

COVID-19 (Coronavirus) Policy – Home testing (Learners & Staff)

PURPOSE

North West Community Services Training Ltd (NWCS) have included this policy as an amendment to their current COVID-19 policy. The following policy includes the measures NWCS have put in place to actively mitigate the spread of the virus as much as is reasonably practicable. NWCS's duty is to provide a safe and healthy working environment, insofar as it is reasonably practicable to do so and provide suitable and adequate guidance, support and training for all staff. NWCS will ensure that all personal health data relating to COVID-19 will be treated as confidential and in a sensitive and secure manner in accordance with GDPR requirements.

SCOPE

The following provisions apply to all NWCS staff whether their work be office-based or remotely from home or another site. NWCS will provide a copy of this policy to all staff. A further copy will be displayed upon the Covid19 section of the departmental website <https://www.nwcstraining.co.uk/covid-19-documents/> to ensure we collectively and uniformly respond to this challenge. This policy also applies to learners who, upon the rare occasion, attend the site.

ADVICE FOR LEARNERS

Did you know that one in three people carrying the Covid-19 virus, do not show any symptoms? This is why it's important that we all do what we can to keep ourselves safe when we're on site at NWCS. The Government have recently issued us with a supply of home testing kits that you can collect via your Training Officer and do in the comfort of your own home; these are sometimes called lateral-flow or LFT.

All learners are encouraged to take LFT on entry to NWCS premises, preventing transmission of the virus depends hugely on as many of us participating as possible.

The procedure is simple – here's everything you need to know:

Request a test kit from your Training Officer. You need to perform the test at home, preferably in the morning before you work with your Training Officer. Full instructions on how to use your kit, can be found <https://www.nwcstraining.co.uk/training/premier-care/covid-19-advice-for-health-care-staff-and-patients-on-swabbing-for-the-coronavirus-infection/> but also refer to the individual leaflet inside each box, as some may differ. Learners will be subject to temperature checks upon entering the NWCS site.

TEST KIT

Staff are able to obtain NHS LFT and PCR test kits from the office. Any staff member who requires LFT or PCR tests, please make arrangements for collection from **Annette Swinnerton**.

LOGGING YOUR RESULTS

Whether your result is positive, negative or void, you need to log it on the Government website NWCS does not have access to your personal data on the Government website, so you need to let us know your result too. Please email your training officer confirming whether your result is negative or positive. Rest assured that this information will remain strictly confidential. If you test positive:

-Self-isolate immediately

-Get a PCR test to confirm your positive result. You can find out where to get a PCR test online.

-Continue to self-isolate in line with NHS/Government guidelines until you get your official result. If your PCR test is also positive, you must continue to self-isolate. If your PCR test is negative, you can stop self-isolating

Click on the link below for more information on self-isolation and treatment:
<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

NWCS STAFF MEMBERS

All NWCS Training staff have now received both vaccines, to which can be evidenced upon the NHS App. All NWCS Training staff members who are in contact with learners and/or other staff members are to carry out a Lateral Flow Test (LFT) prior to attendance to the office. Staff members are to upload the results onto the Government website www.gov.uk/report-covid19-result Instructions how to upload tests can be found in section 6 within the link.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957271/COVID-19-self-test-instructions.pdf The guide will also step you through the process for taking LFT's. Can staff members please either email/text the results that you will receive back to Karen Luxon for recording centrally. Please retain the results upon your phone as some Employers may request evidence prior to enabling you access. Routine temperature checks are in place for all staff entering the premises. All NWCS staff should be prepared to undertake lateral-flow tests prior to entering any employer premises if requested to do so.

If you have any questions or concerns, please speak to **Paul Sheron** or **Karen Luxon** in confidence – Stay Safe!!

COVID-19 INFORMATION

Information within this policy has been provided from information contained at the following: -
-National Health Service: <https://www.nhs.uk/>
-Government Information: <https://www.gov.uk/coronavirus> www.hse.co.uk

OTHER RELEVANT READING

NWCS asserts that this policy and associated procedures should be read and understood in the context of other relevant guidance, policies and procedures:

- Company health and safety policy
- Health and safety supporting Information pack
- Company and COVID-19 risk assessments
- COVID-19 (Coronavirus) Policy

RELATED WEBSITE LINKS

Government	https://www.gov.uk/coronavirus
National Health Service (NHS)	https://www.nhs.uk/conditions/coronavirus-covid-19/
Health and Safety Executive (HSE)	https://www.hse.gov.uk/