

COVID testing at Brantwood Specialist School

- Location: The Bungalow at Tintagel
- Roles for staff: **Administrators:** Testing Co-ordinator, Registration Assistant and Results Recording
- All Teachers / TAs:** Test Assistants
- Rizwana / Sherine:** Cleaning of the site
- Louise Smith:** Test Processor, Quality Lead and Team Leader
- Timings: We aspire to start testing from **Friday, 8th January 2021** and then every Monday thereafter in the first two hours of the day. A schedule will be published on the day for classes at a time to be at the bungalow.

The testing will take place in the Bungalow at Tintagel. (Please refer to the map below.)

1. Staff and students enter through the conservatory door, having walked along the outside of the bungalow, starting at the top of the three steps leading toward the front entrance.
2. Staff and students are signed in (Registration) immediately and be directed to 1 of 2 swabbing areas (Testing Point).
3. Louise Smith, the quality lead and processor, works from the kitchen.
4. Both stations can be observed from the kitchen doorway and then the kitchen work surfaces will be used to process the tests.
5. When tests have been completed, staff and students will leave through main entrance accessed from the back of the dining room (ensuring no cross travel).
6. Staff and students will then use the pathway, having turned left out of the bungalow, down the path and up the stairs toward the driveway and the road.
7. The bungalow will be locked and cleaned thoroughly after each session by the cleaner, already on site.

The person at registration will be stationed from just inside the doorway with a laptop so results can be collated and uploaded directly to digital solution. Dawn Mirfin will oversee the setup of this area.

Louise Smith will ensure the correct timings for the procedure.

Prior to testing, teachers and TAs should have completed the online training notified by Eric K earlier in the week (please notify him should you require a copy of the e-mail).

Class teachers will be allocated time slots with their students and TAs assigned to that class for the day and tested together. This will ensure safe travel between Brantwood and Tintagel. They will also have the best relationship to support if required with the swabbing. Below is the schedule for when they will take place, each webinar is 90 minutes long.

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Mondays

Order of testing:

- Eyam staff start early (from 8am) and travel to Tintagel for their test before returning to Eyam ready for students.
- All staff who aren't student-facing staff before 9am (cleaners, kitchen staff, admin, maintenance, and SLT).
- Post-16 students as they will be travelling up to Eyam.
- Brantwood classes at intervals TBC.

We can 12 tests per hour per station, starting at 8am we should have completed testing by 11:30am at the very latest.

Wednesdays

The priority is all staff and students not in on Mondays, starting early with the same priority order as Monday. With the staff identified above we can operate the testing facility at any time and day if anyone displays symptoms. Louise is available as first aider, Dawn on reception and a Teacher or TA to support with the swabbing.

