



Public Health  
England

Protecting and improving the nation's health

# COVID-19 Resource Pack for Educational Settings in Yorkshire and the Humber

## Intended audience:

- **Schools: Primary and Secondary Schools**
- **Residential (boarding) schools**
- **Early years settings, nurseries and childminders**
- **Special Schools and residential special schools**
- **FE colleges**

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# Major changes in this update

- Changes to the self-isolation period for contacts of confirmed cases to 10 full days instead of 14 days, to bring this document in line with national guidance. The isolation period includes the date of last contact with the the case and the next ten full days.
- Updated template letters reflecting the 10 days self-isolation period for contacts, staff and parents are included in the appendices.
- Minor updates to the contact definition to match national guidance changes, notably the areas in bold below have changed:
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, **or added up together over one day**)
  - **travelled in the same vehicle or a plane**
- The latest contact definition is available online:  
<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/>
- Someone may test positive on a PCR or an LFD COVID-19 test.
- Anyone with a positive LFD test which was done at home will also need to arrange a lab-based PCR test to confirm the result.
- Potential outbreaks in education and residential education settings should be reported to the local authority and the DFE advice line – rather than direct to the Health Protection Team. The DFE advice line will escalate situations to the local Health Protection Team when appropriate.
- Special schools should continue to notify cases directly to the Health Protection Team and local authority.
- Q&A section has been updated
- Links to guidance has been updated

# Introduction

We know schools and other education settings are working hard to protect staff and students. This resource pack is produced to assist you in taking swift action to protect the health of staff and students if you have a possible case, confirmed case or possible outbreak of COVID-19 in your setting.

This pack is based on national guidance from Public Health England and the Department for Education. It complements this guidance and does not replace it. You should always refer to the most up to date national guidance online:

<https://www.gov.uk/coronavirus/education-and-childcare>

## **Please note**

**As COVID-19 is a rapidly evolving situation, guidance may change at short notice.**

**Please check the date and version of this guidance on Page 1.**

**We advise that you refer to the [educational settings guidance on gov.uk](#) in addition to this document, and updates from PHE and your local authority.**

**DFE advice line: 0800 046 8687**

## Section 1: Symptoms, infection and transmission

### Symptoms

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

There are several other symptoms linked with COVID-19. These other symptoms may have another cause and are not on their own a reason to have a COVID-19 test. If you are concerned about your symptoms, seek medical advice.

More information on symptoms is available on NHS online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

### Transmission

COVID-19 is mainly passed from person to person by contact with large respiratory droplets. These droplets can be directly inhaled by the person or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

### Incubation

The incubation period is the average time between exposure to the virus and developing symptoms. The average incubation period is around 5 days, though this can be as long as 10 days, or as short as a single day.

### Infection period

A person is thought to be infectious 2 days before symptoms appear, and up to 10 days after they start displaying symptoms. If someone without symptoms tests positive then they are considered to have been infectious from 2 days before the positive test till 10 days after the test result.

Please note 2 days is counted from the morning of the 2 days before the date of onset of symptoms and not 48 hours from the time of onset of symptoms. For example a person who developed symptoms at 2pm on the 15th November would be asked to identify contacts from the morning of 13th November.

### Risk of infection in children

Though children of all ages can catch the infection, children have a much lower risk of developing symptoms or severe disease.

## Testing

Two types of test are currently being used to detect if someone has COVID-19:

- Polymerase Chain Reaction (PCR) tests
- Lateral Flow Device (LFD) tests

PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus. PCR tests are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory. They should be used when someone is symptomatic.

LFD tests detect proteins in the coronavirus. They are simple and quick to use. LFD tests are mainly used in people who do not have symptoms of COVID-19. They should not be used when someone has COVID-19 symptoms.

## Confirmed Case definition

Someone who has tested positive for COVID-19 whether they have symptoms or not.

## A household

A household is taken to mean anyone who the child or staff member lives with. Some people may have multiple households. It also includes anyone in their **support bubble**<sup>1</sup>.

## Contact definitions

The most up-to-date contact definition is available at:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

## As of 1 March 2021:

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
  - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
  - been within one metre for one minute or longer without face-to-face contact
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane

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<sup>1</sup> <https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>

An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

Full guidance for contacts can be found in the national [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#).

## Section 2: What to do if a child or member of staff develops symptoms whilst in the education setting

If anyone in your setting develops:

- a new, continuous cough;
- or a high temperature;
- or has a loss of, or change in, their normal sense of taste or smell (anosmia),

They must be sent home and advised to follow the Stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

This sets out that :

- the person with symptoms and household contacts should self-isolate for the day that symptoms started and the next 10 full days;
- arrange to have a test to see if they have coronavirus (COVID-19).

