



# Academy Covid-19 Guidance

March 2021

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# DOCUMENT CONTROL

## Who is this policy for?

This policy applies to all Delta staff, students and visitors to Delta sites, while public health measures relating to Covid 19 apply.

## This Policy Statement

The aim of this document is to outline the procedures that Academies should follow in the event of a coronavirus (Covid-19) outbreak.

## Protective marking

Not protectively marked.

## Review date

This policy will be reviewed in the light of updated DfE and PHE guidance.

## Revision History

REVISION	DATE	DESCRIPTION	AUTHOR
1	10.06.20	Consolidation of guidance	Emma Mayor
2	25.08.20	Update of guidance	Emma Mayor/ Amie Carlyle
3	11.09.20	Update of guidance	Emma Mayor/Amie Carlyle
4	16.09.20	Update of guidance	Emma Mayor/Amie Carlyle
5	09.10.20	Update of guidance	Emma Mayor/Amie Carlyle
6	29.12.20	Update of guidance	Emma Mayor/Amie Carlyle
7	01.03.21	Update of guidance to reflect updates to self-isolation periods and testing.	Emma Mayor/Amie Carlyle

# 1. COVID-19 KEY MESSAGES

## What are the symptoms?

The main symptoms of Covid-19 are:

- A new continuous cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours – if you usually have a cough, it may be worse than usual) and/or
- A high temperature (this means you feel hot to touch on your chest or back – you do not need to measure your temperature) and/or
- A loss of or change in, your normal sense of taste or smell (anosmia). This means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

Children may also display gastrointestinal symptoms.

## What is the mode of transmission?

Covid-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre). 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.

## When is a person infectious?

A person is thought to be infectious 48 hours before symptoms appear, and up to ten days after they start displaying symptoms.

## Scenario planning

There are a number of scenarios where a possible or confirmed case of Covid-19 could be identified by an educational or childcare setting. Flow charts of different scenarios and the process are detailed below. Appendix 3 provides template letters for educational settings to use in the case of a confirmed Covid-19 case(s).

## Advice and guidance enquiries

Please contact your ELT Education Lead or Compliance for advice and guidance. You must contact them in the event of a confirmed case at your setting. Educational settings can contact the Department for Education helpline for advice on confirmed cases.

If you have two or more confirmed cases within 14 days or an overall rise in sickness where Covid-19 is suspected, you may have an outbreak. In this scenario, after discussing actions with your ELT Education Lead or Compliance, you should call the DfE helpline.

## **Where can I find out more?**

Government guidance for education settings during the Covid-19 pandemic can be found via the following link: [Coronavirus \(COVID-19\): Education, universities and childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-education-universities-and-childcare)

It continues to be important that educational settings observe guidance on preventative measures. The required system of controls remains the same, even with the current new variants. The set of actions schools must take are grouped into 'prevention' and 'response to infection'.

These actions are summarised below. Full details of the control measures in place at each Trust school are recorded in their operational risk assessment.

### **Prevention:**

- Minimising contact with individuals who are unwell or are required to self-isolate by ensuring they do not attend the school.
- Ensure face coverings are used in recommended circumstances. This includes the use of face coverings in classrooms for secondary age pupils and staff.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

### **In specific circumstances:**

- Ensure individuals wear the appropriate personal protective equipment (PPE), where necessary.
- Promote and engage in asymptomatic testing, where available.

These measures will help to control and reduce the risk of transmission amongst pupils and staff.

### **In response to any infection, we must:**

- Promote and engage with the NHS Test and Trace process.
- Manage and report confirmed cases of Covid-19 amongst the school community
- Contain any outbreak by following local health protection team advice.

### **Public health guidance for all**

Public health guidance that must be followed by everyone without exception is as follows:

Pupils, staff and other adults must not come into school if:

- They have one or more [symptoms of coronavirus](#)
- A member of their household (including someone in their support bubble or childcare bubble) has coronavirus symptoms
- They are required to quarantine having recently visited countries outside the Common Travel Area
- They have had a positive test.

They must immediately cease to attend school and not attend for at least 10 days from the day after:

- The start of their symptoms
- The test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) test or a Polymerase Chain Reaction (PCR) test).

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on [NHS Test and Trace: how it works - GOV.UK \(www.gov.uk\)](#)

If anyone at school develops a new and continuous cough or a high temperature, or has loss of, or change in, their normal sense of taste or smell (anosmia):

- They must be sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days
- They must be advised to follow the [guidance for households with possible or confirmed coronavirus infection](#)
- They must be advised to [arrange to have a test](#) as soon as possible to see if they have coronavirus.

