviewed (August 2022) as it is currently out of date. L&F Training encourages all staff to follow the Government Guidelines in relation to Covid-19 which can be found on

- <https://www.gov.uk/coronavirus> and
- <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

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COVID-19 – Lateral Flow Testing Policy

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1. Our commitment

L&F Training are committed to supporting Government guidance in relation to the control and reduction of Covid-19 transmission, by introducing and championing policies and procedures to ensuring that all Learners and staff understand their responsibilities in relation to reducing the risk of Covid-19 transmission, what L&F Training expects of them in this regard and that all learners and staff have the tools and understanding to be involved in Covid-19 Lateral Flow Testing and thereby minimise the risk of Covid-19 to themselves and others.

2. Objectives

The aim of this policy is to ensure that you are aware of the L&F Training's position in relation to the control and reduction of Covid-19, including the use of Covid-19 Lateral Flow Testing. The policy also provides guidance on the process L&F Training is adopting to bring Lateral Flow Testing into use across the business and especially within our Academy and Classroom settings; to help staff and Learners stay healthy and avoid transmission of Covid-19 during face-to-face education sessions and meetings.

Testing is critical in the combat of spread and prevention of COVID-19 and to ensure the health and safety of our Colleagues and Learners. It is also fundamental in helping key workers return to work as soon as possible; so that we can carry on the valuable work that we do in providing training opportunities to young people currently in Traineeships or Apprenticeships and those vulnerable school age/young adult Learners.

3. Key contacts

- Fran Deeley, Director of Operations – frandeeley@landftraining.com
- Gillian Dewsbury, Contracts, Audit and Compliance Manager and Covid-19 Co-ordinator – gilliandewsbury@landftraining.com
- Denise White, Curriculum and Development Manager – denisewhite@landftraining.com
- HR Team – hr@landftraining.com

4. Scope

This policy applies to all L&F Training staff and Learners; to include staff working within L&F Training trading as Francesco Hair & Beauty Salon. It provides guidance on approved usage of the Covid-19 Lateral Flow Home Testing kits and L&F Training's wider policy decisions relating to Coronavirus, in relation to helping reduce and control Covid-19 transmission.

5. Definitions

When we refer to 'Covid-19 Lateral Flow Testing' or 'LFT' we mean the testing which can be carried out at home or the workplace, using Lateral Flow Test kits provided by the NHS.

DFE means the Department for Education and ESFA stands for the Education and Skills Funding Agency. All self-employed contractors should be made aware of this policy and understand their responsibilities within it.

6. Introduction of Lateral Flow Testing for Covid-19

At the end of March 2021, L&F Training, in line with guidance from DFE and ESFA, introduced Covid-19 Lateral Flow Testing to all Teaching Learning Mentors and Learners attending face to face classes. Subsequently Lateral Flow testing was extended to all staff working within L&F Training (including L&F Training trading as Francesco Hair & Beauty Salon). This policy, a process to follow and records were established, to provide clear guidance in relation to L&F Training policy in relation to Covid-19, to manage the delivery and distribution of testing kits; provide education and guidance to all Teaching Learning Mentors and Learners on the use of kits and to collect and monitor Test Results.

7. Covid-19 and Lateral Flow Testing – Explanation and L&F Training Testing Process and Covid-19 procedures

a) Lateral Flow Testing Kits and when to test

- Each Lateral Flow Test Kit box normally contains seven test kits.
- It is recommended that testing be carried out twice a week; the night before face-to-face Learning is due to take place and one other evening or day during the week (there must be a three-day gap between tests). For example, a test could take place on a Sunday evening with the next test on Wednesday evening.
- On this basis each box of kits can last 3.5 weeks for the recipient.
- **Please Note: In the event that a member of your team, or a family member, tests positive for Covid:**
 - **testing by all team members should be increased to daily for at least a 10-day period, to more closely monitor the health of all employees and learners and reduce the risk of transmission.**
 - **All unnecessary travel and visits to other offices and L&F Training academies or salons should be avoided; to avoid any risk of cross contamination or transmission to the wider community.**
 - **Masks should be worn inside, again to lessen the likelihood of transmission, unless an individual has a medical exemption for mask wearing.**

b) The L&F Training Testing Process

- The Covid-19 Test Coordinator will arrange the distribution of kits to Learners, via their Teaching Learning Mentors and to other L&F Training staff, direct.
- **Please Note:** Supply of kits via the Covid-19 Coordinator, are for L&F Training staff and Learners only (because they are supplied by DFE as the company is a Training Provider). L&F Training trading as Francesco Hair and Beauty Salon staff, will need to obtain their own kits via the relevant channels the Government has organised for this purpose.
- The Covid-19 Test Coordinator will also provide a register to the Teaching Learning Mentor/staff member to enable the test kits to be signed for.