### Action list

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. If applicable, call parents/legal guardian or a member of their household to collect them as soon as possible. Advise them that all household members will need to isolate and refer them to the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. Ideally the student should be collected by a parent/legal guardian/housemate and travel home by private transport.
3. If the student is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
4. If a pupil is awaiting collection:
  - they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required
  - a window should be opened for fresh air ventilation if it is safe to do so
  - if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
  - if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else
  - personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the [safe working in education, childcare and children's social care settings guidance](#)



5. The PPE that should be used when caring for someone with symptoms of coronavirus (COVID-19) is:
  - a fluid-resistant surgical face masks (also known as Type IIR) which should be worn if a distance of 2 metres cannot be maintained.
  - if contact is necessary, then disposable gloves, a disposable apron and a face mask should be worn.
  - eye protection (goggles or visor) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.
6. Staff/other students who have had contact with the symptomatic student must wash their hands thoroughly for at least 20 seconds.
7. The individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the safe working in education, childcare and children's social care settings guidance.
8. If a pupil in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their home.
9. Advise the symptomatic student or staff member that they and their household should self-isolate at home for 10 days. The isolation period includes the day the symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, the symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), the isolation period ends at 23:59 hrs on the 25th.
10. Advise the symptomatic student or staff member that they should get tested **with a PCR test** and notify the education setting of the results. For most children you should notify the parents/guardians but some older children and young people may manage this themselves.
11. Schools and FE providers have a supply of PCR **home test kits**. These test kits distributed to schools should only be used in the exceptional circumstance that a student, teacher, or staff member becomes symptomatic and you believe they may have barriers to accessing testing elsewhere. More details on when to use these kits and reordering supplies can be found online:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>
12. Rapid lateral flow testing kits are now being made available to staff, pupils, and members of their households, childcare and support bubbles in England who do not have symptoms of coronavirus.
13. **Do not use the rapid lateral flow testing service for someone with symptoms of COVID-19 as this is only for people without symptoms. They should have a PCR test.**
14. Once the student has left the premises, thoroughly disinfect/clean all surfaces and touch points they came into contact with (including the bathroom if used).

15. If a pupil in a residential (boarding) school shows symptoms, they should initially self-isolate in their residential setting household. Most will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their home.

## Section 2a: Flow diagram: Management of a child or member of staff who develops symptoms whilst in the education setting but who has not had a COVID-19 test result.

CHILD OR MEMBER OF STAFF HAS AT LEAST ONE OF THESE COVID-19 LIKE SYMPTOMS  
WHILST IN EDUCATION SETTING

New continuous cough  
A high temperature  
Loss of or change in, normal sense of taste or smell (anosmia)

### ISOLATE FROM OTHERS

CHILDREN should be isolated away from others until they can be picked up.

(depending on the age of the child they may need close contact with a member of staff and appropriate PPE should be worn if so – see Page 8)

MEMBERS OF STAFF with symptoms should go home immediately and avoid contact with anyone else in the setting or while travelling home.

### FOLLOW GUIDANCE ON SELF-ISOLATION

The child or member of staff with COVID-19 symptoms and their household contacts should self-isolate from the day symptoms started and the next 10 full days.

### ACCESS TESTING

Anyone with COVID-19 symptoms should be tested with a **PCR test (not a rapid LFD test)**  
Testing can be arranged at <https://www.gov.uk/get-coronavirus-test> or by calling 119

If the test result is **positive** see section 3 below for actions to take.

If the test result is **negative**, see overleaf on page 12 for actions to take.

### FOLLOW UP

You can call the DfE helpline (0800 046 8687) if you would like further advice or support regarding managing a possible case of COVID-19 in your setting.

**You do not need to notify the PHE Health Protection Team or local authority of possible cases.**

### FOLLOW GUIDANCE ON CLEANING IN NON-HEALTHCARE SETTINGS

Environmental cleaning guidance can be found on [gov.uk](https://www.gov.uk) for cleaning in non-healthcare settings

If the child or staff member has a negative COVID-19 *PCR test* result after being tested because they had symptoms

**IMPORTANT NOTE:  
This advice is based on a negative *PCR test*.**

**No one should stop self-isolating based on a negative Lateral Flow Device (LFD) test result.**

If the PCR test result is negative but they still have symptoms, they may have another virus such as a cold or flu.

They should stay at home until they feel well. They should seek medical attention if they are concerned about their symptoms.

They can stop isolating as long as:

- they have a negative PCR test,
- they are well,
- no-one else in the household has symptoms or has tested positive for COVID-19,
- they have not been advised to self-isolate by [NHS Test and Trace](#), and
- they have not [arrived into the UK from a non-exempt country](#) within the last 10 days. Separate guidance is available if they are participating in the [Test to Release for international travel scheme](#)

Anyone in the household who is isolating because of their symptoms can also stop isolating.

## Section 3: What to do if someone tests positive whilst in the education setting

1. Someone may test positive on a PCR or LFD COVID-19 test.
2. Staff or students with a positive PCR or LFD test result will need to self-isolate in line with the stay-at-home guidance, as should their household (and support bubble) contacts.
3. Currently anyone with a positive LFD test which was done at home will also need to arrange a lab-based PCR test to confirm the result. This can be done **online** (<https://www.gov.uk/get-coronavirus-test> or by calling 119. They should continue to self-isolate, as should their household whilst awaiting this result. The latest guidance on LFD testing should be consulted as this is a rapidly evolving area.
4. You must take swift action when you become aware that someone who has attended your setting has tested positive for coronavirus (COVID-19).
5. Identify any contacts of the case in the education setting using the definition below and the questions in Table 1 (page 16) to help guide you. These do not cover every type of contact but are a prompt to help identify those covered by the definition above in an education setting. Any contacts should be advised to self-isolate (further details below).
6. For advice and assistance in doing this you can contact the dedicated advice service, introduced by Public Health England and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
7. If the person is in a special school or residential special school please call the Health Protection Team (0113 386 0300) and contact your local authority directly.
8. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT).
9. The advice service (or HPT if escalated) will work with you to carry out a risk assessment and identify appropriate next steps.
10. You should inform your local authority of confirmed cases of coronavirus (COVID-19) in line with local arrangements. This is usually an email, web form or phone number.

