



Cylch Meithrin

ASYMPTOMATIC COVID-19 TESTING POLICY

Note: the information in this Policy is based on the Welsh Government documents that be found here: [Published Assets \(assetbank-server.com\)](https://assetbank-server.com)

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Cylch Meithrin Y Felinheli follows this policy, reviews it annually and updates it as required.

The **Anneka Williams (leader)** of **Cylch Meithrin Y Felinheli** will ensure that every member of staff understands this policy.

Reviewed by Anneka Williams (Leader) a Ceri Rhiannon (Registered Person) 6.5.2021

(It is suggested that you review your policy annually and notify CIW of any changes you make.)

Background

The aim of the Welsh Government policy on testing in childcare settings across Wales is to support the existing control measures (e.g. maintaining social distancing and wearing a mask) that are already in place to enable face to face childcare to continue. However, practitioners should not be forced to take a test, and tests should not be offered to those who do not work regularly at the setting in 'face to face' roles when the majority of the workforce / children are at the setting.

Regular Lateral Flow Tests for the Early Years Workforce

Registered childcare settings will have access to Lateral Flow Devices (LFDs) for distribution to any eligible individuals that would like to take part. Taking the test is voluntary, but we would encourage all practitioners to take advantage of the offer.

Lateral Flow (Antigen) testing involves the processing of nasal and throat swab samples with a Lateral Flow Device (LFD). The device, best described as looking like a home pregnancy test, detects a protein (antigen) produced by the virus. If present in the person's sample, a coloured line appears on the device that can be read between 20-30 minutes after processing.

Anyone who is eligible to undertake a test for coronavirus can do so at home twice a week. The LFDs provide a result within 30 minutes and don't require a laboratory to process.

All practitioners working in childcare setting are eligible for testing, and this includes:

- Practitioners, Managers and Leaders at the setting.
- Cleaning staff at the setting.
- Caretakers and maintenance staff employed by the setting.

The aim of the testing is to quickly identify individuals who do not display the known coronavirus symptoms to determine if they are unknowingly carrying the virus. This will identify practitioners who are unknowingly carrying the virus more quickly so that they can self-isolate. This will prevent more people catching the virus reduce the impact that coronavirus has on face to face childcare.

It is recognised that asymptomatic testing is likely to lead to an increase in case rates initially, however this increase is likely to decline once positive cases are isolated and transmission chains are broken.

Childcare settings have implemented the control measures outlined in sector guidance to reduce the risk of transmission. The testing offer will enable settings to further reduce this risk.

The routine test regime tests asymptomatic individuals – those who do not have coronavirus symptoms. If an asymptomatic person receives a positive test result via the routine testing (see further advice on a positive test below), they must [self-isolate](#) according to the guidance in order to prevent further transmission of the virus. In this way twice weekly testing identifies cases of coronavirus that would otherwise have not been found and helps to prevent the spread of coronavirus in the community.

How Does Lateral Flow Testing Work?

Education and childcare settings will be supplied with at home Lateral Flow Device (LFD) test kits which individuals will be able to use twice weekly 3-4 days apart before coming into work or setting, ideally in the morning. Testing is not mandatory for any practitioner and they will not need to produce a negative test result, or provide proof of having taken a test, to return to work in person. However, practitioners are strongly encouraged to use the tests.

The asymptomatic testing programme does not replace current testing policy for those with symptoms. Anyone with symptoms, whether they are involved in the asymptomatic testing programme or not, will still be expected to obtain a PCR test and follow NHS Test, Trace, Protect Guidance, [self-isolating](#) until they have received their results.

COVID-19 Protective Measures

Settings and individuals must continue with all current protective measures – asymptomatic testing does not replace these controls or make these less important in controlling the virus.

It is important to remember that these tests are an additional layer of health protection measure in addition to face coverings, social distancing etc. People who have had a negative LFD test must still comply with the relevant protective measures for their workplace.

The LFD test confirms if you are infectious to other people. Current scientific advice is that vaccinated individuals should still take part in the same way as anyone who has not been vaccinated. This will be kept under review and any changes will be communicated to the setting.

Anyone that has previously tested positive for COVID-19 via a PCR test should not be tested on this programme within a period of 90 days from their initial illness onset or test (if asymptomatic).

How do I Undertake a Lateral Flow Test?

Training is not required, the tests can be self-administered and come with clear instructions, but in summary:

1. Wash and dry your hands thoroughly
2. Remove the test (being careful not to touch the soft part)
3. Open your mouth wide. Use the swab to rub the back of your throat firmly four times on each side
4. Remove the swab without touching teeth, tongue or gums

5. Gently place it in your nostrils (2.5 cm inside) and rub the swab along the lining of your nostril 4-5 times
6. Remove (being careful the swab doesn't touch anything)
7. Place it in the tube for testing for 30 minutes and await the result (a coloured line will appear if positive)
8. Wash hands thoroughly after disposing of the test

Each time an individual takes a test they need to record the result via the online results portal (which can be accessed via a smartphone) or by the phone number provided in the test kit. This needs to be done each time a test is taken regardless of whether the result is negative or positive.

