



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**
- **FE colleges**

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# Major changes in this update

## Single confirmed cases (child or staff member who has tested positive).

- Clearer wording for the outbreak definitions
- Please call the DfE helpline when you have a single confirmed case in your school. They will help guide you through the actions to take.
- Special schools and boarding (residential) schools with single confirmed cases should continue to contact their local authority and the Yorkshire and Humber Health Protection Team rather than the DfE helpline.
- Please only call the Yorkshire and Humber Health Protection Team when you think you may have an outbreak in the school setting.
- More detail on what to do when you have a single confirmed case including how to identify contacts and the process you need to follow is now included on pages 14-17, including how to identify contacts who need to self-isolate.
- In secondary settings the default should **not** be to isolate the whole bubble or class but identify contacts using the process on page 14-17
- In primary settings the default should **not** be to isolate the whole bubble or class but identify contact using the process on page 14-17 unless there has been significant mixing of the children during lessons.
- Template letters for contacts, staff and parents are included in the appendices.

## Other updates

- Q&A section has been updated

## CYC Data collection guidance to follow

# Introduction

## Introduction

The Government intends all pupils, in all year groups, to be welcomed back to school full-time from the beginning of the autumn term.

To enable this to happen safely, guidance for creating and maintaining safe settings covered the steps required. Through planning and implementing appropriate protective measures the risk of coronavirus (COVID-19) transmission can be reduced.

Coronavirus is circulating and if cases (either suspected or confirmed) are identified in education settings members of staff need to know how to respond and manage them.

The process to follow is outlined in this document for the following:

- Management of a Child or member of staff with COVID-19 like symptoms (Section 3)
- Management of a Child or member of staff who tests positive for COVID-19 (Section 4)
- Arrangements for management of a possible outbreak (Section 5)

### **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 [schools guidance on gov.uk](#) in addition to this document, and updates from PHE and your local authority.**

**Key local contacts are given on page 4.**

## Section 1 Local Area Key Contacts

**ONE child or member of staff** in your setting who has **TESTED POSITIVE**. Please call:

**The DfE schools helpline: 0800 046 8687**

and CYC [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)

**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 and who are known to have been in the same class or had contact with each other

**Please call:**

**Yorkshire and Humber Health Protection Team**

**0113 386 0300**

and CYC [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)

A child or member of staff who has **symptoms but has not yet been tested**

**See Section 3.1 and 3.2** of this document.

**You do NOT need to notify this case until they are a confirmed case.**

You DO need to notify CYC [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)

For other COVID-19 queries related to your setting, contact your Local Authority:

[Enquiries.publichealth@york.gov.uk](mailto:Enquiries.publichealth@york.gov.uk)

If you have a general enquiry about guidance for COVID-19 in educational settings please call or email the DfE helpline.

**0800 046 8687**

Lines are open from 8am to 6pm Monday to Friday, and 10a, to 4pm at weekends

**[DfE.CoronavirusHelpline@education.gov.uk](mailto:DfE.CoronavirusHelpline@education.gov.uk)**

## Section 2: COVID-19 key messages

### What are the 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)

### How is it transmitted?

COVID-19 is passed from person to person mainly by direct contact or 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.

### What is the incubation period?

The incubation period (i.e. time between exposure to the virus and developing symptoms) is between 1 and 14 days (median 5 days).

### When is a person infectious?

A person is thought to be infectious 48 hours before symptoms appear, and up to 10 days after they start displaying symptoms. If someone without symptoms tests positive then it is from 48 hours before the positive test till 10 days after the test result.

### Are children at risk of infection?

Children of all ages can catch the infection but children make up a very small proportion of COVID-19 cases with about 1% of confirmed cases in England aged under 19 years. Children also have a much lower risk of developing symptoms or severe disease.

### Can children pass on the infection?

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease but the evidence so far from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse. This is unlike 'flu.

## Important Definitions

### Confirmed Case definition

- Someone who has tested positive for COVID-19 with or without symptoms (new continuous cough, temperature or anosmia).