### Self isolation of the case and household

1. Advise the symptomatic student or staff member that they and their household should self-isolate at home for 10 days. The isolation period includes the day the symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, the symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), the isolation period ends at 23:59 hrs on the 25th.

## Identify contacts

2. With support from the advice service or HPT, identify contacts of the positive case individual. Details of who a contact is are provided below and prompt questions to consider to help up identify contacts are in Table 1 on page 16.
3. If the person (staff or child) was not in the education during the infectious period (2 days prior to onset of symptoms to 10 days after; or 2 days prior to test date to 10 days after if they have no symptoms), then there is no self-isolation required by contacts.
4. A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:
  - anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
  - anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
    - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
    - been within one metre for one minute or longer without face-to-face contact
    - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
    - travelled in the same vehicle or a plane

An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

Full guidance on contact definitions can be found in the [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#).

## Advice to give to contacts

5. You should inform contacts that they need to self-isolate for 10 days from the day after contact with the individual tested positive, in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). The isolation period includes the day they last had contact with the case and the next 10 full days.
6. If contacts develop a new continuous cough or fever or loss of taste/smell, they should request a test for COVID-19 through gov.uk or via 119.
7. A template letter for contacts is in Appendix 5 and should be sent to anyone who is identified as a contact to provide them with the advice to Stay at Home and self-isolate.
8. Contacts of contacts do not need to self-isolate (e.g. if a child is self-isolating because they are a contact of a case at the education setting, the parents of that child do not need to self-isolate).

9. For other students and staff not classified as contacts, a letter can be sent to them that includes general information to explain what is happening in the the education setting but should not include any identifiable information on those affected (Appendix 5).
10. Keep a record of the list of names of individuals identified as contacts using the template in Appendix 3.
11. For students who are isolating, ensure access to remote provision so that they can continue to learn remotely.
12. Settings must not share the names of people with coronavirus (COVID-19) unless essential to protect others.

**Table 1: Questions to assist in identifying contacts in an education setting**

**IMPORTANT**

- We know that students have already missed a lot of teaching time this year and understand that it is important to find the balance between identifying everyone who may be at a genuine risk of developing infection while not asking people to self-isolate unnecessarily.
- The time when people who have tested positive for COVID-19 are infectious to others is from 2 days before their onset of symptoms to 10 days afterwards (or from 2 days prior to the date of their test to 10 days afterwards if they have had no symptoms)
- Only people who came into contact with them during this time need to be advised to self-isolate.

**Early years settings and Key Stage 1 (Foundation to Year 2)**

- Usually children who had shared a classroom with the case during their infectious period would be considered contacts in these age groups on the basis that social distancing is assumed not possible. Identify everyone in the class as contacts and advise self-isolation.
- Check friendship groups. Identify contacts as children who are known to have had definite face to face contact with them during their infectious period
- Are there any staff members who report that they have had close contact with the case during the infectious period? (Use the standard contact definitions for this)
- Consider handover of young children which may require contact between parents and staff when child is passed from adult to adult.
- Consider transport bubbles contacts (e.g. car sharing, school bus)



### Key Stage 2 (Year 3 -6 )

- If children mix a lot within the classroom then the whole class would usually be defined as contacts.
- If there is a seating plan for all lessons and it is felt that social distancing has been observed in the classroom then look at seating plans instead. Identify contacts as children who sat within 2 metres of the case during their infectious period in school only.
- Check friendship groups. Identify contacts as children who are known to have had definite face to face contact with them during their infectious period
- Are there any staff members who report that they have had close contact with the case during the infectious period? Use the standard contact definitions for this and only ask staff to self-isolate if they have had definite contact with the case.
- Are there any other people who they have had definite face to face contact with at break times or in an other group activities such as sport or music lessons? This should be specific identifiable individuals (rather than whole groups where contact cannot be ruled out)
- Consider transport bubbles contacts (e.g.car sharing, school bus)

### Key Stage 3 , 4 and 5 (Year 7 - 13)

#### **The default should NOT be to self-isolate the whole class or bubble in a secondary setting**

Look at the student timetable to identify classes during the infectious period

Look at seating plans. Identify contacts as children who sat within 2 metres of the case during their infectious period in school

Check friendship groups. Identify contacts as children who are known to have had definite face to face contact with them during their infectious period

Are there any staff members who report that they have had close contact with the case during the infectious period? Use the standard contact definitions for this and only ask staff to self-isolate if they have had definite contact with the case

Are there any other people who they have had definite face to face contact with at break times or in an other group activities such as sport or music lessons? This should be specific identifiable individuals (rather than whole groups where contact cannot be ruled out)

Consider transport bubbles (e.g.car sharing, school bus)

## Section 3a: Management of child or staff member who tests positive whilst in the education setting

**CHILD OR MEMBER OF STAFF TESTS POSITIVE FOR COVID-19 WHILST IN EDUCATION SETTING**

### **ISOLATE FROM OTHERS**

**CHILDREN** should be isolated away from others until they can be picked up.

(depending on the age of the child they may need close contact with a member of staff and appropriate PPE should be worn if so– see Page 8)

**MEMBERS OF STAFF** should go home immediately and avoid contact with anyone else in the setting or while travelling home.

### **FOLLOW GUIDANCE ON SELF-ISOLATION**

The child or member of staff with COVID-19 symptoms and their household contacts should self-isolate from the day symptoms started and the next 10 full days.

### **IDENTIFY AND ADVISE CONTACTS**

Identify if any staff, children or visitors meet the contact definition and provide advice to them on self-isolation – see pages 13-17 for details on how to do this.

