

18) TARGETED PROGRAMMES - TEST AND TRACE GUIDANCE AND PROCESS

Steps should be taken to support the NHS test and trace. You should assist this service by keeping a temporary record of your customers and visitors for 21 days – this should be done by gathering details at point of booking/attending (including permission to share details with test & trace) and collecting weekly registers. If the participants refuses to partake, they will not be granted access to the session. All venues hosting any leisure activities must display a unique NHS QR code. This is vital for the NHS Test and Trace service in England to contact the necessary people if Coronavirus outbreaks are identified in venues.

This guidance note details three scenarios:

1. Instructor/participant report that they are suffering from Covid-19 symptoms and have instructed/attended a session 48 hours prior to symptoms showing and/or during days where they are symptomatic.
2. Instructor/participant reports a positive test result after attending a session.
3. Instructor/participant report that they have received an alert from Test and Trace that they have been in contact with someone who has tested positive and has attended a session.

1. Instructor/participant displaying symptoms

The instructor/participant displaying symptoms should isolate for 10 days (longer if still displaying symptoms). Advise them to take a test immediately www.nhs.uk/coronavirus or dial 119 if they do not have access to the internet.

If they have instructed/attended a session within the 48 hours prior to displaying symptoms or during days of displaying symptoms <Insert appropriate team/offer here> should alert instructor/participants that attended that session, keeping participant details private.

Those others at the session need not self-isolate as yet, however must practice good hygiene and handwashing, strict [social distancing](#) and take extra care around vulnerable individuals. They should also watch out for their own [symptoms](#).

If the instructor/participant displaying symptoms test is negative, they need no longer self-isolate, however we would ask that they do not return to the session until they are recovered and well.

All others that were in attendance at that session can be informed that the test came back negative.

If the test is positive, please follow the guidance below.

2. Instructor/participant reports that they have tested positive

They must complete the remainder of their 10 day isolation period (longer if still displaying symptoms).

They will be sent a link to the NHS test and trace website and asked to create a confidential account where they can record details about their recent close contacts. If they do not have internet access or if they don't complete the online process, one of the contact tracers will phone them to gather this information.

<Insert appropriate team/offer here> should determine onset date of symptoms or date tested if asymptomatic;

- Identify if they attended a session 2 days prior and within 10 days of onset of symptoms or test.
- Determine if safe practices were executed during the session.

Based on the information provided, the contact tracer will assess whether they need to alert any close contacts and ask them to self-isolate. The contact tracer will not tell them the identity of our instructor/participant. However, where we have been able to alert instructor/participants when they first developed symptoms or when they received their test result, they will be better prepared for the advice the contact tracer gives them.

We may be required to pass on contact details to the contact tracer. We ask that participants complete an agreement slip or register and giving full name and an e-mail address or contact number and a signature at each session in order to participate. This information can only be kept for a maximum of 21 days and should be destroyed in line with GDPR guidance.

Any venue used to deliver sessions must display NHS QR code posters. This is vital for the NHS Test and Trace service in England to contact the necessary people if Coronavirus outbreaks are identified in venues.

Our participants need to be aware of who their contact tracer should contact (e.g. session coordinator) in the event of testing positive after attending a session.

3. Instructor/participant reports that they have been contacted by the NHS test and trace service because they have been in close contact with someone who has tested positive for Coronavirus

If someone has been in close contact with someone who has tested positive they will need to self-isolate for 10 days from their last contact with that person.

An alert will usually be sent by text, email or telephone call.

Other participants from the session are not required to isolate, however if they have been in close contact with the affected participant must practice good hygiene and handwashing, strict social distancing and take extra care around vulnerable individuals. They should also watch out for their own symptoms.

If that person then starts to show symptoms and/or tests positive guidance in points 1 and 2 will be followed.