### Contact definitions

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic (or 2 days before a test if no symptoms) up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

More guidance on contacts 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/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

## Section 3.1: Management of a Child or member of staff with COVID-19 like symptoms – NOT currently in school

### CHILD OR MEMBER OF STAFF HAS COVID-19 LIKE SYMPTOMS

- New continuous cough
  - a high temperature
  - Loss of or change in, normal sense of taste or smell (anosmia)
- (Most people with coronavirus have at least 1 of these symptoms)



### STAY AT HOME

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



The child or member of staff with covid-19 like symptoms should self-isolate for at least 10 days

Children should get tested via [nhs.uk](https://www.nhs.uk) online or by calling 119  
Members of staff can apply for an essential workers test

Members of their household should self-isolate for 14 days



You DO NOT need to notify the  
PHE Yorkshire and Humber Health Protection Team



You DO need to notify CYC [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)



## What should be done if a Child or member of staff, NOT currently in the school, develops COVID-19 symptoms?

Anyone who develops symptoms of COVID-19 should immediately self-isolate for at least 10 days from the onset of symptoms.

***They should not attend school*** and should follow the steps below.

- Parent/Carer or member of staff should notify the school of their absence.
- Setting should record and keep minimum dataset (see suggested template in Appendix 1): Reason for absence, date of onset of symptoms, symptoms, which room/group they are usually in etc.
- Direct to [Stay at home](#) guidance for isolation advice for Child/member of staff and their households. The person with symptoms should isolate for at least 10 days starting from the first day of their symptoms.

Members of the household without symptoms should self-isolate for 14 days, this applies even if they are tested themselves and are negative for COVID 19. This is because they have been in contact with a positive case/ person displaying symptoms.

- Advise the parent/carer that they should arrange to get their child tested via nhs.uk online or by contacting NHS 119 via telephone if they do not have internet access.

The member of staff can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

- If the child or member of staff tests positive then they should follow the advice in Section 4 below.
- If the child or member of staff test negative, other members of their household can stop self-isolating and return to the setting. If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.
- 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.
- Notify CYC [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)

## Section 3.2: Management of a child or member of staff who develops COVID-19 like symptoms whilst in school

### CHILD OR MEMBER OF STAFF DEVELOPS SYMPTOMS WHILST IN SETTING

- New continuous cough
  - a high temperature
  - Loss of or change in, normal sense of taste or smell (anosmia)
- (Most people with coronavirus have at least 1 of these symptoms)

If a **CHILD** they should be isolated away from others until they can be picked up.  
(depending on the age of the child they may need close contact by a member of staff and appropriate PPE should be worn)

If a **MEMBER OF STAFF** they should go home immediately and avoid contact with anyone else in the setting.

Child or member of staff goes home to self-isolate for at least 10 days.  
They should get tested via [nhs.uk](https://www.nhs.uk) online or by calling 119.  
Members of their household should self-isolate for 14 days.

**You DO NOT need to notify the  
PHE Yorkshire and Humber Health Protection Team or DfE  
helpline.**

**Notify [CYC enquiries.publichealth@york.gov.uk](mailto:CYC.enquiries.publichealth@york.gov.uk)**

**Environmental cleaning as per guidance on [gov.uk](https://www.gov.uk) for cleaning  
in non-healthcare settings**

## What to do if someone develops COVID-19 like symptoms whilst at school?

**If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible.**

- Contact the child's parent or carer and request that they collect them as soon as possible. This is likely to raise anxiety and should be handled sensitively. They should be advised to arrange for their child to be tested via nhs.uk online or by contacting NHS 119 via telephone if they do not have internet access.
- If a child 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 of the child and with appropriate adult supervision if required. Ideally, a window should be opened 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.
- PPE should be worn by staff caring for the child 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).
- If a 2 metre distance cannot be maintained then the following PPE should be worn by the supervising staff member:
  - Fluid-resistant surgical face mask
- If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following PPE should be worn by the supervising staff member
  - Disposable gloves
  - Disposable plastic apron
  - Fluid-resistant surgical face mask
  - Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting

***When PPE is used, it is essential that it is used properly. Care should be taken to put on and take off PPE in the correct order to minimise the risk of cross contamination.***

- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

- The school should record and keep the details of the incident in case it is needed for future case or outbreak management (see suggested template Appendix 2)

## **POSSIBLE CASE**

There is no need to notify the Health Protection Team of a possible case.