**You** can call the DfE helpline (0800 046 8687) for assistance in identifying contacts in your setting or if you would like further advice or support regarding managing a possible case of COVID-19 in your setting. Your local authority may also be able to advise you on actions to take and should be informed of a positive case according to local arrangements.

(If a special school then call HPT instead of DfE: on 0113 386 0300)

**Contacts from the education setting** should self-isolate for 10 full days after their last date of contact with the case.

### **FOLLOW GUIDANCE ON CLEANING IN NON-HEALTHCARE SETTINGS**

Environmental cleaning guidance can be found on [gov.uk](https://www.gov.uk) for cleaning in non-healthcare settings

### **BE ALERT FOR FURTHER CASES WITHIN 14 DAYS**

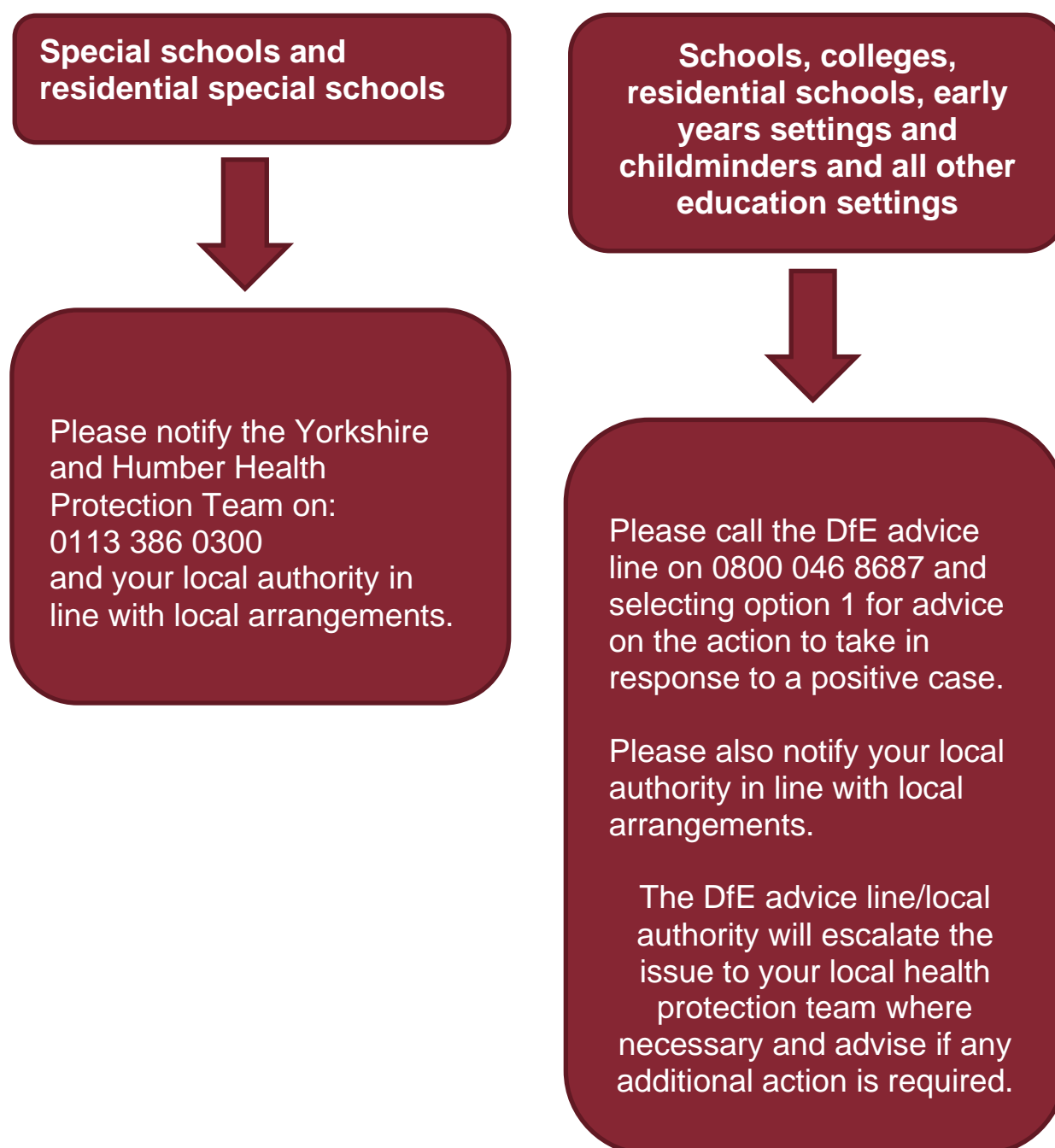
If you have further unlinked cases you can call follow the same process as above. If you are concerned you may have an outbreak in your setting please see Section 4 below.

## Section 4: What to do if there is a possible outbreak in your education setting

### Arrangements for management of a possible outbreak

Education settings should notify as per flowcharts below if they have:

- TWO or more children or members of staff in your setting who have TESTED POSITIVE, with illness onset dates within 14 days of each other;
- or there is an overall rise in the rate of absences from the education setting that are suspected to be COVID-19 related .



If an outbreak is identified, the Health Protection Team and Local Authority will work with the education setting to protect staff and children. This will include undertaking a risk assessment with the headteacher/manager

- to identify any further contacts in the setting who will need to self-isolate at home
- advise on any other actions that could reduce the ongoing risk of transmission.

