



## Cylch Meithrin Meini Bach

POLISI PROFION ASYMPTOMATIG AR GYFER COVID-19

ASYMPTOMATIC COVID-19 TESTING POLICY

Noder: mae'r manylion yn y Polisi hwn wedi ei selio ar ddogfennau Llywodraeth Cymru, sydd ar gael yma: [Published Assets \(assetbank-server.com\)](https://assetbank-server.com)

**Mae fersiwn Saesneg o'r ddogfen hon ar gael. Os oes unrhyw amwysedd am eiriad y polisi, y fersiwn Gymraeg sy'n gywir bob tro.**

Bydd **Cylch Meithrin Meini Bach** yn dilyn y pecyn polisiau a chanllawiau hwn a'i addasu yn ôl yr angen a'i adolygu yn flynyddol.

Bydd **arweinydd Cylch Meithrin Meini Bach** yn sicrhau fod pob aelod o staff yn deall y pecyn polisiau a chanllawiau hwn.

Bydd **Cylch Meithrin Meini Bach** yn sicrhau bod rhieni a gofalwyr yn gwybod am y pecyn polisiau a chanllawiau hwn trwy gymryd y camau canlynol:

1. Rhoi copi o'r polisi mewn cyntedd neu fan ble gall pobl ei weld
2. Rhoi'r polisi ar wefan y cylch

### ADOLYGWYD GAN

### DYDDIAD

(Enw)

(Llofnod)

(Pryd)

Mari Hannah Lanchbury

M.LANCHBURY

15/06/22

*(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC, lle bo hynny'n, berthnasol os ydych wedi gwneud newidiadau iddo)*

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**Cefndir**

Dibenion polisi Llywodraeth Cymru ar profi mewn lleoliadau gofal plant yng Nghymru yw ei fod yn ategu'r mesurau rheoli sylfaenol (megis cadw pellter cymdeithasol a gwisgo masg) sydd eisoes wedi'u rhoi ar waith i alluogi gofal wyneb yn wyneb i barhau. Er hynny, ni ddylid mynnu bod angen cael prawf, na chynnig prawf i'r rheini nad sydd yn gweithio yn y lleoliad yn rheolaidd ac mewn amgylcheddau 'wyneb yn wyneb' pan fydd y rhan fwyaf o'r gweithlu / plant yn y lleoliad.

**Profion Llif Unffordd (Lateral Flow Tests) Rheolaidd ar Gyfer y Gweithlu Blynyddoedd Cynnar**

Mae profion llif unffordd ar gael i lleoliadau gofal plant i'w dosbarthu i unrhyw ymarferwyr sydd am gymryd rhan. Mae cymryd prawf yn wirfoddol, ond rydym yn annog pob ymarferydd i fanteisio ar y cynnig.

Mae profion llif unffordd (Antigen) yn prosesu samplau swab o'r trwyn a'r gwddf. Mae'r ddyfais, sy'n edrych fel prawf beichiogrwydd yn y cartref, yn canfod protein (antigen) a gynhyrchir gan y feirws. Os yw'n bresennol yn sampl y person, bydd llinell liw yn ymddangos ar y ddyfais rhwng 20-30 munud ar ôl prosesu.

Mae unrhyw un sydd yn gymwys yn gallu cymryd prawf coronafeirws gartref ddwywaith yr wythnos. Mae'r profion hyn yn darparu canlyniad o fewn 30 munud, ac nid oes angen eu prosesu mewn labordy.

Mae pob ymarferydd sydd yn gweithio mewn lleoliad gofal plant yn gymwys i gael eu profi, ac mae hyn yn cynnwys:

- Ymarferwyr, Rheolwyr ac Arweinyddion y lleoliad.
- Staff glanhau'r lleoliad.
- Gofalwyr a staff cynnal a chadw sydd wedi eu cyflogi gan y lleoliad.

Nod y profion hyn yw profi unigolion nad ydynt yn dangos unrhyw rai o'r symptomau arferol er mwyn gweld a ydynt yn cario'r feirws heb wybod. Bydd hyn yn canfod ymarferwyr sydd yn cario'r feirws heb wybod yn gyflym fel y gallant hunanynysu.



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Bydd hyn yn golygu bod llai o bobl yn dal y feirws ac yn lleihau'r effaith y mae'r coronafeirws yn ei chael ar ofal plant wyneb yn wyneb.

Cydnabyddir bod profion asymptomatig yn debygol o arwain at gynnydd mewn cyfraddau achosion i ddechrau, ond y bydd y cynnydd hwn yn debygol o ostwng ar ôl i'r rhai sydd wedi cael prawf positif hunainynysu ac wrth i'r cadwyni trosglwyddo cael eu torri.

Mae lleoliadau gofal plant wedi gweithredu'r mesurau rheoli a amlinellir yng nghanllawiau'r sector i lleihau'r risg o drosglwyddo'r coronafeirws. Bydd y profion hyn yn galluogi lleoliadau i lleihau'r risg ymhellach.

Mae'r drefn profion rheolaidd yn profi unigolion asymptomatig – y rhai heb symptomau'r coronafeirws. Os yw person asymptomatig yn cael canlyniad prawf positif drwy'r profion rheolaidd (gweler y cyngor pellach ar brofion positif isod), rhaid iddo hunainynysu yn unol â'r **canllawiau cyfredol** er mwyn osgoi trosglwyddo'r feirws ymhellach. O ganlyniad, bydd profion ddwywaith yr wythnos yn canfod achosion o'r coronafeirws na fyddai wedi dod i'r golwg fel arall, gan helpu i atal y coronafeirws rhag lledaenu yn y gymuned.

### **Sut Mae'r Broses Profi Unffordd yn Gweithio?**

Darperir pecynnau profion llif unffordd cartref ar gyfer lleoliadau addysg a gofal plant, y bydd modd i unigolion eu defnyddio ddwywaith yr wythnos, bob 3-4 diwrnod, cyn dod i'r gwaith neu'r lleoliad, ac yn ddelfrydol yn y bore. Nid oes gorfodaeth ar unrhyw un i wneud y prawf, ac ni fydd angen darparu tystiolaeth o ganlyniad negatif, na darparu tystiolaeth o fod wedi gwneud prawf, cyn gallu dychwelyd i'r gwaith yn gorfforol. Fodd bynnag, rydym wir yn annog pawb i fanteisio ar y ddarpariaeth.

Nid yw'r rhaglen brofi ar gyfer unigolion asymptomatig yn disodli'r polisi profi ar gyfer y rheini sydd â symptomau. Bydd disgwyl o hyd i unrhyw un sydd â symptomau, p'un a ydynt yn manteisio ar y system brofi ar gyfer unigolion asymptomatig ai peidio, fynd am brawf PCR a dilyn canllawiau Profi, Olrhain, Diogelu y GIG, gan hunainynysu, hyd nes y byddant wedi cael eu canlyniad.

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**Mesurau Diogelu yn Erbyn COVID-19**

Rhaid i leoliadau ac unigolion barhau i ddilyn yr holl fesurau diogelu cyfredol – nid yw profion ar gyfer unigolion asymptomatig yn disodli'r rhain nac yn eu gwneud yn llai pwysig wrth reoli'r feirws.