- Notify CYC [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)

## **TEST RESULT POSITIVE**

- If the child or member of staff tests positive then the setting should call the The DfE schools helpline: 0800 046 8687
- Notify CYC [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)

### **What should be done if you have concerns there may be an outbreak?**

If the school has concerns there may be an outbreak, for example there is an overall increase in sickness absence reporting where COVID-19 is suspected (but where no tests have been done, results are not available yet) then you should follow the advice in section 5 below and notify Public health England's Health Protection Team (number above).

For other situations where one possible case has not been tested or the person has been unable to tolerate testing the Local Authority may be able to provide advice.

[Enquiries.publichealth@york.gov.uk](mailto:Enquiries.publichealth@york.gov.uk)

## Section 4: Management of child or staff member who tests positive for COVID-19

**CHILD OR STAFF MEMBER TESTS POSITIVE FOR COVID-19**

**They should not attend this setting**

If the CHILD is in the setting – Isolate away from others until they can be picked up from school.

(Refer to PPE guidance on gov.uk if personal care is required within 2m)

If a staff member, they should go home immediately.

Individual goes home to self-isolate for 10 days.

Household should self-isolate for 14 days

Provide 'Stay at home' guidance

Call DfE schools helpline: 0800 046 8687 and CYC  
[enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)

Identify if any staff, children or visitors meet the contact definition

School provides advice to contacts to self-isolate

Environmental cleaning as per guidance on gov.uk for cleaning in non-healthcare settings

Any further cases in school within 14 days please notify the local Health Protection Team (contact details on page 4)

## What to do if there is a confirmed case at the school?

1. If a child or staff member of an educational setting tests positive for COVID-19, the school will be contacted by a contact tracer. This contact tracer may be based either in NHS Test and Trace, the local authority or the local Health Protection Team.
2. **You are likely to learn about a positive case before NHS Test and Trace as children and parents will inform you. If the school become aware of a single confirmed case of COVID-19 in a child or staff member please call the DfE schools helpline: 0800 046 8687 and CYC [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)**
3. **They will guide you through the risk assessment and what actions to take, including providing template communications for parents and contacts. This information is also summarised below.**
4. The system of controls already put in place by educational settings should reduce the number of contacts and reduce the risk of transmission.
5. Identify any contacts of the case in the school setting using the definition below and the questions in Table 1 to help guide you.
6. A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:
  - a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
    - being coughed on
    - having a face-to-face conversation within one metre
    - having skin-to-skin physical contact, or
    - contact within one metre for one minute or longer without face-to-face contact
  - a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes

Full guidance on contact definitions is here:

<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/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-do-we-mean-by-a-contact>

7. Some questions to assist in helping apply the contact definition above are provided in Table 1. These do not cover every type of contact but are a prompt to help identify those covered by the definition above in a school setting.
8. If the case (staff or child) was not in school during the infectious period (48 hours prior to onset of symptoms to 10 days after; or 48 hours prior to test date to 10 days after if they have no symptoms), then there is no self-isolation required by contacts

### Advice to give to contacts

9. All identified contacts should be advised to self-isolate at home and not attend school for 14 days from the last point of contact with the case, and monitor themselves for symptoms. 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.
10. A template letter for contacts is in Appendix 3 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.
11. 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 school, the parents of that child do not need to self-isolate).
12. 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 school but should not include any identifiable information on those affected (Appendix 3).
13. Keep a record of the list of names of individuals identified as contacts using the template in Appendix 1.

Table 1: Questions to assist in identifying contacts in a school 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 48 hours before their onset of symptoms to 10 days afterwards (or from 48 hours 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.

EYFS 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)

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)

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)



## Section 5: Arrangements for management of a possible outbreak

What to do if there are 2 or more confirmed cases at the school

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 and who are known to have been in the same class or had contact with each other

If the CHILD is in the setting – Isolate away from others until they can be picked up from school.

(Refer to PPE guidance on gov.uk if personal care is required within 2m)

If a staff member, they should go home immediately.

Individual goes home to self-isolate for 10 days  
Household contacts should self-isolate for 14 days

**CALL LOCAL PHE HEALTH PROTECTION TEAM  
on 0113 386 0300**

The HPT will work with the school to determine if any contacts in the setting need to self-isolate at home for 14 days.