It is also possible the PHE Yorkshire and the Humber Health Protection Team, or the local authority public health team may learn of cases first if they have identified there may be an outbreak in the education setting. In that case, they would contact the education setting and the same process of risk assessment and advice would be undertaken with the headteacher/manager.

### Key information to have to hand when calling the DfE advice line or Health Protection Team

- Number of confirmed/possible cases
- Date of onset of the cases/date of tests and last date they were in the education setting
- Number of potential contacts
- Total number of staff and children / numbers in the affected class/bubbles/transport bubbles
- Are any children or staff in hospital or very unwell
- Any issues affecting safe operation of the setting
- Any communications already issued to parents or staff.

### Communication with parents and staff

We encourage you where possible to discuss communications with the HPT or your local authority team before communicating messages to the wider education setting regarding an outbreak. The Health Protection Team or Local Authority can provide you with template communications to use with parents, staff and contacts.

Any further actions and ongoing support will be discussed with the headteacher/manager to support you to protect the health and wellbeing of your children and staff.

## Section 4a: Management of a possible outbreak in your education setting

TWO or more children or members of staff in your setting who have TESTED POSITIVE, with illness onset dates within 14 days of each other; or there is an overall rise in the rate of absences from the education setting that are suspected to be COVID-19 related .

### ISOLATE FROM OTHERS

**CHILDREN should be Isolated away from others until they can be picked up.**  
(depending on the age of the child they may need close contact with a member of staff and appropriate PPE should be worn if so – see Page 8)

**MEMBERS OF STAFF should go home immediately and avoid contact with anyone else in the setting and while travelling home.**

### FOLLOW GUIDANCE ON SELF-ISOLATION

The child or member of staff with COVID-19 symptoms and their household contacts should self-isolate from the day symptoms started and the next 10 full days.

### IDENTIFY CASES AND CONTACTS AND NOTIFY PUBLIC HEALTH ENGLAND

Gather information on cases and contacts  
Identify and advise contacts on self-isolation

Call DfE advice line on 0800 046 8687 and select option 1.  
and notify your local authority in line with local arrangements.  
*(If a special school then call HPT instead of DfE: on 0113 386 0300)*

PHE/the local authority will assist with actions to take including risk assessment, identifying contacts and communications.

### FOLLOW GUIDANCE ON CLEANING IN NON-HEALTHCARE SETTINGS

Environmental cleaning guidance can be found on gov.uk for cleaning in non-healthcare settings

### BE ALERT FOR FURTHER CASES WITHIN 14 DAYS

Notify further cases by agreed routes with HPT/LA following initial contact above. Continue to identify contacts of cases and provide self-isolation advice.

## Section 5: What to do about a child or member of staff with symptoms who is NOT currently in the education setting

Anyone who develops symptoms of COVID-19 should immediately self-isolate for the day symptoms started and the next 10 full days.

1. **They should not attend the education setting and should follow the steps below.**
2. Parent/Carer or member of staff should notify the education setting of their absence.
3. Setting should record and keep minimum dataset (see suggested template in Appendix 3 and 4).
4. Direct to **Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection** for isolation advice for child/member of staff and their households. Cases should self-isolate from the day symptoms started and the next 10 full days
5. Members of the household without symptoms should also self-isolate for 10 full days, this applies even if they are tested themselves and are negative for COVID 19.
6. Advise the parent/carer/staff that they should arrange to get **tested with a PCR test** via nhs.uk online or by contacting NHS 119 via telephone if they do not have internet access.
7. If the child or member of staff tests positive:
  - **then they should follow the advice in the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.**
  - **Consider: Were they in the education setting from 2 days before the onset of symptoms till 10 days after the onset of symptoms?**
  - **If they did not have any symptoms, were they in education setting from 2 days before till 10 days after the date their positive test was taken?**
    - **If they were: follow the process in Section 3a for a confirmed case and identify any contacts in the education setting**
8. If the child or staff member has a negative COVID-19 PCR test result after being tested because they had symptoms
  - If the PCR test result is negative but they still have symptoms, they may have another virus such as a cold or flu.

- They should stay at home until they feel well. They should seek medical attention if they are concerned about their symptoms.
- They can stop isolating as long as:
  - o they are well
  - o no-one else in the household has symptoms or has tested positive for COVID-19
  - o they have not been advised to self-isolate by [NHS Test and Trace](#)
  - o they have not [arrived into the UK from a non-exempt country](#) within the last 10 days. Separate guidance is available if they are participating in the [Test to Release for international travel scheme](#)

Anyone in the household who is isolating because of their symptoms can also stop isolating.

**IMPORTANT NOTE: This advice is based on a negative PCR test. No one should stop self-isolating based on a negative Lateral Flow Device test result.**

9. There is no further action required by the setting at this time, and no need to notify the PHE Yorkshire and Humber Health Protection Team.

## Section 5a: Management of a child or member of staff with symptoms who is NOT currently the education setting

**CHILD OR MEMBER OF STAFF HAS AT LEAST ONE OF THESE COVID-19 LIKE SYMPTOMS**

New continuous cough  
A high temperature  
Loss of or change in, normal sense of taste or smell (anosmia)

**ADVISE TO STAY AT HOME**

If a child or member of staff has symptoms they should stay at home and follow the stay at home guidance

**FOLLOW GUIDANCE ON SELF-ISOLATION**

The child or member of staff with COVID-19 symptoms and their household contacts should self-isolate for the day symptoms started and the next 10 full days.

**ACCESS TESTING**

- Anyone with COVID-19 symptoms should be tested
- Testing can be arranged at <https://www.gov.uk/get-coronavirus-test> or by calling 119

If the test result is **positive** see section 3 for actions to take.