- Each staff member, Teaching Learning Mentor and Learner is asked to sign the register, to confirm receipt of their box of testing kits and that they have read and accept the GDPR statement in relation to record keeping.
- The Teaching Learning Mentor returns the signed register to the coordinator, for record keeping purposes.
- Each week Learners are requested to complete an online Learner Covid/LFT Declaration form, either to confirm that they have undertaken the test or to declare that they have chosen not to do so (Please Note: Lateral Flow Testing for Covid-19 is not mandatory).
- Learners and staff are also requested to notify their test results (whether Negative, Positive or Void) to the NHS Test and Trace service and to send the confirmation message they receive to the coordinator so that they can maintain for the records.

c) Record Keeping and Monitoring

- The Covid-19 Coordinator will keep copies of the Registers, Declaration Forms and Test Results; these will be stored securely electronically, in line with GDPR regulations.
- The Coordinator will maintain a spreadsheet to track the Testing Kit boxes issued and the results received.
- The Coordinator will follow up with Learners, via their Teaching Learning Mentors, and to staff direct, in the event of non-receipt of the Covid-19 LFT Test results.
- These records will enable L&F Training and the Coordinator to track the ongoing health (re: Covid-19) of all Staff, Teaching Learning Mentors and Learners.
- The Records will also enable the Covid-19 Coordinator to identify when more kits need to be ordered for Learners and Training staff, to ensure there is always sufficient supply to meet need.

d) L&F Training Staff and Learners – What is expected of all, to help reduce the risk of transmission

- i. Even when mask wearing is no longer a legal requirement, L&F Training requests all staff to wear a mask inside, when:
 - You are working close beside other staff, Learners or Clients (i.e. less than current Government recommended social distance between you) and
 - There is no natural ventilation within the room in which you are working, and you are unable to maintain social distance from colleagues, learners and/or clients
 - You have cold/flu symptoms, even if they are not the normal symptoms associated with Covid-19.
 - Even if the room is well ventilated, if working with clients face masks and/or shields must be worn.
 - NB: You do not need to wear a face mask if you have a medical exemption from doing so.
- ii. If you develop Covid-19 symptoms or have a Positive Lateral Flow Test please:
 - Self-isolate
 - Do not come into work/class
 - Get a PCR Test (if the PCR Test is positive start 10 days of self-isolation from the date the result was received). **NB: At times the Government will temporarily suspend the requirement for PCR tests, following a Positive Lateral Flow Test. At such times it is important that you follow Government Guidance in relation to self-isolation and further testing provided at that time. (E.g. [Confirmatory PCR tests to be temporarily suspended for positive lateral flow test results - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/confirmatory-pcr-tests-to-be-temporarily-suspended-for-positive-lateral-flow-test-results))**
 - Notify your manager immediately (**Please Note: Your Manager will need to advise those who may have been in physical contact with the you, to enable reasonable steps to be taken to safeguard colleagues, learners and clients and reduce the risk of transmission**)

- NB: Self-isolation and a return to work can finish early if you receive a negative follow-up PCR Test or, two negative lateral flow tests after 6 days, with at least 24 hours between lateral Flow tests (in line with Government Guidance at the time).
- iii. If you have Covid-19 symptoms, have tested positive with your Lateral flow test and have a negative initial PCR Test
 - Due to the current increase in Covid-19 cases and the potential of false negative PCR test results; L&F Training require you to remain off work for a further 3 days after you have received your initial negative PCR Test and to:
 - Carry out daily lateral flow tests
 - Arrange a follow up PCR test after 3 days
 - If the follow up PCR Test result is negative, you may return to work, if you feel well enough to do so.
 - However:
 - If you are still suffering from Covid-19 symptoms and are not fit to work, please continue on sick leave until you are well enough to return to work and continue to carry out Daily Lateral Flow testing to ensure you remain Covid-19 free.
 - If you feel well enough to return to work, please wear a mask in the workplace or in public areas and continue to carry out Lateral Flow tests daily, until your symptoms cease or 10 days from beginning of symptoms (whichever is longer).
- iv. If a colleague/Learner/client with whom you have been in close contact (less than 2 meters) tests positive or displays symptoms.
 - Test yourself daily using Lateral Flow Testing for 10 days, from the day the individual tested positive or began to display symptoms.
 - While you receive negative results you can continue to come into work
 - Please follow all the general good practice in relation to reducing transmission of covid (e.g. ventilation, mask wearing, cleaning, washing hands etc.).
 - However, if at any time you start to get Covid-19 symptoms or a positive Lateral Flow test result you must follow the guidance above and as noted in the Government Guidance below.
 - After 10 days, if you have continued to receive negative lateral Flow test results and/or have not developed Covid-19 symptoms, you may return to twice weekly lateral flow testing.

e) What to do if you start displaying symptoms or you get a positive Lateral Flow Test result.