Mae'n bwysig cofio mai haen ychwanegol yw'r profion hyn o ran y mesurau diogelu iechyd, yn ogystal â gorchuddion wyneb, cadw pellter cymdeithasol ac ati. Rhaid i bobl sy'n cael canlyniad negyddol gydymffurfio o hyd â mesurau diogelu perthnasol eu gweithle.

Mae'r prawf llif unffordd yn cadarnhau p'un a ydych yn heintus i bobl eraill. Y cyngor gwyddonol cyfredol yw y dylai unigolion sydd wedi'u brechu gymryd y profion o hyd yn yr un ffordd ag unrhyw un sydd heb ei frechu. Caiff y sefyllfa ei hadolygu'n rheolaidd, a rhoddir gwybod am unrhyw newidiadau yn y cyngor i leoliadau.

**Ni ddylai unigolyn sydd wedi cael prawf positif ar gyfer COVID-19 o brawf PCR cael ei profi fel rhan o'r cynllun hwn o fewn 90 diwrnod i gychwyn y symptomau neu'r prawf (os yn asymptomatig).**

**Sut Mae Cymryd Prawf Unffordd?**

Nid oes angen unrhyw hyfforddiant. Gallwch wneud y prawf eich hun, ac fe fyddwch yn derbyn cyfarwyddiadau clir gyda'r profion, ond yn gryno:

1. Golchwch a sychwch eich dwylo'n drylwyr
2. Agorwch y pecyn prawf (gan ofalu peidio â chyffwrdd â'r rhan feddal)
3. Agorwch eich ceg yn llydan. Defnyddiwch y swab i rwbio cefn eich gwddf yn gadarn bedair gwaith ar bob ochr
4. Tynnwch y swab allan o'ch ceg heb gyffwrdd â'ch dannedd, eich tafod na'ch gymiau
5. Rhowch y swab yn ofalus yn eich trwyn (2.5cm y tu mewn) a'i rwbio ar hyd leinin eich ffroenau 4-5 gwaith
6. Tynnwch y swab allan (gan ofalu nad yw'n cyffwrdd ag unrhyw beth)

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7. Rhowch yn y tiwb i'w brofi am 30 munud ac arhoswch am y canlyniad (bydd llinell liw yn ymddangos os yw'n positif)
8. Golchwch eich dwylo'n drylwyr ar ôl gwaredu'r prawf

Bob tro y bydd unigolyn yn cymryd prawf bydd angen iddo gofnodi'r canlyniad drwy'r porth canlyniadau ar-lein (y gellir cyrraedd ato drwy ffôn clyfar) neu drwy ffonio'r rhif a ddarperir yn y pecyn. Bydd angen gwneud hyn bob tro wrth gymryd prawf, boed yn ganlyniad negatif neu positif.

Mae yna feddalwedd 'Darllennydd Digidol' sydd yn darllen dyfeisiadau profi LFD yn rhan o'r gwasanaeth hunaingofnodi <https://www.gov.uk/report-covid19-result> Os ydych am dynnu llun er mwyn gwirio canlyniad eich prawf, cwblhewch y gwasanaeth hunaingofnodi gan ddilyn y cyfarwyddiadau perthnasol ar y sgrin.

### Ymateb i Ganlyniadau Prawf Llif Unffordd

Os yw'r canlyniad yn **positif** bydd angen i chi:

- gofnodi hyn drwy'r porth canlyniadau ar-lein. Argymhellir yn gryf bod disgyblion/dysgwyr yn gofyn am gymorth eu rhieni/gwarchodwyr.
- cadarnhau'r canlyniad positif drwy drefnu prawf PCR mewn canolfan brofi cyn gynted â phosibl. Gallwch drefnu prawf drwy archebu ar-lein neu drwy ffonio 119.
- ddilyn y canllawiau hunanynysu cyfredol a gwneud yn siŵr eich bod chi yn hunain ynysu tra'n aros am ganlyniad y prawf PCR. Bydd angen i chi hefyd roi gwybod i'ch ysgol, eich coleg neu'ch lleoliad. ~~Bydd y lleoliad yn rhoi gwybod i ymarferwyr / teuluoedd ac yn gofyn iddynt hunain ynysu wrth aros am ganlyniad y prawf PCR.~~ Mae'n bosib y bydd angen cau'r lleoliad dros dro yn y cyfnod hwn gan ddilyn y trefniadau cau'r lleoliad perthnasol os yw hyn yn effeithio ar y gyfradd staffio.
- Bydd angen i'r rhai sy'n gweithio mewn lleoliadau gofal plant hysbysu Arolygiaeth Gofal Cymru



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Os yw canlyniad y prawf PCR yn **negatif** gallwch ddod â'ch cyfnod hunanyysu i ben, ac aildechrau cymryd prawf ddwywaith yr wythnos **os** gymerwyd y prawf PCR o fewn 24 awr i'r prawf llif unffordd.

Os yw canlyniad y prawf yn **negatif**, bydd angen i chi gofnodi hyn drwy'r porth canlyniadau ar-lein ond ni fydd angen cymryd unrhyw gamau pellach a gallwch barhau â'ch diwrnod fel arfer. Rhaid cofnodi pob canlyniad.

#### Gwaredu Diogel o'r Profion Llif Unffordd

Unwaith y bydd eich prawf wedi'i gwblhau, rhowch holl gynnwys y pecyn prawf a ddefnyddiwyd yn y bag gwastraff a ddarperir.

Os yw eich canlyniad **positif** rhaid selio'r bag a'i cadw hwn mewn lle diogel am **72 awr**. Ar ôl y cyfnod hwn, rhowch yn y bag gwastraff domestig (fel arfer "bag du"). Gan eich bod yn unigolyn COVID positif yn hunanyysu o'r pwynt hyn ymlaen, yna mae'n ofynnol i chi sicrhau bod gwastraff sydd wedi bod mewn cysylltiad uniongyrchol â chi yn cael ei gadw am 72 awr cyn mynd i mewn i'r ffrwd gwastraff domestig.

Os oedd eich canlyniad yn **negyddol** neu'n **wag** gallwch gael gwared ar y bag gwastraff a ddarperir ar unwaith yn eich gwastraff domestig.

#### Cyflenwadau Profion Llif Unffordd COVID-19

Er mwyn cychwyn y broses o gynnig profion ar draws pob lleoliad, rhannodd Arolygiaeth Gofal Cymru y rhestr lawn o leoliadau gofal plant cofrestredig a oedd ar agor, gan gynnwys nifer y staff – a gofynnwyd am gyflenwad cychwynnol o dair wythnos. Mae hynny'n golygu na fydd lleoliadau gofal plant nad oeddent ar agor yn flaenorol wedi'u cynnwys ar yr amserlen gyflenwi bresennol.

- Bydd unrhyw leoliad gofal plant, nad oedd ar agor o'r blaen sydd bellach wedi agor ac wedi cysylltu â Llywodraeth Cymru erbyn 24/2 i ofyn am brofion, yn cael ei ychwanegu at restr y dosbarthiad nesaf o brofion.