**FOLLOW UP**

You **DO NOT** need to notify the PHE Yorkshire and Humber Health Protection Team or your Local Authority

If the child or staff member tests positive and was in the education setting during the period from 2 days before the onset of their symptoms till 10 days after, then follow the process for a positive case in the setting in Section 3 above.



# Appendix 1: Frequently Asked Questions

## Please note

- As COVID-19 is a rapidly evolving situation, guidance may change at short notice.
- We advise that you refer to the **education settings guidance on gov.uk** in addition to this document, and updates from PHE and your local authority.
- This FAQ focused on the safe management of cases and outbreaks and does not cover all COVID-19 related topics.
- This pack is based on national guidance from Public Health England and the Department for Education. It compliments this guidance and does not replace it. You should always refer to the most up to date national guidance online at [gov.uk](https://www.gov.uk).

## Cases and contacts

### **What symptoms should education settings be looking out for? How can education settings tell if a child has just a cold, or whether it might be coronavirus?**

Children and staff should get tested **with a PCR test** if they develop one or more of the main coronavirus symptoms:

1. A high temperature; a new, continuous cough; or the loss or change of their sense of taste or smell; or
2. They are recommended to get tested by a healthcare provider (e.g. GP or nurse).

If a child or staff member is tested because they are unwell, they should not attend the education setting whilst awaiting a result and follow the Stay at Home Guidance.

### **Should a child/staff member come to school/nursery/college if their parents or a member of their household is unwell?**

No. If a member of the child's household or support bubble is unwell with COVID-19 symptoms then the child/staff member should isolate for 10 full days following the the day the household member(s) became ill and follow the [Stay at home guidance](#).

If the child subsequently develops symptoms, they should isolate for 10 days from the date they developed symptoms. See [Stay at home guidance for more details](#).

### **If I am notified by a parent that their child is ill, do I need to advise the other children in their class to self-isolate?**

Children and staff can attend school as normal.

The child who is ill should stay at home ([Stay at home guidance](#)) and be advised to get tested.

If the child has any siblings who attend the school, they should also be self-isolating at home for 10 days. See Section 3 above.

**If the child tests positive** for COVID-19 - See Section 3 (page 13) above

**If I am notified by a parent that their child has had a positive test, do I need to advise the other children in their class not to attend school/nursery/college or notify anybody?**

Yes if there are any staff or children who would be classed as contacts of that child during their infectious period they should be advised to self-isolate.

You should follow the flowchart in Section 3 (page 13).

For advice and assistance in doing this you can contact the dedicated advice service, introduced by Public Health England and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

**A household member of a child/staff member is a contact of someone who tested positive for COVID-19, what should we do?**

If someone in the household or support bubble develops symptoms or tests positive, the whole household (and support bubble) should follow the guidance to stay at home, get tested and self-isolate.

If a household member is known to be a contact of a confirmed case (outside of the household or education setting) they will be advised to self-isolate and follow the [guidance for contacts](#). Their contacts do not need to self-isolate, so a child or partner in the household would not need to self-isolate if no one in the household has symptoms or has tested positive.

**Who is considered a contact in an education setting?**

See the contact definitions on page 6 or, full guidance on contact definitions can be found in the [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#).

**Which contacts need to self-isolate?**

Where the child, young person or staff member tests positive and they had attended the education setting in their infectious period, any contacts in the setting during that time will need to self-isolate. Please see guidance in Section 3 (page 13) above.

**Can the siblings of a child who has been self-isolating because they are a contact of a case attend school?**

Yes, other household members of the contact do not need to self-isolate unless the child, young person or staff member they live with in that group develops symptoms or tests positive.

### **A child/parent reports to us that they have had contact with someone with symptoms – what should we do?**

Remind parents of the [government guidance](#) not to leave home if anyone in the household has symptoms and to seek a test via [NHS Test and Trace online](#) or calling 119.

Education settings should regularly remind parents of the government guidance on staying at home and the importance of a household self-isolating if anyone in the household develops symptoms.

No-one with symptoms should be attending the education setting and anyone who develops symptoms while in the setting should be isolated and sent home as soon as possible.

### **If a child has COVID-19 symptoms, gets tested and tests negative, can they return to the education setting?**

**IMPORTANT NOTE: This advice is based on a negative PCR test. No one should stop self-isolating based on a negative Lateral Flow Device test result.**

If the *PCR test result is negative* but they still have symptoms, they may have another virus such as a cold or flu.

They should stay at home until they feel well. They should seek medical attention if they are concerned about their symptoms.

They can stop isolating as long as:

- they are well
- no-one else in the household has symptoms or has tested positive for COVID-19
- they have not been advised to self-isolate by [NHS Test and Trace](#)
- they have not [arrived into the UK from a non-exempt country](#) within the last 10 days. Separate guidance is available if they are participating in the [Test to Release for international travel scheme](#)

Anyone in the household who is isolating because of their symptoms can also stop isolating.

If they have diarrhoea, are being sick or have a fever they should stay at home until 48 hours after they've stopped.

If the child is a contact of a confirmed case, they must stay off school/nursery/college for the 10 day isolation period, even if they test negative. This is because they can develop the infection at any point up to day 10 (the incubation period for COVID-19), so if a child tests negative on day 3 they may still go on to develop the infection.

### **If a child who was a contact of a confirmed case tests negative, can they return to school/nursery/college?**

No, the child should complete 10 full days of isolation.