Notify the Local Authority [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)

Environmental cleaning as per guidance on gov.uk for cleaning in non-healthcare settings

- If you are aware of 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 and who are known to have been in the same class or had contact with each other
- or there is a much higher than normal reported rate of absences from school that are suspected to be COVID-19 related

**Please notify the Yorkshire and Humber Health Protection Team on 0113 386 0300 (including out of hours) and CYC [enquiries.publichealth@york.gov.uk](mailto:enquiries.publichealth@york.gov.uk)**

The Health Protection Team and Local Authority will work with the school to protect staff and children. This will include undertaking a risk assessment with the headteacher to identify direct or close contacts in the school who will need to self-isolate at home for 14 days applying the contact definition given above (Page 6).

Track and Trace:

It is also possible that you may be contacted by PHE Yorkshire and the Humber Health Protection Team, or the local authority public health team, if they have identified that there have been 2 or more cases at the school within 14 days. In that case, the same process of risk assessment and advice would be undertaken with the headteacher.

Key information to have to hand when calling the Health Protection Team, where possible, includes:

- Number of confirmed/possible cases
- Date of onset of first case
- 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
- Any issues affecting safe operation of the school

Any communications already issued to parents or staff. We encourage you to discuss communications with the HPT before communicating messages to the wider school. The Health Protection Team will provide you with template communications to use with parents, staff and contacts.

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

## Section 6: 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 [schools guidance on gov.uk](#) in addition to this document, and updates from PHE and your local authority.

### Cases and contacts

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

We ask that schools recommend to their pupils and staff who feel unwell, that they get tested 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 is tested because they are unwell, they should stay off school until they receive a result. As in any year, as schools go back, children may pick up common colds or feel unwell with a sore throat, stomach upset or a headache. They should stay off school as they would normally until they are well enough to return and have been 48 hours symptom free if they had diarrhoea or vomiting.

#### **What is 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' (currently one other person who lives alone can join a [support bubble](#)<sup>1</sup> and not maintain social distancing).

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

No. If a member of the child's household is unwell with COVID-19 symptoms then the child/staff member should isolate for 14 days starting from 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](#).

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<sup>1</sup> <https://www.gov.uk/guidance/meeting-people-from-outside-your-household#making-a-support-bubble-with-another-household>

### **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 14 days. See Section 3 above.

**If the child tests positive** for COVID-19 - See Section 4 (page 12) 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 or notify anybody?**

You should follow the flowchart in Section 4 (page 12).

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

If a household member is known to be a contact of a confirmed case 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 as long as no one in the household has symptoms or has tested positive.

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

### **Who is considered a contact in a school setting?**

See the contact definitions on page 6 or 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/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-do-we-mean-by-a-contact>

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

Where the child, young person or staff member tests positive and they had attended the school in their infectious period, any contacts in the school setting during that time will need to self-isolate. Please see guidance on page 12.

### **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 subsequently develops symptoms.

## **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.

Schools 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 school and anyone who develops symptoms while at school 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 school?**

Yes as long as they are not a contact of a confirmed case and are well.

They do not need to continue to self-isolate if the test is negative, as long as:

- everyone they live with who has symptoms tests negative
- everyone in their support bubble who has symptoms tests negative
- they are not a contact of a confirmed case
- they are well – if they feel unwell, stay at home until feeling better

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 for the 14 day isolation period, even if they test negative. This is because they can develop the infection at any point up to day 14 (the incubation period for COVID-19), so if a child tests negative on day 3 they may still go on to develop the infection.

More information: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

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

No, the child should complete 14 days of isolation.

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

If schools 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 must continue to work with their local health protection team 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 controls from this list, 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, and should not be considered except on the advice of health protection teams.

## Testing

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

The parent can arrange for any child to be tested via <https://www.gov.uk/get-coronavirus-test> or by contacting NHS 119 via telephone if they do not have internet access.

### **Will the school be informed of any test results?**

The school will be informed if a child or staff member tests positive as part of NHS Test and Trace if they have been in attendance at school whilst symptomatic. The school will not be informed of any negative results and would not normally be informed of a result where the child has not attended school while infectious.

