

Premises: St Joseph's College

Activity and/or Environment to be assessed:

Covid-19: St Jos **Assessment and Action**

Assessor: Kevin Finch

Date: 07th August 2020

Review Date: 19th August 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- *Health and Safety Policy*
- *First Aid Policy*
- *Child Protection Policy*
- *CYP Response Plan*
- *DFE Guidance relating to COVID19*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*
- *The Health Protection (Notification) Regulations 2010*
- *Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'*

"Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces) ... Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus." Government.

THE RISK ASSESSEMENT WILL BE KEPT UNDER CONSTANT REVIEW BY SLT TO ENSURE THE SAFETY OF ALL EMPLOYEES AND STUDENTS AND RESPOND TO ANY CHANGES IN NATIONAL AND LOCAL GUIDANCE.

Key (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (Could occur/Possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (death)	Likelihood x Severity = Rating	1-6 Low Risk = Monitor 8-12 Medium Risk = Monitor, review & reduce risk where possible 14-25 High Risk = Further action required

CURRENTLY MOST ASPECTS RATED AS HIGH RISK (4/5)

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/Recommendations	6. Completed by (DATE) 7. Responsibility (NAME)
			L	S	Score	Risk		
Spread of Covid-19 (Coronavirus)	E YP P C V	PREVENTION Hand washing Hand washing facilities with soap and water are available in all toilet areas.	4 / 5	4 / 5	16	H	Hand washing Staff, pupils and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Also reminded to catch coughs and sneezes in tissues - Follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the site/classroom, along with pedal bins with lids for the disposal of tissues (wherever	On going

	<p>Guidance on hand washing can be found at the below link; https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hand</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods. Hand washing stations will be positioned at all entrances for students and staff to wash hands and sanitise on entering all buildings.</p> <p>Hand sanitiser Hand sanitiser dispensers are located throughout all schools and are refilled regularly.</p> <p>Social distancing Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended</p>		16	H	<p>possible) which will be 'doubled bagged' when emptied. Hand washing remains the main method of preventing the spread of the virus. Younger Students will be provided with regular handwashing demonstrations and frequent reminders from posters (updated and in-line with the latest guidance and advice) strategically placed above each sink. Mature students will follow signage</p> <p>Site cleaning staff to make sure toilet areas are always stocked with soap and that washing facilities are available. Toilets to be cleaned frequently and checks made hourly. Duty caretaker at the start and end of the day and staff member/cleaner during the day. Additional cleaning time will be created through pre-negotiated flexibility in working hours of cleaners and additional allocated cleaning time in each part of the school, wherever possible.</p> <p>Drinking fountains will be taken out of use. Bottle filling stations in Rep to remain. Air conditioning units are NOT to be used until national guidance is issued regarding their safe use. These will be disconnected until further notice.</p> <p>Cleaning Rigorous checks will be carried out by Operations manager/Housekeeping manager and caretakers to ensure that the necessary procedures are being followed.</p> <ul style="list-style-type: none"> • Clean 'frequently touched surfaces' after each session (as the same students are using the same work space each day the frequently touched surfaces will be cleaned at the start, middle and end of the day). • Soft play and soft furnishings removed in PREP SCHOOL. • Prop open internal doors to reduce contact • Fogging machines to be used on all toilets, touch points and mini buses <p>Hand sanitiser Schools must make sure they always have stocks of hand sanitiser. Requests for more stock can be made to the Operations Manager, Kevin Finch, StFinchK@stjos.co.uk</p> <p>Social distancing Staff, pupils and visitors to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Teachers to teach from front of classbases ensuring that a 2metre rule where possible is maintained.</p>	
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by the Public Health England - this will determine the number of students that each room can accommodate. 1 Meter+ can be used if 2 Metre ruling is not achievable.

Parents are encouraged not to access the site wherever possible. When dropping children at school parents will remain within vehicles unless they have nursery school children and parents will escort children to the nursery school entrance.