- Follow the latest Government Guidelines which can be accessed at: <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>
 - Don't come into work or Learning!
 - Stay at home and self-isolate
 - Arrange a PCR Test (in line with Government Guidance at the time)
 - You must self-isolate if you test positive. You must self-isolate from the day your symptoms started and the next 10 full days, or from the day your test was taken if you do not have symptoms and the next 10 full days. **This is the law**, regardless of whether you have been vaccinated. Self-isolating is important because you could pass the infection on to others, even if you do not have symptoms. You must stay at home for the full amount of time you are told to, because this is the period when the virus is most likely to be passed on to others.

- NB: The only time the 10 days can be shortened is when Government Guidance advises that it can be (e.g. January 2022 Guidance suggested that after 6 days, if an individual had two negative Lateral Flow Tests, with at least 24 hours between the first and second test, the individual would be able to come out of isolation after that second negative test result).

f) What to do if someone you live with tests positive

- Follow the advice on the Government website which can be accessed at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
 - Stay at home and self-isolate unless:
 - You are fully vaccinated (including booster if you are due for it) or
 - You are under 18 years and 6 months old

g) What to do if you are come into contact with a person who has had a positive test result for COVID-19 and who is not from your household and NHS Test and Trace contact you.

- Follow the advice on the Government website which can be accessed at: <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>
 - If you have been informed by NHS Test and Trace that you are a contact of a person who has had a positive test result for COVID-19, you must stay at home and self-isolate. Your isolation period includes the date of your last contact with the person who had a positive test result for COVID-19 and the next 10 full days. This means that if, for example, your last contact with them was at any time on the 15th of the month, your isolation period ends at 23:59 on the 25th.
 - Do not go to work, school, or public areas, and do not use public transport or taxis.
 - In some circumstances, the person you had close contact with will have a follow-up PCR test and may be advised that they can stop self-isolating. If this happens, NHS Test and Trace will contact you and advise that you can stop self-isolating too.
 - You may not be required to self-isolate if you are notified that you are a contact of someone who has tested positive for COVID-19, for example if you are fully vaccinated. There is further information on [when you may not be required to self-isolate later in this guidance](#).
 - If you develop any of the following symptoms: a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell (anosmia), you should self-isolate and arrange to have a [PCR test for COVID-19](#) either online or by phone by calling 119, even if your symptoms are mild.
 - If you do not have any of these symptoms, other people in your household do not need to self-isolate with you. However, we would recommend that lateral Flow Testing frequency be increased to monitor their health, so that any infection can be caught and dealt with as soon as possible.

h) What to do if you come into contact with a person who has had a positive test result for COVID-19 and who is not from your household, but NHS Test and Trace do not contact you.

- Follow the advice on the Government Website which can be found at: <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>
 - Follow the How to Stay Safe and Help Prevent the Spread guidance: <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do> including:
 - Let fresh air in when working and meeting indoors
 - Wear a mask indoors and in crowded places outdoors
 - Wash your hands regularly and avoid touching your face to reduce the risk of transmission
 - Limit close contact with other people
 - Use the NHS Covid-19 app
- You can also arrange to take a PCR Test, even if you don't have symptoms as you may be at higher risk of being infected.
- L&F Training also recommend that Lateral Flow Testing frequency be increased to once a day, for 10 days or for the duration of symptoms (whichever is longer) from the time the person had a positive test result. This will assist the illness to be tracked and controlled to reduce effects of transmission.

i) Government Guidance on what to do, if you feel unwell but do not have Covid-19 symptoms or your Covid-19 test is negative.

- If you feel unwell but do not have COVID-19 symptoms, or your COVID-19 test is negative, you may still have an illness which could be passed on to other people. Many common illnesses, like the flu or the common cold, are spread from one person to another. This can happen:
 - when someone infected with an illness breathes, speaks, coughs or sneezes, releasing respiratory particles which can cause infection in another person
 - through surfaces and belongings which can also be contaminated when people who are infected with an illness cough or sneeze near them or if they touch them, the next person to touch that surface may then become infected
- Staying at home until you feel better reduces the risk that you will pass on an illness to your friends, colleagues, and others in your community. This will help reduce the burden on our health services.
- L&F Training policy, requires us to take additional steps in this situation (see 'd iii' above).

8. Additional support

If you require any additional support or advice, in relation to this policy, please contact your Teaching Learning Mentor, one of the managers listed in Section 3 of this document or a member of the HR Team.

9. Associated policies

- Confidentiality Policy
- GDPR and Data Protection Policy

10. Disclaimer

Due to the nature of the Covid-19 pandemic; Government Guidance is subject to change at short notice. It is therefore possible that this Policy may, at times, be a little out of date in relation to the Government Guidance reflected therein; though it will be reviewed and updated regularly in an aim to remain accurate.

Where this policy recommends Government Guidance be followed, it is therefore important to check the Gov.UK website for the latest information and guidance in relation to the Coronavirus. The links below are the most relevant for this purpose:

- <https://www.gov.uk/coronavirus> and
- <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>