Responding to the Result of the Lateral Flow Test

If the result is **positive** you will need to:

- Share the results with Committee members
- record this via the online results portal
- notify your household members of the result and ask them to start self-isolating as soon as possible.
- Arrangements will be needed to ensure that the parents come to collect their children and follow the covid-19 policy and procedure
- The school should be notified and names of the children in the session should be shared
- The setting might have to close until there is another arrangements in place
- Notify Care Inspectorate Wales
- Confirm the positive result by arranging a PCR test at a testing centre as soon as possible. You can arrange a test by booking [online](#) or by calling 119.



In the meantime, you must follow the [self-isolation guidance](#) and self-isolate for 10 days, as will all members of your household. This should start immediately from the LFD positive test result.

If the PCR test result is **negative** you can end your self-isolation period and resume twice weekly testing **if** the PCR test was taken within 24 hours of the positive LFD test.

However, if the PCR test was taken more than 24 hours after a positive LFD test, even if the PCR test is negative, then the practitioner and all of their close contacts need to self-isolate for 10 days from the day of LFD test.

If the LFD test result is **negative**, you will need to record this via the online results portal but no further action is required and you can continue your day as usual. All results must be recorded.

Safe Disposal of LFD Test Kits

Once your test is complete, put all of the used test kit contents in the waste bag provided.

If your result is **positive** seal the bag and keep this in a safe place for **72hrs**. After this time place in the domestic waste bag (normally a “black bag”). As you are a COVID positive individual in self-isolation from this point then you are required to ensure that waste that has been in direct contact with you is held for 72hrs before entering the domestic waste stream.

If your result was **negative** or **void** you can immediately dispose of the waste bag provided in your domestic waste.

Supply of COVID-19 Lateral Flow Tests

To initiate the process of offering tests across all settings, Care Inspectorate Wales shared the full list of registered, open, childcare settings and staff numbers and an initial three week supply was requested. This will mean that childcare settings that were not previously open will not have been included on the current delivery schedule.

- Any childcare setting not previously open which has subsequently opened and contacted Welsh Government by 24/2 to request tests will be added to the next delivery of tests.
- Any childcare setting that wishes to be added for future deliveries please contact eduandcctesting@gov.wales
- A reordering system is being developed by NHS Digital / DHSC and should be available to settings soon. This system will allow schools and settings to manage their own reordering process. More information will be shared shortly.

Only if it is not possible for the setting to use the dedicated reordering system should practitioners be encouraged to order a supply through the gov.uk website or by collecting them from their nearest collection point. The results of the tests should be reported within 24 hours.

Code of Practice

The Cylch Meithrin will:

- store the test kits indoors in a dry space where the temperature does not drop beneath 2 degrees and does not exceed 30 degrees. When taking and processing the tests, these should be at room temperature (approximately 15 to 30 degrees).

- create and update a test kit log and a test register to record the distribution of test kits and manage test kit supply. A template is available here [Published Assets \(assetbank-server.com\)](https://assetbank-server.com) to download.
- Encourage, but not force, all practitioners to take regular lateral flow tests (twice a week). Ideally these should be at the same day / time each week. The days are up to the individual but should be 3 – 4 days apart e.g. Monday and Thursday each week.
- Expect all practitioners who undertake a test to follow the safe disposal guidelines, available here [Published Assets \(assetbank-server.com\)](https://assetbank-server.com)
- Create and update a test result log. A template is available here [Published Assets \(assetbank-server.com\)](https://assetbank-server.com) to download.
- Encourage all practitioners who take a test to record the results on the online portal in a timely fashion.
- Expect all practitioners who receive a positive result to inform the setting so that CIW can be informed. The individual will need to arrange a PCR test in a testing centre as soon as possible. These can be booked [online](#) or by calling 119.
- Expect individuals who receive a **positive** result to follow the current [self-isolation guidance](#) and self-isolate for **10 days**, as will all members of their household. This should start immediately from the LFD positive test result. If the PCR test result is negative you can end your self-isolation period and resume twice weekly testing.
- Expect individuals who have coronavirus symptoms, to arrange to have a polymerase chain reaction (PCR) test and not use the lateral flow device (LFD) test.

- Expect individuals who receive a positive PCR test result to follow the current [self-isolation guidance](#) and self-isolate for **10 days**, and to cooperate with the NHS Test, Track, Trace system as required.
- Ensure that the risk assessment notes that the setting will ensure that all practitioners, including those who choose not to participate in asymptomatic testing, are aware of the need to follow the usual safety procedures to prevent the spread of the coronavirus (e.g. wearing a mask, hand hygiene, and social distancing as appropriate).
- Keep personal data according to the privacy notice (Appendix 1) in this policy and the requirements of the **GDPR Policy**.