### **If I get confirmed cases does the education setting need to close?**

If education settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and should call the DfE advice line to notify this (or if a special school then the local health protection team) and local authority who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing the system of controls, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary for public health reasons.

## **Testing**

### **When should LFD tests be used?**

Guidance on Mass asymptomatic testing: schools and colleges is available at:  
<https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges>

The use of LFD tests in education settings is changing rapidly and the latest guidance on gov.uk/from DfE should be consulted.

If someone tests positive on an LFD test they should be treated as a positive case and the guidance above in Section 3 should be followed.

For some groups of people a confirmatory PCR is advised, further details on this are available in the guidance on mass asymptomatic testing from DfE.

### **When should people be retested if they have already had COVID-19?**

If someone has tested positive by PCR for COVID-19, they will probably have developed some immunity to the disease. However, it cannot be guaranteed that everyone will develop immunity, or how long it will last. It is possible for PCR tests to remain positive for sometime after COVID-19 infection.

Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19.

If, however, they do have an LFD antigen test within 90 days of a previous positive COVID-19 PCR test, for example as part of a workplace or community testing programme, and the result of this test is positive, they and their household should self-isolate and follow the steps in the Stay at home guidance.

If it is more than 90 days since they tested positive by PCR for COVID-19, and they have new symptoms of COVID-19, or a positive LFD antigen or PCR test, follow the steps in the Stay at home guidance.

### **How can a parent arrange for PCR testing?**

The parent can arrange for any child to be tested via the web, [Get a free NHS test to check if you have coronavirus](#), or by contacting NHS 119 via telephone if they do not have internet access.

Details on lateral flow testing (for people who are not symptomatic) is available here:

<https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>

### **How can a staff member get tested?**

Anyone can apply for a test if they have symptoms via [Get a free NHS test to check if you have coronavirus](#).

### **Can people have a PCR test if they do not have symptoms?**

No. People should only be tested with a PCR test if they have symptoms or if they have been advised to by a health professional or if they are part of a group that requires confirmatory PCR testing following a positive lateral flow device test positive result.

### **When can we use the PCR home testing kits held by schools?**

Schools have a small supply of home testing kits. In exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the provided home test kits to improve the chances that the individual will get tested.

Full guidance on this is available [Coronavirus \(COVID-19\): test kits for schools and FE providers](#)

## **High risk groups**

### **What about staff who are clinically vulnerable, extremely clinically vulnerable or pregnant?**

The latest guidance on shielding and protecting people who are clinically extremely vulnerable is available at:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

### **Should children or staff who are shielding (classed as clinically extremely vulnerable due to pre-existing medical conditions) attend school/nursery/college?**

The latest guidance on shielding and protecting people who are clinically extremely vulnerable is available at:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

## Staff

### Use of Personal Protective Equipment (PPE) in Education Settings

- 1.1 For the purpose of Contact Tracing, PPE is only considered to be fully effective if it is medical grade PPE, correct for the clinical or care task being undertaken (as defined in the relevant clinical or social care guidance), and being worn in a health and social care setting.
- 1.2 Therefore, any items of PPE and other mitigation measures such as face coverings or visors, worn in an Education setting, whilst helpful in reducing the spread of infection, **will not** prevent someone from being identified as a contact and being asked to self-isolate for 10 full days if they meet the contact definition.
- 1.3 There may be exceptions to the above, where an appropriately trained member of education staff is performing healthcare activities (such as Aerosol Generating Procedures) and where it can be evidenced that they had used medical grade PPE, correct for the clinical or care task being undertaken (as defined in the relevant clinical or social care guidance), and that they have had appropriate training on putting the PPE on and taking it off.
- 1.4 Where PPE is used in a school setting as a means of reducing the risk of infection it should be as per the following national guidance: **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**

### **Can the school still have supply teachers come in if there have been multiple cases?**

If there have been multiple cases in a school, you should ensure the DfE advice line and Local Authority are aware. The Local Authority will be able to advise regarding operational issues with staffing caused by self-isolation of staff.

### **Can non-teaching staff, for example cleaners and caterers, work for two or more schools?**

Local risk assessment should be undertaken, and staff advised to stay home and self-isolate if they are assessed as being a contact of a confirmed case in a setting or anyone in the household has symptoms.

If a staff member has not been identified as a contact in any of their workplaces they can continue to work as normal but should do so following the relevant guidance for the setting to minimise contact and ensure social distancing is in place.

## Cleaning

### **What additional cleaning is necessary following a symptomatic or confirmed case?**

Please follow national guidance on [COVID-19: cleaning of non-healthcare settings outside the home](#).

It is important to concentrate on regular cleaning of frequently touched items / surfaces. This is likely to be highly effective as high contact surfaces will present the main risk in terms of indirect transmission. Regular cleaning should be thorough and maintained at all times.

Cleaning should include:

- Cleaning an area with a chlorine releasing disinfectant after someone with suspected or confirmed coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Wear disposable or washing-up gloves and aprons for cleaning.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- All the disposable materials should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

### **Do toilets need to be cleaned after every use?**

Toilets are frequently touched surfaces, so they need to be cleaned frequently throughout the day, but not after every use (except if used by a symptomatic person whilst waiting to go home).



## Appendix 2: National Guidance Documents

This local guidance document has been based on national PHE, NHS and government guidance. Links to key national guidance are displayed here for reference:

### **Guidance collection: Coronavirus (COVID-19): guidance for schools and other educational settings**

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

The guidance below can all be found within this guidance collection but further links are provided below for ease of access.