		<p>RPE (Respiratory Protective Equipment) Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to implement 'protective measures' including social distancing, increased cleaning and practice good hand hygiene.</p> <p>Where RPE is a requirement for risks associated with the work undertaken disposable face masks will be supplied.</p>		16	H	<p>PPE St Jos will make PPE available to school if there is a requirement. Requests for PPE (gloves, aprons and face masks) can be made to the Operations Manager, Kevin Finch, StFinchK@stjos.co.uk</p> <p>If staff wish to source and wear their own face masks this will be permitted.</p> <p>Intimate care Government advice states that "The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way if a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then gloves, an apron and a face mask should be worn by the supervising adult." TA staff will wear a face visor and the student a mask when 121 support is taking place. <p>'Emergency Response' PPE kits will be available for staff when responding to a student presenting with COVID-19 symptoms – gloves, aprons and face masks. PPE will be used by first aiders at all times (regardless of need)</p>	
		<p>DELAY To minimise unnecessary contact and social mixing</p>		16	H	<p>If any staff require gloves, aprons, face masks and face visor's the school will be making them available. Contact Kevin Finch.</p> <p>School will NOT;</p> <ul style="list-style-type: none"> hold daily assemblies invite any visiting speakers/groups into school organise any visits/trips outside of school hold sporting fixtures etc ... <p>Students and parents/carers fully informed of COVID-19 risk assessment and procedures (infection control) Parents/carers kept well informed via letter, email, social media posts, St Jos information web page</p>	

Suspected case whilst on site	E YP P C V	<p>CONTAINMENT</p> <p>If a member of staff/student develops a high temperature or a persistent cough while on site.</p>		16	H	<p>School will have a designated room available to isolate students until they can be collected. There will be 3 Covid rooms identified. The area the student/staff member was working should be made 'out of use' and deep cleaned. Making sure the cleaning team wear all the appropriate PPE (gloves, aprons, disposable mask) while cleaning. This will take place 12 hours after use.</p> <p>Student</p> <ul style="list-style-type: none"> • Should be immediately moved to a room on their own. (If a member of staff needs to stay with the pupil they should make sure they keep 2 meters apart, wear a disposable mask and gloves) • Make the student aware they should cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Contact the parent/carer to collect student immediately. • They must then follow the PHE guidance on self-isolation and not return to school until their period of self-isolation has been completed. Test must be booked with NHS 111. <ul style="list-style-type: none"> • Emergency PPE response packs; <p>Staff</p> <ul style="list-style-type: none"> • Return home immediately • Avoid touching any surfaces • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • They must then follow the PHE guidance on self-isolation and not return to work until their period of self-isolation has been completed. Test to be completed using NHS 111 service. 	07 th August 2020
Multiple COVID19 infections on site	E YP P C V	In the case of multiple COVID-19 infections, schools will contact Public Health England and initiate guidelines and advised protocols		16	H	<ul style="list-style-type: none"> • Send students/staff home • Instigate a deep clean • Once the deep clean has been conducted re-open school • Students/staff with no symptoms can return to school immediately • Students/Staff with symptoms will self-isolate for 10 days • Test to be completed using NHS 111 system <p>guidance on getting tested</p>	As required

Access / egress to site	E YP P C V	<p>PREVENTION</p> <p>All none essential visitors to site must be stopped and the number of people entering site must be reduced to a minimum</p> <p>Ask all staff, visitors and pupils to wash/sanitise their hands on entering and leaving site.</p>		16	H	<p>Make sure all none essential visitors to site are cancelled until further notice.</p> <p>Put signs up to remind all staff, visitors and pupils to wash or sanitise their hands on entering and leaving site.</p> <p>Put up signage to notify people that there should only be one visitor in the reception area at a time AND instructed to practice social distancing measures – 2 metre markers outside of school reception. Reception will only be used by essential personnel.</p> <p>AOR: Drop off and collection to be marshalled at Main House Carpark</p>	Ongoing
		<p>Only allow one visitor in the main reception area at once and makes sure you allow plenty of space between people waiting to enter the reception area. Main reception inner doors to remain closed until further notice.</p> <p>Reception desk must have some sort of protective PVC so they can still communicate safely with pupils/visitors.</p> <p>Face masks to be available when entering Reception area</p>		16	H	<p>Any reception areas which do not have adequate protection shall have PVC screens erected to protect staff working on the reception desk, these will be installed prior to schools re-opening.</p> <p>No queuing at the College's reception area's - only one person at a time to approach the reception desk when re-opened.</p> <p>Parents/carers</p> <p>Stagger start and end times for different year groups in Prep school.</p> <p>Asked parents/carers NOT to enter the school site unless absolutely necessary. Although, this may be difficult with the hand-over of younger children. Asked to drop their child swiftly, (wherever possible), NOT to congregate at school entrances.</p> <p>College, wherever possible, operate a one-way system on and off the college site and parents/carers maintain self-distance on the playground.</p> <p>2m markings on the playground will enable parents to maintain social distancing.</p> <p>Access each zone from separate entrances (wherever possible).</p> <p>House Zones (Bubbles) marked on all fields and other areas for break and lunchtimes</p> <p>All children to be encouraged to walk to school alone (with an adult where necessary).</p> <p>Additional signage – no entry, one way, floor markings, clearly identifiable routes etc</p>	