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- Dylai unrhyw leoliad gofal plant sy'n dymuno cael ei ychwanegu at yr amserlen gyflenwi i dderbyn cyflenwadau yn y dyfodol gysylltu â [eduandcctesting@llyw.cymru](mailto:eduandcctesting@llyw.cymru)
- Mae system ar gyfer ailarchebu'n cael ei datblygu gan NHS Digital / DHSC a dylai fod ar gael i lleoliadau cyn hir. Bydd y system honno'n caniatáu i ysgolion a lleoliadau reoli proses ailarchebu eu hunain. Bydd rhagor o wybodaeth ar gael maes o law.
- Dim ond os nad oes modd i'r lleoliad i ddefnyddio'r system ailarchebu pwrpasol, dylid annog ymarferwyr i archebu cyflenwadau drwy wefan [gov.uk](https://www.gov.uk) neu drwy eu casglu o'r [man casgu agosaf](#). Dylid adrodd canlyniadau'r profion hyn o fewn 24 awr.

**Hunainynysu**

Diweddarwyd canllawiau hunainynysu Cymru ar 7 Awst 2021. Yn gyffredinol, nid oes angen i blant o dan 18 oed nac oedolion sydd wedi cael y dos llawn (2 frechiad) o'r brechiad COVID-19 hunainynysu os ydynt wedi dod i gysylltiad â rhywun sydd wedi profi'n positif (gan gynnwys aelodau eu cartref eu hunain). Fe fyddwch yn cael eich cynghori i gymryd profion PCR ar ddiwrnod 2 (ar ôl eich cysylltiad diwethaf â'r achos positif) a diwrnod 8. Mae profion PCR ar gyfer cysylltiadau agos – yn enwedig os yw'r cyswllt yn rhan o aelwyd – yn helpu i dorri'r gadwyn drosglwyddo mewn cymunedau ac yn diogelu'r rhai mwyaf agored i niwed yn sgil y feirws.

Os oes gan blentyn neu oedolyn symptomau ei hun neu maent wedi profi'n positif, yna rhaid iddynt hunainynysu.

Er hynny, efallai y bydd amgylchiadau'n codi lle bydd plentyn neu oedolyn a fyddai fel arfer yn cael ei eithrio o hunainynysu yn cael cyfarwyddyd i'w wneud gan y gwasanaeth Profi, Orlhain a Diogelu. Bydd amgylchiadau o'r fath yn cael eu nodi gan Profi, Orlhain, Diogelu fesul achos, a rhaid dilyn eu cyfarwyddiadau.



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### Cod Ymarfer

Bydd y Cylch Meithrin yn:

- archebu a chadw cyflenwadau o'r profion llif unffordd ar gyfer ymarferwyr y lleoliad.
- storio'r pecynnau profion dan do mewn lle sych lle nad yw'r tymheredd yn gostwng islaw 2 radd nac yn codi uwchlaw 30 gradd. Wrth gymryd a phrosesu'r profion, dylent fod ar dymheredd ystafell (tua 15 i 30 gradd).
- creu a chadw cofnod mewn perthynas â'r pecynnau profion, ynghyd â chofrestr i gofnodi'r pecynnau sy'n cael eu dosbarthu a rheoli'r cyflenwad. Mae templed ar gael yma [Published Assets \(assetbank-server.com\)](https://assetbank-server.com) i'w lawrlwytho.
- annog, ond nid gorfodi, pob ymarferydd i gymryd prawf llif unffordd rheolaidd (dwywaith yr wythnos). Yn ddelfrydol, ar yr un diwrnodau / amser bob wythnos.
- creu a chadw cofnod mewn perthynas a chanlyniadau'r profion. Mae templed ar gael yma [Published Assets \(assetbank-server.com\)](https://assetbank-server.com) i'w lawrlwytho.
- annog pob ymarferydd sydd yn cymryd prawf i gofnodi hyn drwy'r porth canlyniadau ar-lein yn amserol.
- disgwyl i bob ymarferydd sydd yn derbyn canlyniad positif i rhoi gwybod i'r lleoliad er mwyn medru hysbysu AGC. Bydd angen i'r unigolyn cadarnhau'r canlyniad positif drwy drefnu prawf PCR mewn canolfan brofi cyn gynted a phosibl. Gellir trefnu rhain ar-lein neu drwy ffonio 119.
- disgwyl i unigolion sydd yn derbyn canlyniad positif i ddilyn y canllawiau hunainynysu cyfredol, **a gwneud yn siwr ei bod nhw a phob aelod o'r aelwyd yn hunainynysu am 10 diwrnod.** Dylai'r cyfnod hwn ddechrau yn syth ar gael canlyniad prawf positif o'r prawf llif unffordd. Os yw canlyniad y prawf PCR yn negatiff gallwch ddod a'ch cyfnod hunainynysu i ben, ac aildechrau cymryd prawf llif unffordd dwywaith yr wythnos.



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- disgwyl i unigolion sydd yn profi symptomau COVID-19 i drefnu prawf PCR cyn gynted a phosibl. Ni dylid defnyddio profion llif unffordd os oes gan yr unigolyn symptomau.
- disgwyl i unigolion sydd yn derbyn canlyniad prawf positif ddilyn y canllawiau hunainynysu cyfredol, a chyd-weithio gyda'r system Profi, Orlhain a Diogelu y GIG yn ôl yr angen.
- sicrhau bod yr asesiad risg yn nodi y bydd y lleoliad yn sicrhau bod pob ymarferydd, gan gynnwys unrhywrai sydd yn dewis peidio manteisio ar brofion llif unffordd, yn ymwybodol o'r angen i ddilyn gweithdrefnau diogelu arferol ar gyfer rhwystro lledaeniad y coronafeirws (e.e. gwisgo masg, golchi dwylo, ymbellhau cymdeithasol lle bo'n briodol).
- cadw data personol yn unol a'r datganiad preifatrwydd (Atodiad 1) yn y polisi hwn a gofynion y **Polisi GDPR**.

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**ATODIAD 1- Datganiad Preifatrwydd: Profion COVID-19 ar gyfer Ymarferwyr mewn Lleoliadau Gofal Plant**

Perchenogaeth y Data Personol

Er mwyn i brofion COVID-19 allu cael eu cwblhau yn [**Enw'r Lleoliad Gofal Plant**], mae angen i ni brosesu data personol, gan gynnwys rhannu data personol lle y caniateir hyn o dan ddeddfwriaeth diogelu data. [**Enw'r Lleoliad Gofal Plant**] yw Rheolydd Data'r data sy'n eu hangen i reoli profion a rhoi trefniadau lleol ar waith os ceir canlyniad prawf positif.

