



Management of single cases of confirmed COVID-19 cases in school staff or school pupils during Test & Test

1. Confirmed cases should be advised to self-isolate until the latest of:
 - a. 10 days after the onset of their symptoms
or
 - b. 10 days after the test date if they are asymptomatic)

2. Information to establish:
 - a. the case's onset date of their illness, the date on which they were tested, and their attendance at school.
 - b. the case's year group / bubble / class
 - c. whether there have been any household members or other contacts with cases of confirmed or suspected infection (including their dates of onset and occupations) – this is to help assess whether there are possible exposures beyond the school which may be the source of infection.

3. **The INFECTIOUS PERIOD IS FROM 2 DAYS BEFORE ONSET OF SYMPTOMS (or the date of test if they don't have symptoms) UNTIL 10 DAYS AFTER SYMPTOMS STARTED**

If the staff member or pupil has not been at school during the infectious period, the school does not need to take any further action.

4. **If the staff member or pupil has been at school during the infectious period**, a risk assessment completed to identify the 'bubble' to which the pupil or staff member is allocated **and/or** any other staff or pupils who have been in close contact with the case during the infectious period.

All close contacts should be excluded from school for 14 days following their last contact with the case.

- a. A 'bubble' is the term used in the Department for Education guidance for the number of staff and pupils forming each unit within a school. They were used in

schools in the summer term to make it easier to identify those who may need to self-isolate in the event of a positive case.

However, the use of small groups restricts the normal operation of schools, particularly in secondary schools. For the autumn term, maintaining consistent groups remains important, but schools may need to change the emphasis on bubbles and increase the size of these groups. It is likely that for younger children the emphasis will be on separating groups/’bubbles’, and for older children it will be on distancing.

- b. Close contact is defined as any of the following:
 - i) being coughed on, or
 - ii) having a face-to-face conversation within 1 metre, or
 - iii) having unprotected skin-to-skin physical contact, or
 - iv) travel in a small vehicle with the case, or
 - v) any contact within 1 metre for 1 minute or longer without face-to-face contact
 - vi) extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

- c. The following action should then be taken:
 - i) Any pupil or member of staff identified as having had close contact with the confirmed case should be excluded from school for 14 days following their last contact with the case.
 - ii) The school should be provided with template text for inclusion in a letter from the school to those who need to be excluded (see appendix).
 - iii) The school should complete the minimum dataset (Appendix 3) and send it to both
publichealth@warrington.gov.uk
COVID19EducationNW@phe.gov.uk
If you feel you require further support or advice please make this clear on the email.
Then email the information to educationsservices@warrington.gov.uk
REDACTING PERSONAL INFORMATION: Name/DOB/Postcode of case – line 3).

Please note: Household members of those contacts who are sent home do not need to self-isolate.

Further information can be found here:

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

When to contact the Health Protection Team

The national definition of a school outbreak is more than one confirmed case of COVID-19 among students or staff associated with a school within a 28-day period **plus either of the following conditions:**

- a) there has been direct contact between at least two of the cases within the setting; **or**
- b) there is no sustained community transmission of COVID-19 **and** no alternative source of infection beyond the school identified for the confirmed cases.

If this applies, this should be discussed with the HPT about whether a multiagency outbreak meeting is required.

Not all situations which meet this definition will necessarily require an outbreak control team (OCT).

National guidance recommends holding an OCT if any of the following apply:

- a) there has been serious illness or a death in the setting
- b) there are a large number of vulnerable people
- c) there are a high number of cases
- d) the outbreak has been ongoing despite usual control and infection control measures
- e) there are concerns on the safe running of the setting or institution
- f) there are other factors that require multi-agency coordination and decision making

Cases from the same household e.g. siblings will be treated as one case for managing the public health response therefore schools do not need to inform the Health Protection Team if cases are siblings and they should be managed as a single case.

Management of single symptomatic cases that are not confirmed due to testing delays

This should be a rare occurrence, but when it happens the following actions should be taken:

- i) The symptomatic child needs to be excluded for 10 days
- ii) Siblings from the same household who attend school should be excluded for 14 days
- iii) Any other household contacts should self-isolate for 14 days
- iv) It would **not** be necessary to exclude any contacts from the same bubble until a confirmed laboratory test result is available.
- v) Depending on the school situation and other parents awareness of the situation the school may wish to liaise with the Local Authority to consider further public health actions if required.
- vi) In general, the school should be proactive in raising parents awareness of school policy and public health guidelines in managing symptomatic and confirmed cases.

Date: DD/MM/YYYY

FOR CLOSE CONTACTS OF CONFIRMED CASES OF COVID-19

Advice to Self-Isolate for 14 Days

Dear XXXXX

You have been identified as a close contact of a confirmed case of COVID-19.

In line with the national guidance available below, we recommend that you now stay at home and self-isolate until ADD DATE (14 days after contact).

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

If you are well at the end of the 14 days period of self-isolation, then you can return to usual activities. A negative test does not mean that you can stop self-isolation earlier than 14 days.

Other members of your household can continue normal activities provided you do not develop symptoms of COVID-19 within the 14 day self-isolation period.

Please see the link to the PHE Staying 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>

What to do if you develop symptoms of COVID 19

If you develops symptom of COVID-19, you should remain at home for at least 10 days from the date when their symptoms appeared as advised in

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

You can arrange for testing for via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.

All other household members who remain well must stay at home and not leave the house for 14 days.

The 14-day period starts from the day when the first person in the house became ill.

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

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able can, 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 you do 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

Yours sincerely
Headteacher

Letter template: pupil without close contact

Dear Parent,

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

We have carried out a full risk assessment and identified all those who have been in close contact with the affected case and have recommended that they stay at home and self-isolate until 14 days after their last contact.

Your child has **not** been identified as a close contact and therefore does not need to make any change to their usual routine, including school attendance.

The most common symptoms of COVID-19 are recent onset of a new continuous cough and/or a high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). If your child, or anyone in your household, develops these symptoms, your whole household must remain at home and not go to work, school or public areas. You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available.

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

How to stop COVID-19 spreading

There are things we can all 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 [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

Yours sincerely
Headteacher

Letter template: staff member without close contact

Dear colleague,

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

We have carried out a full risk assessment and identified all those who have been in close contact with the affected case and have recommended that they stay at home and self-isolate until 14 days after their last contact.

You have **not** been identified as a close contact and therefore you do not need to make any change to your usual routine, including coming to school.

The most common symptoms of COVID-19 are recent onset of a new continuous cough and/or a high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). If anyone in your household develops these symptoms, your whole household must remain at home and not go to work, school or public areas. You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available.

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

How to stop COVID-19 spreading

There are things we can all 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
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Yours sincerely
Headteacher