Zoning and classroom	E YP P C V	<p>PREVENTION</p> <p>To minimise contact with other adults/students (social distancing) in the shared areas and classroom in order to reduce the risk of virus transmission</p> <p>AND</p> <p>Allow contact tracing should there be an outbreak of COVID-19</p>		16	H	<p>ZONE ALLOCATION</p> <p>Staff and students will be allocated to a specific 'Home Zone'. Staff and students will remain in their allocated zone and will not go anywhere else in the school building.</p> <p>Classroom</p> <p>Students discuss and understand new procedures; zones, classroom organisation, toilets, lunchtime routine etc ...</p> <p>Each zone bubble has separate entrance/exits and toilets.</p> <p>Students bags, coats and lunchboxes kept in classroom.</p> <p>Students to use own labelled water bottle provided by parents/carers. Cleaned and returned daily. Not left on site.</p> <p>Manageable class sizes in any one classroom to manageable sizes, whilst maintaining social distancing (ie: maximum capacity of a classroom). College Co-Ordinators will set the limit to match individual circumstances.</p> <p>Remove all unnecessary classroom furniture.</p> <p>Where required: Seating plans for students in place will enable 'track and trace' to take place, should an outbreak occur.</p>	07 August 20
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		Students and staff move safely around the home zone to sustain social distancing.		16	H	<p>Students have own equipment and learning packs labelled and available on desks – NO sharing! With the exception of Prep School.</p> <p>All Indoor Spaces will be well ventilated (open doors and windows).</p> <p>Limit outdoor resources, as much as possible and outdoor equipment that is used must be cleaned daily.</p> <p>No access for students to IT equipment (unless a consistent supply of alcohol wipes is available)</p> <p>Wherever possible, teachers, of all but the youngest children sustain social distance, by attempting to ‘teach from the front of the room’.</p> <p>Sporting and outdoor activity will be planned to minimise the use of equipment and will focus on active exercise and maintaining social distancing. Any equipment will be limited and will be easily cleaned at the end of each session. Virtual competitions can be held. Contact with physical resources should be kept to a minimum. Staff should minimise contact with children.</p> <p>All NGB Sporting Guidelines to be adhered- NGB ROAD MAP TO RECOVERY.</p> <p>Toilet</p> <p>Students access the toilet one at a time and not during lesson time (wherever possible). External toilet door wedged open (if not a fire door) wherever possible. Staff/support staff will carefully monitor student movement.</p> <p>Additional hand sanitiser will be available in toilets (see ‘Hand sanitiser’ section)</p> <p>Staff and student toilets, wherever feasible, will be separate/apart</p> <p>Lunchtime</p> <p>Lunchtime will be taken in home zones.</p> <p>Lunches to be brought in if not practicable a grab bag will be delivered to a ‘central point’ ready for collection by a member of staff from each zone. Students to eat in their zone. Boarders will make packed lunch at breakfast.</p> <p>Staff will supervise the students whilst they eat their packed lunch in their allocated zone and will then, on a staggered rota, access the area to eat, whilst maintaining appropriate social distancing.</p> <p>Play activity, led by PE team, maintain social distancing on the playground at lunchtime. Supervised by staff throughout, who actively encourage social distancing if necessary.</p> <p>Students wash hands upon re-entering the building or activity zone after break/lunchtime.</p> <p>Frequently touched surfaces are wiped or fogged clean (with appropriate cleaning products) after each session eg; desks, chairs, doors, sinks, toilets, light switches, bannisters.</p>
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						<p>Staff Staff will be required to bring in their own packed lunch or order a grab-bag from Refectory which will be eaten within their zone but will be provided with non-contact time away from students. Movement around school to be kept to a minimum and only between zones when having to teach in a different classbase. One-way system operates in corridors. Floor markings to ensure students stay 2m apart or 1+ metre if appropriate. Remember – “brief, transitory, contact such as passing in a corridor is low risk.”</p> <ul style="list-style-type: none"> Weekly review of the situation <p>First aid In the event of a student requiring first aid for a minor injury/cut, staff administering basic first aid will wear appropriate PPE due to the lack of social distancing possible – eg: gloves, apron, face mask.</p> <p>A minimum of 1 x Paediatric First Aid member of staff present for each shift as there are children aged under 5 to be present in the prep school.</p> <ul style="list-style-type: none"> Weekly review of the situation 	
Review availability of teaching staff	E. YP.	PREVENTION and DELAY Teachers not fully informed of their role and responsibilities, following the re-opening of school		16	H	<p>PREVENTION Regular bulletins, emails, briefings will update staff on the situation.</p> <ul style="list-style-type: none"> Staff fully informed of COVID-19 risk assessment and procedures (infection control) Staff fully informed of their duties Staff fully informed of the latest guidance and advice Sport NGB Advice checked and circulated through camp duration <p>DELAY</p> <ul style="list-style-type: none"> No group will be brought together in event of staff shortage and an additional teacher/classroom supervisor will be allocated to a zone for the purposes of cover 	