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

Anyone can apply for a test if they are symptomatic via <https://www.gov.uk/get-coronavirus-test>

### **Can people be tested if they do not have symptoms?**

No. People should only be tested if they have symptoms.

### **When can we use the 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 at: <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>

## High risk groups

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

Refer headteacher to school workforce section of <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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

Shielding advice for all adults and children was paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means, that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for the current advice.

Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised.

## **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 14 days if they meet the contact definition.
- 1.3 There may be exceptions to the above, where an appropriately trained member of school 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:  
<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#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required>

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

If there have been multiple cases in a school you should ensure the local PHE Health Protection Team 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 close 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.

[Schools are being advised](#) to adopt preventative measures including small class sizes and social distancing to minimise contact between students and teachers.

## **Why are staff and children not advised to wear PPE?**

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work. This is because transmission in school settings is low and other infection control measures such as:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often, using standard products
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

## **Arriving and leaving school**

Where possible, children and young people are encouraged to avoid public transport, particularly at peak times, and to walk or cycle to school or college.

Where your child relies on public transport to get to school or college, and cannot walk or cycle, the [safer travel guidance for passengers](#) will apply.

Where your child uses dedicated school or college transport (that is transport that does not cater for the general public), the guidance for public transport will not apply. Your child may be



asked to use a regular seating plan on this transport (to reflect where possible the bubbles that are used within school), and measures will be put in place to ensure vehicles are cleaned regularly and boarding is managed.

Face coverings are required at all times on public transport (for children over the age of 11). Where necessary, they may also be appropriate on dedicated school or college transport too (for example, if children are likely to come into very close contact with others outside their year group or who they do not normally meet). If your child has been wearing a face covering before arriving at school or college, it will be important that they understand how to remove it. The government has asked schools to have a process for ensuring face coverings are removed when pupils and staff who use them arrive at school and this should be clearly communicated. Children and young people must wash their hands immediately on arrival at school or college, dispose of any temporary face coverings they may have been wearing in a covered bin, or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

## Cleaning

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

National guidance for cleaning in non-healthcare settings can be found here:

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

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 so there is no need for additional cleaning.

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).

DRAFT

## Section 7: 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:

### Social distancing for different groups

- [Stay at home: guidance for households with possible coronavirus \(COVID-19\) infection](#)
- [Guidance on social distancing for everyone in the UK](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

### Guidance for contacts

- [Guidance for contacts of people with possible or confirmed COVID19](#)

### Specific guidance for educational settings

- [Guidance for schools and other educational settings](#)
- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools and other specialist settings](#)
- [Guidance on isolation for residential educational settings](#)
- [COVID-19: implementing protective measures in education and childcare settings](#)
- [Safe working in education, childcare and childrens social care settings including the use of PPE](#)
- [Guidance on isolation for residential educational settings](#)
- [Transport to school and other places of education: autumn term 2020](#)

### Testing

- [NHS: Testing for coronavirus](#)
- [Guidance on Coronavirus \(COVID-19\): test kits for schools and FE providers](#)

### Infection prevention and control

- [Safe working in education, childcare and childrens social care settings including the use of PPE](#)
- [5 moments for hand hygiene: with how to hand rub and how to handwash. Posters](#)

- Catch it. Bin it. Kill it. Poster

### Coronavirus Resource Centre posters

- available here.

### 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.

### 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 schools pack please click [here](https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=9IKLn8I63) or go to: <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=9IKLn8I63>**

## APPENDIX 1 – 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 2 – 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 3 – Template letters

### Letter 1 - for direct and proximity contacts

Date: DD/MM/YYYY

FOR PARENTS OF CLOSE CONTACTS OF COVID 19 at XXXXX

#### Advice for Child to Self-Isolate for 14 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 close 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 (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 your child is well at the end of the 14 days 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 14 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 14 days. This includes anyone in your 'Support Bubble'.

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. 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 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

Please see the link to 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>

## 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, please access advice from the NHS online 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

*Do*

- 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



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

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 direct prolonged contact with the confirmed case will have received an individual letter and will be staying at home for 14 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 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 14 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 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.

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 14 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

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

- a new continuous cough
- a high temperature

- a loss of, or change in, your normal sense of taste or smell (anosmia)

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

If your child does develop symptoms, please access advice from the NHS online 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

*Do*

- 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