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Dear Head Teacher

## ADVICE FOR SCHOOLS ON THE NEW TELFORD & WREKIN CORONAVIRUS TEST & TRACE PROGRAM

As you may have seen recently in the Media, a national **Coronavirus Test & Trace program (TTP)** has been established.

All positive coronavirus test results will be investigated and any recent contacts will be traced and asked to follow Government guidance. Current guidance is in this graphic below. Telford & Wrekin Council have established a local Health Protection Hub and we are contacting you to ensure that you are up to date on what that means for your school



### How does Test & Trace impact my school?

Testing for coronavirus is now widely available to all people. Someone in your school may test positive for coronavirus.

This person and any identified contacts – including those in the school - will be expected to follow Government guidance with regard to isolation. Current government definitions of a contact are anyone in the 48 hours prior to the onset of symptoms that was within 1 metre of case for a minute or 2 meters for 15 minutes.

You will have already arranged classes into bubbles but will see that using the definition above that a positive case in a bubble will mean that the bubble has to isolate for 14 days.

Should this happen, the local Health Protection Hub is in place to start the contact tracing and support you with the management of safety in the school and to give help with guidance that can reduce the spread of the virus and the probability of schedule interruption.

Included with this letter are:

- Information on testing and how to access for staff and pupils ( Appendix 1)
- a suite of draft letters that you may use in the event of a confirmed case within the school
- A notification form to let us know about any cases or suspected cases - the sooner you report any positive cases to the local Health Protection Hub, the sooner we can support you – email us at [HealthProtectionHub@telford.gov.uk](mailto:HealthProtectionHub@telford.gov.uk) and also remember to notify Public Health England (PHE).
- A flow chart to show the actions that you should take and who to contact As part of the school re-opening process you will have already considered social distancing, hand washing and cleaning arrangements – it is important that these are maintained whilst the school is operational.

If a pupil or member of staff does become ill whilst at work then follow the procedures within your risk assessment – you should if possible isolate the pupil until they can be collected (see the section III health in school of your risk assessment) and follow the instructions in the cleaning guidance.

The Health Protection Hub has details of local testing providers' and will assist with testing arrangements - either at a testing centre or at home - as necessary. Parents and staff can still choose to contact 119 and arrange testing for themselves. For full details see appendix 1

### **Out of Hours Information**

You can contact the Telford & Wrekin Health Protection Hub, outside of normal working hours, if for example you have concerns regarding a number of people in the school with symptoms or if you receive notification of a positive test in a member of staff, parent or pupil/student, [healthprotectionhub@telford.gov.uk](mailto:healthprotectionhub@telford.gov.uk)

### **The Out of Hours contact details are:**

- **Phone: Emergency Planning Duty Manager: +44 7580 531257**

Email [COVIDSPOC@telford.gov.uk](mailto:COVIDSPOC@telford.gov.uk)

Telford & Wrekin Council is committed to working with Head Teachers that are experiencing coronavirus in the workplace.

If after reading the attached guidance, you have questions about TTP please contact our Team at [HealthProtectionHub@telford.gov.uk](mailto:HealthProtectionHub@telford.gov.uk) .

Please do not hesitate to contact us. We are here to help

Yours sincerely



**Liz Noakes**  
**Director: Health, Wellbeing & Commissioning**

### **Testing Information:**

**Local Testing Programme** - Please note this is the **preferred** route for schools staff and pupils

- **All schools and education settings staff** can access the local testing programme, via the head teacher or manager referral (*see below process*). This testing is for staff with symptoms – either themselves or where family members have symptoms, where symptoms started within the past 1-4 days. Once the staff referral member referral has been made Shropshire Community Health NHS Trust will make contact with the employee directly to arrange an appointment.
- **Pupils and students attending school and education settings** can now also access local testing if they have symptoms which started within the past 1-4 days (either symptoms themselves or where their family members have symptoms). **T&W Health Protection Hub will make this referral on behalf of the school and family. Please contact [COVIDSPOC@telford.gov.uk](mailto:COVIDSPOC@telford.gov.uk). NB This testing service offers home testing in exceptional circumstances.**
- Wider testing may be recommended when investigating potential outbreaks in schools. This may be testing of a number of staff members, pupils/students or their family members without symptoms (asymptomatic). The school will be contacted by Public Health England or the Health Protection Hub to advise asymptomatic testing if this is the case.

### **National Testing Programme**

- The national testing programme can be accessed <https://www.nhs.uk/ask-for-a-coronavirus-test> or by phone by dialling 119
- There is now a regional testing unit based at Ironbridge Park & Ride location
- **However, this is not the preferred route for schools staff and pupils and generally results take longer to come back via this route.**

### **Please note:**

At the time of writing, the guidance given was to date, however this is subject to change and therefore to seek further information please check the latest guidance on the government's website:

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

Employers and employees (including schools) should discuss their new working arrangements under covid-19 conditions, please see guidance to help get Britain Safely back to work:

<https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>