Support staff	E. YP.	<p>PREVENTION, DELAY AND CONTAINMENT Key support staff lack awareness of expectations and procedures eg; kitchen staff, site manager, cleaners etc ...</p>			16	H	<p>PREVENTION</p> <ul style="list-style-type: none"> • Kitchen staff, caretaking, ground maintenance and cleaning staff informed of risk assessment <p>DELAY</p> <ul style="list-style-type: none"> • Deep cleaning of kitchen preparation area and all zones used • Cleaning staff to use PPE worn daily and disposed of safely <p>CONTAINMENT</p> <ul style="list-style-type: none"> • Catering/Site/Cleaning supervisors to inform Operations Manager of any staff displaying signs of COVID 19 • Staff to isolate following government guidance • Test arranged in line with NHS 111 • If cases within the kitchen – The kitchen to be closed and deep cleaned. Alternative eating arrangements to be made with catering staff as a last resort. Using Pavilion etc 	
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Mental Health	E YP P C V	<p>Mental Health/Emotional distress SLT will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>		16	H	<p>Regular communication of mental health information and open-door policy for those who may need additional support.</p> <p>Staff are encouraged to raise concerns about workload, physical teaching and the continuation of online student learning for those students who have not returned to school.</p> <p>Staff encouraged to raise concerns about students and staff failing to comply with all elements the adopted risk assessment.</p> <p>In light of the greater impact of Coronavirus on Black and BAME communities, the school will pay an increased attention to the welfare and well-being of students and employees from those communities.</p>	On going
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		<p>STAFFING CONCERNS: VULNERABLE STAFF: ADVICE</p> <ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home. 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 			16	H	<p>Camp Supervisors will conduct a risk assessment to inform up to date staffing availability levels for all aspects of the school day, including breaks and lunchtimes – taking into careful consideration the vulnerability of staff (Point 1 to 3).</p> <p>In the light of current circumstances pregnant women and those from protected characteristics groups will continue to work from home.</p>	
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Student Conduct (Ignoring social distancing, spitting, coughing)	E YP P C V	<p>Role of Activity leader/teacher and senior leadership team</p> <p>All staff, including the Senior Leadership Team, will relay the adjustments to the school discipline policy during the phased reopening of the school.</p> <p>All students must adhere to the policy at all times.</p>		16	H	<p>PREVENTION</p> <p>School discipline policy</p> <p>The school behaviour policy will be adapted in line with the most recent DFE 'behaviour principles'/guidance and will take into consideration the changes;</p> <p>Routine and expectations eg; college gates, playground, lunchtimes</p> <ul style="list-style-type: none"> • College hygiene rules • Students moving around the school site • Use of toilets • Maintaining social distancing; classroom, corridors, playground • Expectations if students feel unwell • Use of equipment/resources • Rules about coughing and spitting towards any other person • Rewards and sanctions • Weekly review of the situation 	
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					<p>The college discipline policy will be adjusted to ensure we abide by the measures outlined in this risk assessment</p> <p>The changes in the behaviour policy will be communicated to parents/carers and students in advance of schools re-opening.</p> <p>Behaviour management support will be available from members of SLT who will be available to help individual staff should extra assistance be required with individual students.</p> <p>Individual risk assessments that take into account the new circumstances will be reviewed or new one's instigated on specific students by members of the SLT. These will be judged on a case by case basis eg: students who may be prone to violence or in need of physical restraint. A reduced timetable or to continue learning remotely from home will be considered.