Byddwn yn prosesu data personol sy'n ymwneud â staff o dan erthygl 6.1(f) o Reoliad Cyffredinol y DU ar Ddiogelu Data (UK GDPR) – mae'r prosesu'n angenrheidiol er buddiannau dilys y rheolydd data. Byddwn yn prosesu data categori personol arbennig o dan ddarpariaethau erthygl 9.2(i) o UK GDPR, a Rhan 1 o Atodlen 1(3) i Ddeddf Diogelu Data 2018 lle mae sicrhau y gallwn leihau lledaeniad COVID-19 yn amserol er budd y cyhoedd am Resymau sy'n ymwneud ag Iechyd y Cyhoedd ac er mwyn ein galluogi i barhau i ddarparu gwasanaethau addysg mor ddiogel â phosibl. Caiff y data hyn eu prosesu o dan y rhwymedigaethau a nodir mewn deddfwriaeth ynglŷn ag Iechyd y Cyhoedd (Reoliadau 3(1) a (4) o Reoliadau'r Gwasanaeth Iechyd (Rheoli Gwybodaeth Cleifion) 2002) sy'n caniatáu i ddata gael eu rhannu at ddibenion sy'n ymwneud â COVID-19 a phan fyddant yn cael eu rhannu gan weithiwr gofal iechyd proffesiynol **NEU** rywun sydd â dyletswydd gyfatebol i gadw'r data hynny'n gyfrinachol.

**Perchenogaeth y Data Personol rydych yn eu rhannu â'r Adran Iechyd a Gofal Cymdeithasol**

**Bob tro y byddwch yn defnyddio prawf llif unffordd, bydd yn rhaid i chi gofnodi'r canlyniadau. Ceir rhagor o fanylion yma – - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](#). Yr Adran Iechyd a Gofal Cymdeithasol (DHSC) yw rheolydd data'r wybodaeth rydych yn ei throsglwyddo iddi amdanoch chi a chanlyniadau eich profion. I gael rhagor o wybodaeth am y defnydd y mae'r Adran**



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Iechyd a Gofal Cymdeithasol yn ei wneud o'ch data, gweler ei [Hysbysiad Preifatrwydd COVID-19](#)

Y lleoliad gofal plant yw Rheolydd Data'r data rydym yn eu cadw amdanoch er mwyn rheoli profion a rhoi trefniadau lleol ar waith os ceir canlyniad prawf positif o hyd.

Dylech ddarllen yr Hysbysiad Preifatrwydd hwn a Hysbysiad Preifatrwydd COVID-19 yr Adran Iechyd a Gofal Cymdeithasol er mwyn deall sut y defnyddir eich data personol cyn cael prawf.

Y Data Personol sydd dan sylw

Caiff y data personol canlynol eu prosesu gan y lleoliad gofal plant mewn perthynas â'ch prawf:

- Enw
- Cod unigryw a roddir i bob prawf unigol ac a ddaw'n brif rif cyfeirnod ar gyfer y profion.
- Canlyniad prawf

I gael rhagor o wybodaeth am y defnydd y mae'r Adran Iechyd a Gofal Cymdeithasol yn ei wneud o'ch data, gweler ei [Hysbysiad Preifatrwydd COVID-19](#)

Sut rydym yn storio eich gwybodaeth bersonol

Bydd y lleoliad gofal plant yn cadw cofnod o becynnau profion a fydd yn cofnodi eich enw a manylion y pecyn prawf a roddwyd i chi. Efallai y bydd y lleoliad gofal plant hefyd yn cofnodi Data Personol amdanoch yn ei gofrestr canlyniadau COVID-19 fewnol (ni chaiff cofrestr canlyniadau COVID-19 y lleoliad gofal plant ei rhannau â'r Adran Iechyd a Gofal Cymdeithasol). Dim ond ar systemau diogel a reolir yn lleol ac sydd â rheolaethau mynediad priodol yn y lleoliad gofal plant y caiff y wybodaeth hon ei storio a dim ond personél sy'n ymwneud â rheoli profion a rhoi trefniadau lleol ar waith os ceir canlyniad prawf positif fydd yn gallu ei gweld.

Bydd y lleoliad gofal plant yn cadw ei gofnod o becynnau profion a'i gofrestr o ganlyniadau COVID-19 am gyfnod o 12 mis o ddyddiad yr eitemau olaf a gofnodwyd ynddynt gan y lleoliad gofal plant.

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I gael rhagor o wybodaeth am y defnydd y mae'r Adran Iechyd a Gofal Cymdeithasol yn ei wneud o'ch data, gweler ei [Hysbysiad Preifatrwydd COVID-19](#)

Prosesu Data Personol sy'n Ymwneud â Chanlyniadau Prawf Positif

Byddwn yn defnyddio'r wybodaeth hon i roi ein prosesau ynysu a rheoli COVID-19 ar waith heb ddweud wrth unrhyw un pwy sydd wedi cael canlyniad prawf positif.

I gael rhagor o wybodaeth am y defnydd y mae'r Adran Iechyd a Gofal Cymdeithasol yn ei wneud o'ch data, gweler ei [Hysbysiad Preifatrwydd COVID-19](#)

Cedwir y wybodaeth hon am 12 mis gan y lleoliad gofal plant ac am wyth mlynedd gan y GIG.

Prosesu Data Personol sy'n Ymwneud â Chanlyniadau Prawf Negatif a Di-rym

Byddwn yn cofnodi canlyniad negatif a di-rym at ddibenion rheoli stociau o brofion a pherfformiad cyffredinol y broses brofi.

Partneriaid Rhannu Data

Caiff y data personol sy'n gysylltiedig â chanlyniadau profion eu rhannu â'r canlynol:

- Yr Adran Iechyd a Gofal Cymdeithasol, GIG Cymru ac Iechyd Cyhoeddus Cymru er mwyn sicrhau y gallant gynnal y gweithgareddau Profi Olrhain Diogelu angenrheidiol a gwneud ymchwil a chasglu gwybodaeth ystadegol am y Coronafeirws.
- Eich meddyg teulu – efallai y bydd y GIG yn rhannu'r wybodaeth a ddarperir gennych â'ch meddyg teulu er mwyn iddo gynnal eich cofnodion meddygol a chynnig cymorth ac arweiniad yn ôl yr angen. Ni chaiff unrhyw ddata a roddir gennych i'r lleoliad gofal plant eu rhannu â'ch meddyg teulu.
- Llywodraeth Leol er mwyn iddi gyflawni dyletswyddau lleol o ran iechyd y cyhoedd a chofnodi a dadansoddi lledaeniad y feirws mewn ardaloedd lleol.

Caiff Data Personol yng nghofnod pecynnau profion y lleoliad gofal plant eu rhannu â'r Adran Iechyd a Gofal Cymdeithasol er mwyn iddi nodi pa becyn prawf a roddwyd i ba unigolyn os bydd angen adalw cynnyrch. Ni fydd y lleoliad gofal plant yn rhannu ei gofrestr canlyniadau COVID-19 fewnol â'r Adran Iechyd a Gofal Cymdeithasol.



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Eich Hawliau

O dan ddeddfwriaeth diogelu data, mae gennych hawliau gan gynnwys:

**Eich hawl i weld gwybodaeth** – Mae gennych hawl i ofyn i ni am gopïau o'ch gwybodaeth bersonol.

**Eich hawl i gywiro gwybodaeth** – Mae gennych hawl i ofyn i ni gywiro gwybodaeth bersonol y credwch ei bod yn anghywir. Mae gennych hawl hefyd i ofyn i ni gwblhau gwybodaeth y credwch ei bod yn anghyflawn.