### **Actions for schools during the coronavirus outbreak**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

### **Coronavirus (COVID-19): guidance for residential educational settings with international students under the age of 18**

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-boarding-schools-with-international-students/coronavirus-covid-19-guidance-for-residential-educational-settings-with-international-students-under-the-age-of-18>

### **Guidance: Special schools and other specialist settings: coronavirus (COVID-19)**

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

### **Safe working in education, childcare and children's social care settings, including the use of PPE**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

### **Cleaning and disinfection in non-healthcare settings here**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### **Health protection in schools and other childcare facilities**

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

### **Coronavirus: travel guidance for educational settings**

<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

### **Guidance for households with possible or confirmed coronavirus**



<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### **Guidance for households with possible coronavirus infection**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

An illustration of this is available from the same page above or directly at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/961291/Stay\\_at\\_home\\_illustration\\_Feb\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/961291/Stay_at_home_illustration_Feb_2021.pdf)

### **Coronavirus Resource Centre posters**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

### **Guidance on prevention**

[Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#)

[Providing free school meals during the coronavirus \(COVID-19\) outbreak](#)

[Supporting children and young people's mental health and wellbeing](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

The Department of Education's helpline for schools - 0800 046 8687 – are available to respond to queries from schools (particularly in relation to published guidance). Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends.

### **DHSC documents on rapid LFD asymptomatic testing**

[Primary Schools Document Sharing Platform - Google Drive](#)

[Secondary Schools Resources - Google Drive](#)

## Appendix 3 – Template to record school absences

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Reason for absence*	Date of onset of symptoms	Symptoms **	Has the child/staff been assessed by GP, NHS 111 etc? Y/N/NK	Has the child/staff been tested? Y/N/NK	Is the child/staff reporting a positive test result? Y/N/NK	Is the child/staff in hospital? Y/N/NK

**Reason for absence\*:** Ill, Household member ill, contact of a confirmed/suspected case, Shielding, Other e.g. dental appointments

**Symptoms** \* T = Temp ( $\geq 37.8$  C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

## Appendix 4 – Template to record illness at school

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Date/Time of onset of symptoms	Symptoms*	Time between detection of symptoms and isolation at school	Did staff member wear PPE? ** Y/N

**Symptoms** \* T = Temp ( $\geq 37.8$  C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

**\*\* Only required if social distancing could not be observed**

## Appendix 5 – Template letters

The letters provided are templates and can be adapted to the setting, situation and local support services available but the public health advice within them should not be altered.

### Letter 1 – Contacts of a case

Date: DD/MM/YYYY

Advice for Child to Self-Isolate for 10 Days

Dear Parent,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We have followed the national guidance and have identified that your child (name) has been in contact with the affected child. In line with the national guidance we recommend that your child now stay at home and self-isolate until **ADD DATE (10 full days after contact)**.

We are asking you to do this to reduce the further spread of COVID 19 to others in the community.

The isolation period includes the date of the last contact with the case and the next ten full days. This means that if, for example, the last contact with them was at any time on the 15th of the month, the isolation period ends at 23:59 hrs on the 25th. If your child is well at the end of the 10 day period of self-isolation, then they can return to usual activities.

Other members of your household can continue normal activities provided your child does not develop symptoms within the 10 day self-isolation period.

Please see the link to: Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

### What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least 10 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119 .

All other household members who remain well must stay at home and not leave the house for 10 days. This includes anyone in your 'Support Bubble'.

The isolation period includes the day the first person in your household's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. This means that if, for example, your 10 day isolation

period starts on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th and you can return to your normal routine.

Household members should not go to work, school or public areas and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

## **Symptoms of COVID 19**

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

You should follow the PHE 'Stay at Home' Guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

## **How to stop COVID-19 spreading**

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

## **Further Information**

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

Headteacher/Manager

## Letter 2 - Advice to All Parents - Single case

Date: DD/MM/YYYY

Dear Parents,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We know that you may find this concerning but are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The small number of children who have been in contact with the confirmed case will have received an individual letter and will be staying at home for 10 days.

The school remains open and your child should continue to attend if they remain well.

### **What to do if your child develops symptoms of COVID 19**

If your child develops symptoms of COVID-19, they must not come to school and should self-isolate at home immediately. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other household members who remain well, must stay at home and not leave the house for 10 days. This includes anyone in your 'Support Bubble'.

Further information is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The isolation period includes the day the first person in your household's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. This means that if, for example, your 10 day isolation period starts on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th and you can return to your normal routine.

Household members should not go to work, school or public areas and exercise should be taken within the home.

If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

### **Symptoms of COVID 19**

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

### **How to stop COVID-19 spreading**

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

### **Further Information**

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

Headteacher/Manager



## Appendix 6: KEY PHONE NUMBERS

General guidance queries for all education settings including special schools

- Department for Education schools' helpline for advice: 0800 046 8687 or [DfE.CoronavirusHelpline@education.gov.uk](mailto:DfE.CoronavirusHelpline@education.gov.uk)

Cases of COVID-19 or potential outbreaks in **all education settings except special schools**

- Department for Education advice line and select option 1: 0800 046 8687
- Your local authority through your usual contact routes

Cases of COVID-19 or potential outbreaks in **special schools**

- Yorkshire and Humber Health Protection Team **0113 386 0300**
- Your local authority through your usual contact routes

## Feedback

We will always try to provide clear and helpful advice but strive to make improvements wherever needed. To provide feedback or suggestions on this document please click [here](#) or by visiting

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=9IKLn8I63>