APPENDIX 1- [Childcare Establishment] – COVID-19 Testing of Practitioners in Childcare Settings Privacy Statement

From: [Published Assets \(assetbank-server.com\)](#)

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at **[Name of Childcare Setting]**, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. **[Name of Childcare Setting]** is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test.

We will process personal data relating to staff under article 6.1(f) of the UK GDPR – it is necessary in the legitimate interest of the data controller. We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. This data is processed under the obligations set out in Public Health

legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

Ownership of the Personal Data you share with DHSC

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/report-a-covid-19-test-result). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

The childcare setting remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

The following personal data is processed by the childcare setting in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.



· Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How we store your personal information

The childcare setting will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The childcare setting may also record Personal Data about you in its internal COVID-19 results register (the childcare setting's COVID-19 results register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in childcare setting and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The childcare setting will retain its test kit log and COVID-19 results register for a period of twelve (12) months from the date of the last entries made by the childcare setting into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Processing of Personal Data Relating to Positive test results

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by the childcare setting for period of twelve (12) months by the childcare setting and by the NHS for eight (8) years.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS Wales, PHW – to ensure that they can undertake the necessary Test, Trace, Protect activities and to conduct research and compile statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the childcare setting will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the childcare setting test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The childcare setting will not share its internal COVID-19 results register with DHSC.

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.



Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [insert email address, phone number and or postal address of childcare setting's DPO] if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [Insert your organisation's contact details for data protection queries].

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane



Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

APPENDIX 2 - Letter Template to share with practitioners, please adapt to your setting as necessary.

From: [Published Assets \(assetbank-server.com\)](https://assetbank-server.com)

Date

From Arweinydd y Cylch Meithrin to Staff Members / Practitioners at **Cylch Meithrin**
XXXXX

NHS Test, Trace, Protect: COVID-19 Testing for Staff

Dear [Colleague],

The Welsh Government has recently announced that it will start a programme of asymptomatic COVID-19 testing in education and childcare settings across Wales.

Along with the primary protective measures we are taking, such as social distancing and good hand hygiene, testing will allow us to take further measures to help you and other staff members to continue working in as safe an environment as possible.

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Up to one in three people who have COVID-19 have the virus without symptoms so could be transmitting the virus unknowingly.

Tackling the pandemic requires identifying asymptomatic, infectious individuals. Lateral Flow Device (LFD) tests have been widely and successfully used to detect COVID-19 in asymptomatic individuals. The speed and convenience of LFD tests supports detection of the virus in asymptomatic individuals who would not otherwise be tested. They are clinically approved and are crucial in the fight against the virus.

As the tests are more sensitive with higher viral loads, there is a risk of returning a negative result when viral loads are low (e.g. in the early stages of infection). This is why it is recommended that two LFD tests are taken 3 to 4 days apart, or regular testing, to enhance detection by picking up any cases which were not detected during the first test and to catch any new infections.

If you test positive using a LFD, it is likely that you are infectious at that moment, and you must self-isolate and book a polymerase chain reaction (PCR) test. Contact tracing will be triggered following a positive LFD and your close contacts will be required to self-isolate until you receive your PCR test result, if the PCR test result is positive you and your close contacts will have to self-isolate. A negative LFD result should not be read as a means to relax or ignore social distancing or other virus prevention measures intended to reduce transmission – LFD is an additional tool that contributes to reducing risk.

How the tests work

If you agree to take part, you will be able to collect LFD test kits from your workplace (school, college, childcare setting) which will enable self-testing from home. Slightly different arrangements will need to be put in place for childminders, which could include collection of tests from a central location within their area. You would conduct the test, before coming into work, twice a week. The LFDs supplied do not require laboratory processing and can provide a quick result in around 30 minutes.



Comprehensive guidance on self-testing is contained in the 'Instructions for Use' leaflet which comes with the test kit. There are further resources and guides on the Welsh Government Online Document Platform which we, as a setting, have access to.

Once the test has been conducted you will log the test result online at www.gov.uk/report-covid19-result and need to also, separately, inform us, as your setting, of the test result. You will also receive a [text/email] notification of a positive or negative result from NHS Test & Trace. Tests are free of charge and will be provided by the setting.

Consent / Privacy

Once you have understood the testing process and read a privacy notice, if you choose to participate, you are committing to self-administer the test and provide your results. Settings should ensure that staff provide their results (positive, negative or void) to NHS Test and Trace via the self-report gov.uk page. Results should also be shared with the setting to support local contact tracing.

With our primary protective measures and testing, we will help to reduce the spread in education and childcare settings. I am therefore strongly encouraging all staff to take the tests. However, staff who decline to participate can still attend their workplace or setting if not symptomatic.

People who decline to participate in this testing programme should follow the usual national guidelines on self-isolation and anyone should get tested if they show symptoms.

We will support our staff throughout but let us know if you have any questions.

Yours faithfully,



[Arweinydd y Lleoliad]

**APPENDIX 3 - Regular Testing in Education and Childcare Flow-chart (PHW-
version 03.03.2021)**