**Eich hawl i ddileu gwybodaeth** – Mae gennych hawl i ofyn i ni ddileu eich gwybodaeth bersonol o dan amgylchiadau penodol.

**Eich hawl i gyfyngu ar brosesu gwybodaeth** – Mae gennych hawl i ofyn i ni gyfyngu ar brosesu eich gwybodaeth bersonol o dan amgylchiadau penodol.

**Eich hawl i wrthwynebu prosesu gwybodaeth** – mae gennych hawl i wrthwynebu prosesu eich gwybodaeth bersonol o dan amgylchiadau penodol.

**Eich hawl i gludadwyedd data** – Mae gennych hawl i ofyn i ni drosglwyddo'r wybodaeth bersonol y gwnaethoch ei rhoi i ni i sefydliad arall, neu i chi, o dan amgylchiadau penodol.

Nid oes angen i chi dalu unrhyw dâl am arfer eich hawliau. Os byddwch yn gwneud cais, bydd gennym un mis i ymateb i chi.

Cysylltwch â ni yn [nodwch gyfeiriad e-bost, rhif ffôn a/neu gyfeiriad post Swyddog Diogelu Data'r lleoliad gofal plant] os hoffech wneud cais.

Sut i gwyno

Os bydd gennych unrhyw bryderon am y ffordd rydym yn defnyddio eich gwybodaeth bersonol, gallwch gyflwyno cwyn i ni [Nodwch fanylion cyswllt y sefydliad ar gyfer ymholiadau ynglŷn â diogelu data].

Gallwch hefyd gwyno i Swyddfa'r Comisiynydd Gwybodaeth os na fyddwch yn fodlon ar y ffordd rydym wedi defnyddio eich data.

Cyfeiriad Swyddfa'r Comisiynydd Gwybodaeth yw:



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Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Rhif y llinell gymorth: 0303 123 1113



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**ATODIAD 2 - *Llythyr templed i'w rannu â'r ymarferwyr yw hwn. Gallwch ei addasu i'ch lleoliad yn ôl yr angen.***



### **Dyddiad**

Oddi wrth Arweinydd y Cylch Meithrin at Aelodau o'r Staff / Ymarferwyr **Cylch Meithrin Meini Bach**

Profi Olrhain Diogelu GIG Cymru: Profion COVID-19 ar gyfer Ymarferwyr  
Blynyddoed Cynnar

Annwyl **Gydweithiwr**,

Yn ddiweddar, cyhoeddodd Llywodraeth Cymru y bydd yn dechrau rhaglen o brofion COVID-19 asymptomatig mewn lleoliadau gofal plant ledled Cymru.

Ynghyd â'r mesurau diogelu sylfaenol rydym yn eu rhoi ar waith, megis cadw pellter cymdeithasol a hylendid dwylo da, bydd y profion yn ein galluogi i gymryd camau pellach i'ch helpu chi ac aelodau eraill o'r staff i barhau i weithio mewn amgylchedd sydd mor ddiogel â phosibl. Nid oes gan hyd at un o bob tri unigolyn sydd wedi'u heintio â COVID-19 unrhyw symptomau ac, felly, gallent fod yn trosglwyddo'r feirws heb yn wybod iddynt.

Er mwyn mynd i'r afael â'r pandemig mae angen adnabod unigolion heintus asymptomatig. Mae profion Dyfais Llif Unffordd (LFD) wedi'u defnyddio'n helaeth ac yn llwyddiannus i ganfod COVID-19 mewn unigolion asymptomatig. Mae cyflymder a chyfleuster profion LFD yn helpu i ganfod y feirws mewn unigolion asymptomatig na fyddent, fel arall, yn cael eu profi. Maent wedi'u cymeradwyo'n glinigol ac maent yn hollbwysig yn y frwydr yn erbyn y feirws.

Am fod y profion yn fwy sensitif gyda llwythi feirysol uwch, mae risg y ceir canlyniad negatif i brawf pan fo llwythi feirysol yn isel (e.e. ar gamau cynnar haint). Dyna pam yr argymhellir y dylid cynnal dau brawf LFD gyda blwch o 3-4 diwrnod rhyngddynt,

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neu brofion rheolaidd, er mwyn gwella cyfraddau canfod drwy nodi unrhyw achosion na chawsant eu canfod yn ystod y prawf cyntaf ac unrhyw heintiau newydd.

Os byddwch yn cael canlyniad prawf positif gan ddefnyddio LFD, mae'n debygol y byddwch yn heintus ar yr adeg honno, a bydd yn rhaid i chi hunanynysu a threfnu prawf adwaith cadwynol polymerasau (PCR). Caiff y broses olrhain cysylltiadau ei sbarduno yn dilyn canlyniad positif i brawf LFD a bydd angen i'ch cysylltiadau agos hunanynysu nes i chi gael canlyniad eich prawf PCR. Os bydd canlyniad y prawf PCR yn positif bydd yn rhaid i chi a'ch cysylltiadau agos hunanynysu. Ni ddylid ystyried bod canlyniad negatif i brawf LFD yn fodd i lacio neu anwybyddu'r gofyniad i gadw pellter cymdeithasol na mesurau atal haint eraill y bwriedir iddynt leihau'r risg o drosglwyddo'r feirws. Mae prawf LFD yn adnodd ychwanegol sy'n cyfrannu at leihau'r risg honno.

Sut mae'r profion yn gweithio.

Os byddwch yn cytuno i gymryd rhan, gallwch gasglu pecynnau profion LFD o'ch gweithle (ysgol, coleg, lleoliad gofal plant) a fydd yn eich galluogi i hunan-brofi gartref. Bydd angen rhoi trefniadau ychydig yn wahanol ar waith ar gyfer gwarchodwyr plant, a allai gynnwys casglu profion o leoliad canolog yn eu hardal. Byddech yn cynnal y prawf, cyn dod i'r gwaith, ddwywaith yr wythnos. Nid oes angen i'r profion LFD a ddarperir gael eu prosesu mewn labordy a gallant roi canlyniad cyflym mewn tua 30 munud. Ceir canllawiau cynhwysfawr ar hunan-brofi yn y daflen 'Cyfarwyddiadau ar Sut i'w Ddefnyddio' sy'n dod gyda'r pecyn prawf. Ceir rhagor o adnoddau a chanllawiau ar Lwyfan Dogfennau Ar-lein Llywodraeth Cymru y mae gennym ni, fel lleoliad, fynediad iddo.

Ar ôl i'r prawf gael ei gynnal, byddwch yn cofnodi canlyniad y prawf ar-lein yn [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result) a bydd angen i chi hefyd ein hysbysu ni, fel eich lleoliad, ar wahân, am ganlyniad y prawf. Byddwch hefyd yn cael hysbysiad [drwy neges destun/e-bost] o ganlyniad positif neu negatif gan wasanaeth Profi ac Orlhain y GIG. Mae'r profion am ddim ac fe'u darperir gan y lleoliad.