</p> <p>Any student who ignores the measures outlined in this risk assessment and compromises the safety and wellbeing of staff and/or students will be removed from the lesson and sent home immediately after contact is made with parents/carers. This may involve a student ignoring ('purposefully and wilfully disregarding') social distancing instructions and/or deliberately spitting or coughing at another student or member of staff.</p> <p>There will be no sanction room during the phased reopening of schools. Each zone will have a designated member of the Senior Leadership Team and in the event of a conduct issue they will be on call to remove any student causing concern.</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p> <p><i>in the event that a breach of conduct is experience parents will be notified and asked to make arrangement for collection of the child</i></p>	
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Premises checks – prior to reopening	E YP P C V	Site safety As a number of the buildings on the school site have been temporarily closed for a few weeks, a series of health and safety checks will be made by Operations Manager and site manager/caretakers to ensure the health and safety of employees and students			16	H	The following list is not exhaustive and weekly routine safety checks have continued during the lockdown period. Site managers/caretakers will; <ul style="list-style-type: none"> • Ensure the quality and safety of the water supply eg; flushing systems, checking for leaks ... • Test alarm systems etc ... • Check appliances eg; fire door mechanisms, gas supply, emergency lighting etc ... • Check for rodent activity • Ensure cleaning of premises with particular attention paid to ‘frequently touched surfaces’ – if a school area has been partially open (Prep School) then a full deep clean should not be necessary 	
							https://www.gov.uk/government/publications/managing-school-premisesduring-the-coronavirus-outbreak/managing-school-premises-which-arepartially-open-during-the-coronavirus-outbreak-re-opening-after-a-lengthy-closure	
Fire evacuation plan	E YP P C V	Fire safety Fire/emergency evacuation plans will be reviewed and modified in light of the new procedures for employees and students			16	H	<ul style="list-style-type: none"> • Additional fire practices/rehearsals • SLT will review escape routes/fire exits for each faculty hub • The students will leave each hub immediately through their nearest, dedicated fire exit. The immediate safety of students is paramount and takes precedence over social distancing procedures Students will return via their allocated entrance back into their respective school building • Staff will accompany the students to the fire assembly point • Fire assembly points will have additional markings (2 m apart) to ensure social distancing of employees and students • Children must maintain 2m distancing when congregating at their allocated fire assembly points. • Both staff and students will be informed in advance of the procedures 	

KEY DOCUMENTATION:

- *Coronavirus: implementing protective measures in education and childcare settings updated 12 May 2020*
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>
- *Guidance on infection prevention and control for COVID-19* <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- *Coronavirus action plan: a guide to what you can expect across the UK Published 3 March 2020* <https://www.gov.uk/government/publications/coronavirus-action-plan>
- *Managing premises during the coronavirus outbreak Updated 18 May 2020:* <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- *Coronavirus (COVID-19): safer travel guidance for passengers Published 12 May 2020* <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- *COVID-19: cleaning of non-healthcare settings Updated 26 March 2020* <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- *Washing your Hands:* <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hand>
- *Preparing for opening;* <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- *Guidance on using PPE:* [guidance on using PPE in education, childcare and children's social care settings](#)
- *Guidance on testing:* [guidance on getting tested](#)