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#### Cydsyniad/Preifatrwydd

Unwaith y byddwch wedi deall y broses profi ac wedi darllen yr hysbysiad preifatrwydd, os byddwch yn dewis cymryd rhan, byddwch yn ymrwmo i gynnal y prawf eich hun a darparu eich canlyniadau. Dylai lleoliadau sicrhau bod staff yn darparu eu canlyniadau (positif, negatif neu ddi-rym) i wasanaeth Profi ac Olrhain y GIG drwy dudalen hunangofnodi gov.uk. Dylid rhannu'r canlyniadau â'r lleoliad hefyd er mwyn cefnogi prosesau olrhain lleol.

Gyda'n mesurau diogelu sylfaenol a'n profion, byddwn yn helpu i leihau lledaeniad COVID-19 mewn lleoliadau addysg a gofal plant. Felly, rwy'n annog pob aelod o staff yn gryf i gael y profion. Fodd bynnag, gall aelodau o'r staff sy'n gwrthod cymryd rhan ddod i'w gweithle neu eu lleoliad o hyd os na fydd ganddynt symptomau.

Dylai pobl sy'n gwrthod cymryd rhan yn y rhaglen profi hon ddilyn y canllawiau cenedlaethol arferol ar hunanyngysu a dylai unrhyw un gael prawf os bydd yn dangos symptomau.

Byddwn yn cefnogi ein staff bob amser ond rhowch wybod i ni os bydd gennych unrhyw gwestiynau.

Yn gywir,

**[Arweinydd y Lleoliad]**

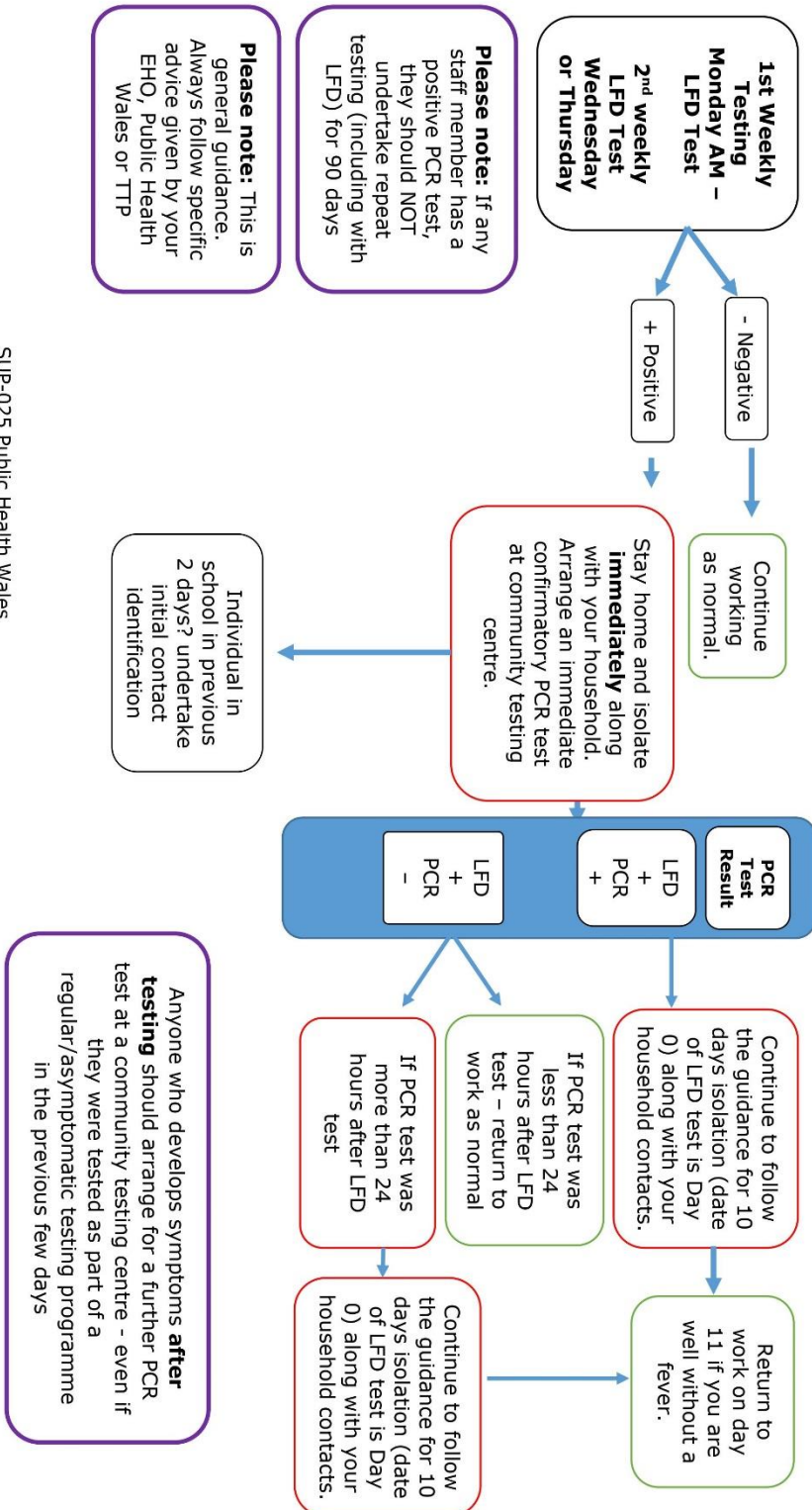
## POLISI PROFION ASYMPTOMATIG AR GYFER COVID-19

### ASYMPTOMATIC COVID-19 TESTING POLICY

#### ATODIAD 3 – Siart Llif Profi Cyson mewn Lleolaidau Addysg a Gofal (PHW-version 03.03.2021)

#### Regular Testing Process for Education and Childcare Staff

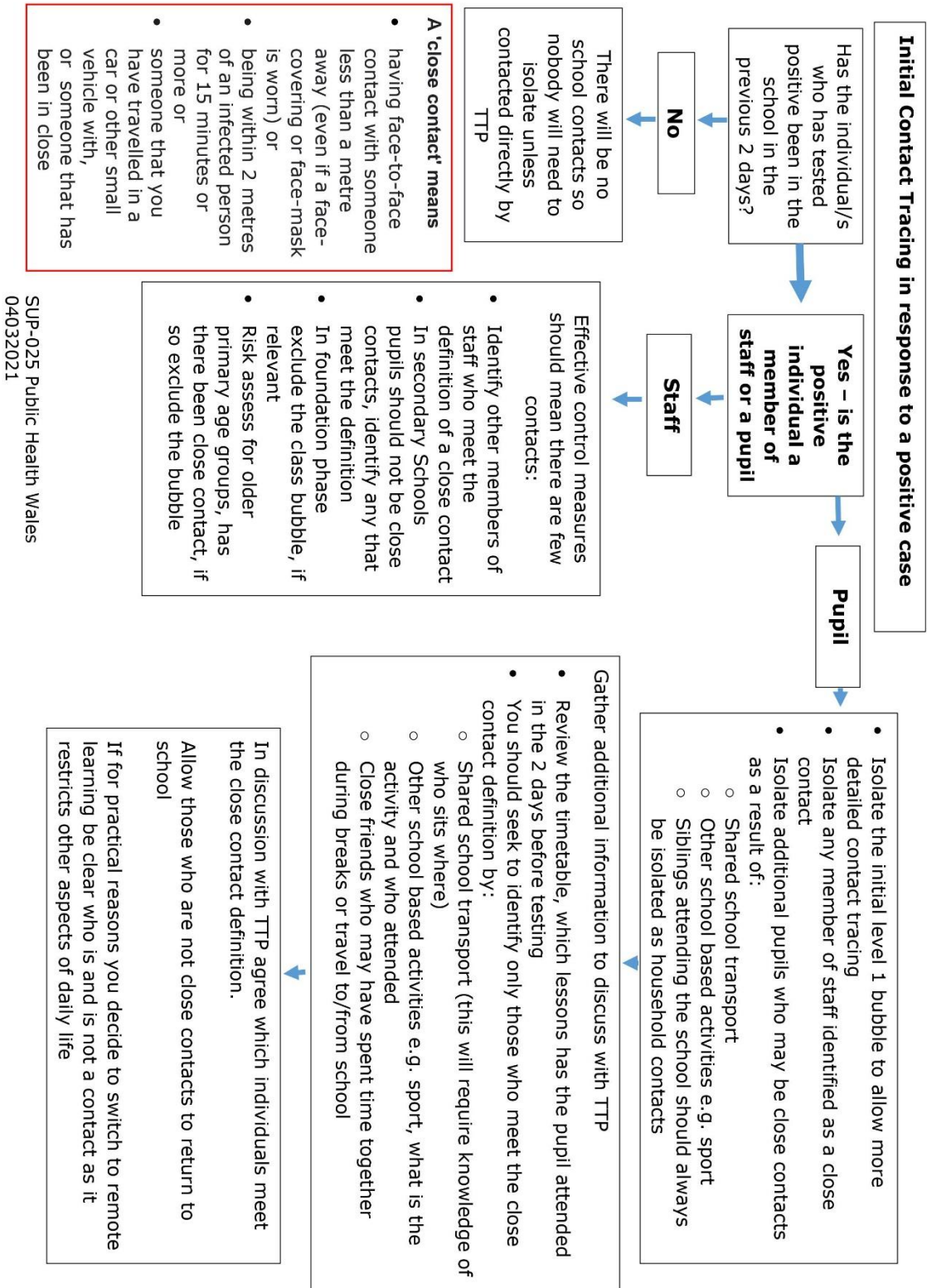
This process applies to staff working in education, registered childcare and play settings who are participating in regular testing programmes for people who are well and do not have symptoms of COVID-19. To maximise the benefit of testing in minimising transmission, morning testing prior to staff attending work is preferred on Monday and Wednesday or Thursday.



SUP-025 Public Health Wales  
04032021

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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 Meini Bach** follows this policy and guideline pack, reviews it annually and updates it as required.

The **leader** of **Cylch Meithrin Meini Bach** will ensure that every member of staff understands this policy.

**Cylch Meithrin Meini Bach** will ensure that parents and carers and the local authority are aware of this policy by taking the following steps:

1. Policy will be placed on the **Cylch Meithrin** website.
2. Place policy in the entrance or where people are able to view it.

### REVIEWED BY

### DATE

(Name)

(Signature)

(Date)

Mari Hannah Lanchbury

M.LANCHBURY

15/06/22

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



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ASYMPTOMATIC COVID-19 TESTING POLICY

### **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



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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 **current 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.



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### **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)

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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.

There is 'Digital Reader' software that reads LFD testing devices as part of the self-reporting service <https://www.gov.uk/report-covid19-result> . If you want to take a photo to check the result of your test, complete the log-in service following the relevant instructions on the screen.

### Responding to the Result of the Lateral Flow Test

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

- record this via the online results portal.
- 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.
- follow the current [self-isolation guidance](#) and self-isolate whilst you wait for the result of the PCR test. You will also need to notify your setting. ~~The setting will also inform practitioners / families of the need to self-isolate whilst waiting for the result of the PCR test.~~ It might be necessary to temporarily close the setting during this time following the relevant setting closure procedures if this affects staffing ratios.
- notify Care Inspectorate Wales

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.



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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.



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- Any childcare setting that wishes to be added for future deliveries please contact [eduandcctesting@gov.wales](mailto: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](https://www.gov.uk) website or by collecting them from their [nearest collection point](#). The results of the test should be reported within 24 hours.

### Self-isolation

Self-isolation guidance for Wales was updated on 7 August 2021. Generally, Children under the age of 18 and adults who have had a full dose (2 doses) of the COVID-19 vaccination are generally exempt from self-isolating if they are identified as a contact of someone who has tested positive (including household members).

You will be asked to take PCR tests on Day 2 from your last contact with the positive case (or as soon as possible) and on Day 8. It is important that you take these tests even if you feel well, you may have COVID-19 even if you do not have symptoms.

If a child or adult has symptoms themselves or has tested positive, then they must self-isolate.

However, there may be circumstances where a child or adult who would normally be exempt from self-isolation is directed to do so by Test Trace Protect. These circumstances will be identified by TTP on a case by case basis, and their instructions must be followed.

### Code of Practice

The Cylch Meithrin will:



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- 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 \(assetbank-server.com\)](#) 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 \(assetbank-server.com\)](#)
- Create and update a test result log. A template is available here [Published Assets \(assetbank-server.com\)](#) 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.



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- 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**.



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

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

#### Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Cylch Meithrin Meini Bach, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Cylch Meithrin Meini Bach 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).** 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](#)



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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](#)



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##### 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.



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**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 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



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Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113



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### **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 Meini Bach**

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. 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.



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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](http://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



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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]**



## Cylch Meithrin Meini Bach



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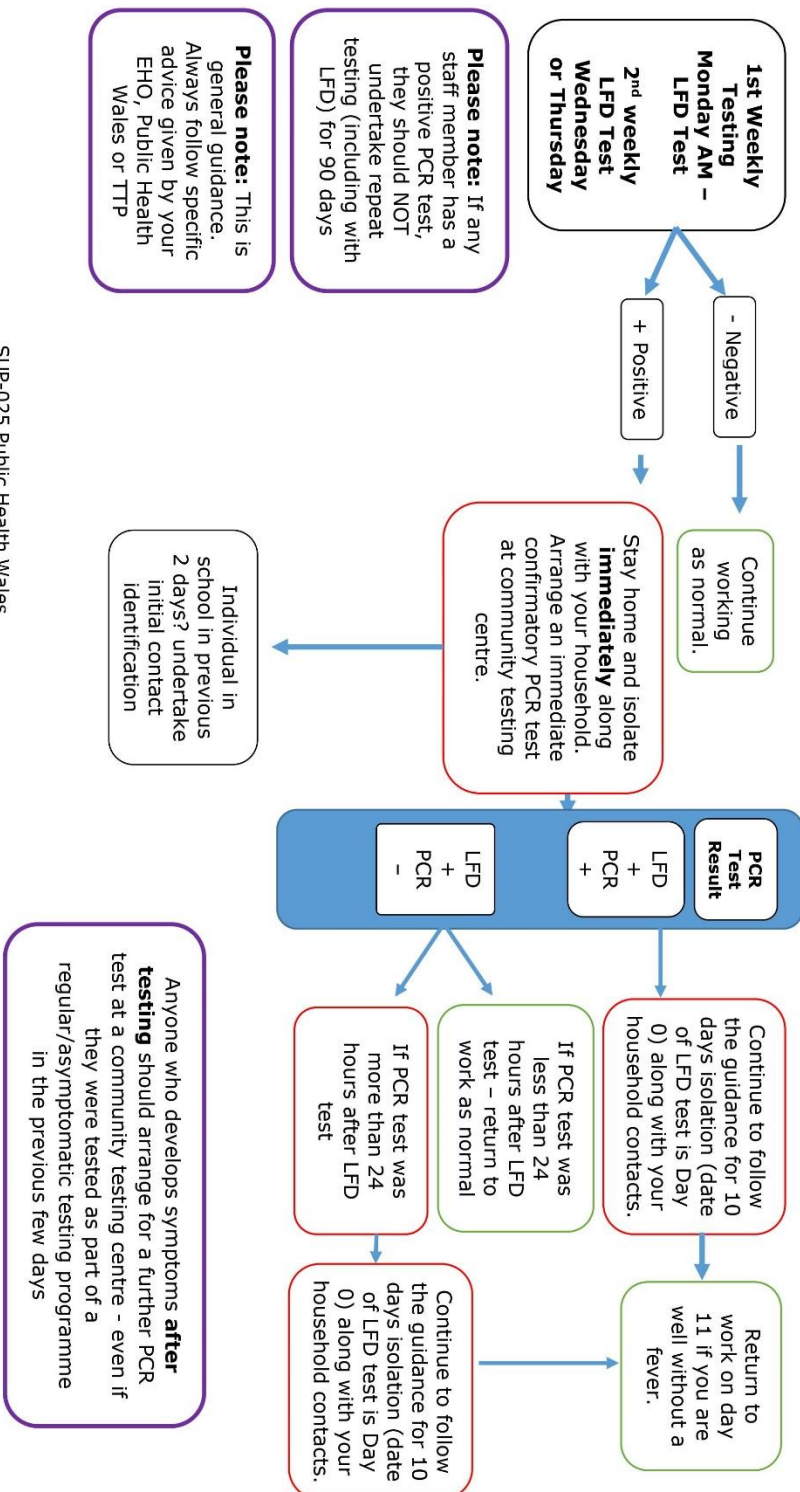
### **APPENDIX 3 - Regular Testing in Education and Childcare Flow-chart (PHW-version 03.03.2021)**

## POLISI PROFION ASYMPTOMATIG AR GYFER COVID-19

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#### Regular Testing Process for Education and Childcare Staff

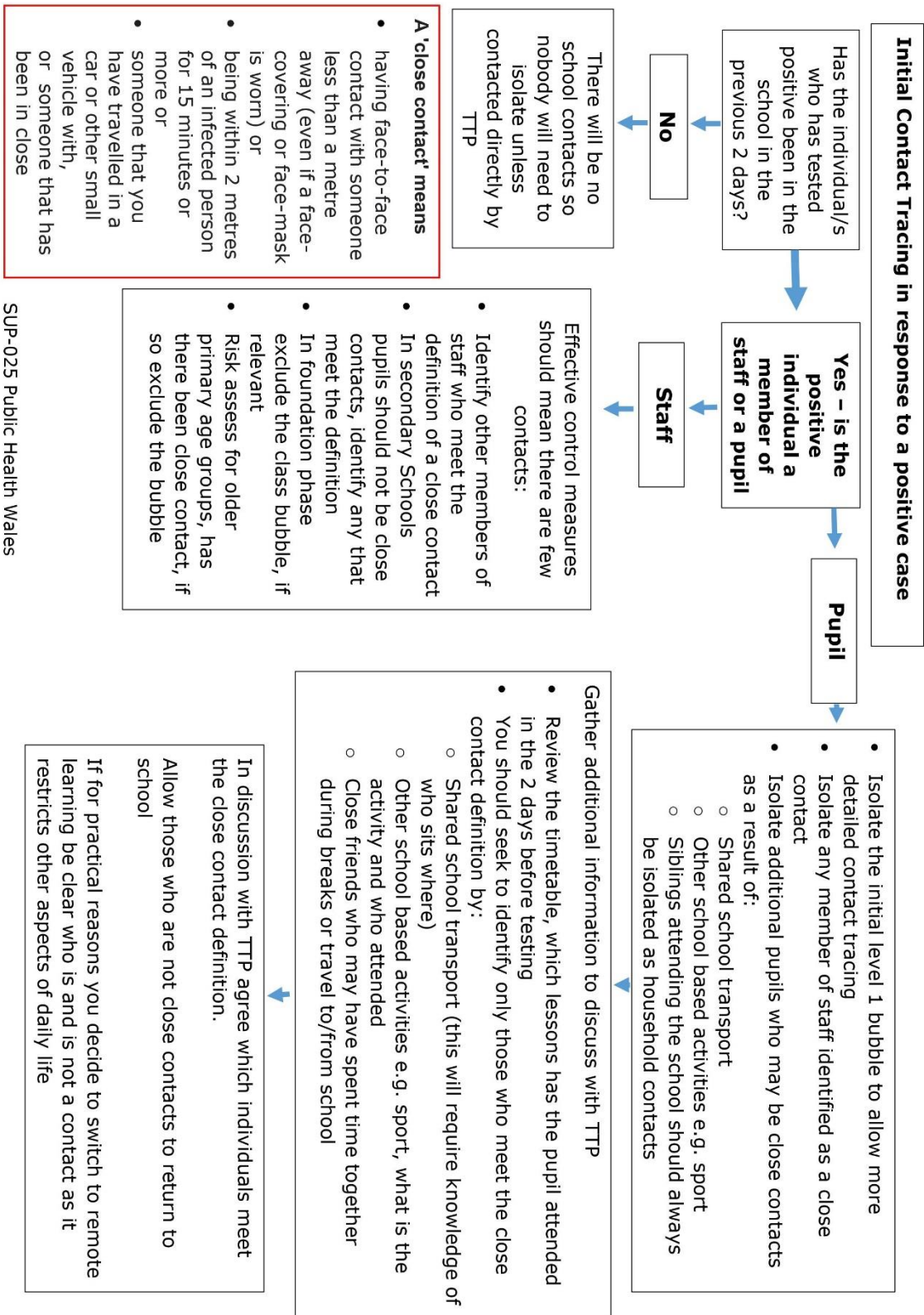
This process applies to staff working in education, registered childcare and play settings who are participating in regular testing programmes for people who are well and do not have symptoms of COVID-19. To maximise the benefit of testing in minimising transmission, morning testing prior to staff attending work is preferred on Monday and Wednesday or Thursday.



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