Other members of their household (including siblings and members of their support or childcare bubble) should self-isolate. Their isolation period includes the day symptoms

started for the first person in their household, 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. If a member of the household starts to display symptoms while self-isolating they will need to re-start the 10-day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

## 2. SYMPTOMATIC TESTING

As part of a system of controls and in response to infection, staff members, parents and carers will need to:

- Book a test if they or their child has symptoms of coronavirus.
- Self-isolate immediately and do not come to school if:
  - They develop symptoms
  - They have been in close contact with someone who tests positive for coronavirus
  - Anyone in their household or support or childcare bubble develops symptoms of coronavirus
  - They are required to do so having recently travelled from certain other countries
  - They have been advised to isolate by NHS Test and Trace or the PHE local health protection team, which is a legal obligation
- Provide details of anyone they have been in close contact with, if they test positive for coronavirus or if asked by NHS Test and Trace

### **Polymerase Chain Reactions (PCR) tests for symptomatic testing**

Anyone who displays symptoms of coronavirus can and should get a test. Tests for symptomatic illness can be booked online through the NHS Test and Trace website or ordered by telephone via NHS 119. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

All children and young people can be tested if they have symptoms. This includes children under 5, but those aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

### **Polymerase Chain Reaction (PCR) tests contingency supply**

Having a test at a testing site will deliver the fastest results for symptomatic cases. A small stock of PCR test kits has been provided to schools. These are to be used in the

exceptional circumstance that an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere.

These kits can be given directly to:

- Staff
- Parents collecting a pupil who has developed symptoms at school

The PCR test kits will also help to ensure that symptomatic staff can get a test. If they test negative, they can return to work as soon as they are well and no longer have symptoms of coronavirus. Ask parents and staff to inform you as soon as they get their results.

### **3. ASYMPTOMATIC TESTING**

Rapid testing using Lateral Flow Devices (LFDs) will help to identify people who are infectious but do not have any coronavirus symptoms. Primary school staff will continue to be offered regular home testing. For secondary school staff and pupils, schools will move to a home testing model (for pupils, following the first 3 onsite tests). Testing remains voluntary but strongly encouraged.

#### **Secondary school testing on-site through an Asymptomatic Testing Site (ATS)**

Following completion of return to school mass testing on site from 8 March, secondary schools should retain a small on-site ATS so they can offer testing to pupils who are unable or unwilling to test themselves at home.

#### **Home testing**

Staff in primary schools and both pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week from home. School must maintain a log of test kits issued. Testing is voluntary. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions provided with the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.

Pupils aged 18 or over should self-test and report the result, with assistance if needed. Adolescents aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. For at home testing, children aged 11 attending a secondary school should be tested by an adult.

Staff or pupils with a positive LFD test will need to self-isolate in line with the stay at home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result **if the test was done at home**.

Those with a negative LFD test result can continue to attend school and use protective measures.

Primary aged pupils will not be offered at home LFD testing.

## 4. MANAGEMENT OF A SUSPECTED CASE

### What to do if a child or staff member is unable to attend school because they have Covid-19 symptoms

Anyone who develops symptoms of Covid-19, or whose household member develops symptoms, should immediately self-isolate. **They must not attend school** and should follow the steps below.

- Parent/Carer or staff member should notify the school of their absence using the agreed local reporting arrangements.
- School should record reason for absence and the date symptoms began as well as the class etc. using SIMS for pupils/HR template for staff.
- Directly affected person to [stay at home](#). The person with symptoms should self-isolate starting from the first day of their symptoms plus the following 10 full days and the rest of the household (including any siblings) should also self-isolate.
- Advise that the child/staff member should get tested via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by contacting NHS 119 via telephone if they do not have internet access. (Note: a limited number of PCR tests have been made available to schools for distribution in certain circumstances). The requirement to get a test would also apply to any parent or household member who develops symptoms.

### What to do if someone falls ill while 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. They should avoid using public transport and, wherever possible, be collected by a member of their family or household.

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 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.
- PPE **must** 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
- Face masks must:
  - Cover both nose and mouth
  - Not be allowed to dangle around the neck
  - Not be touched once put on, except when carefully removed before disposal
  - Be changed when they become moist or damaged
  - Be worn once then discarded – hands must be cleaned after disposal.
- If direct contact with the child is necessary, 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.

The school should record and keep the details of the incident in case it is needed for future case or outbreak management.

In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to do so.

## **When an individual has had close contact with someone with coronavirus symptoms**

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of

staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- The symptomatic person subsequently tests positive
- They develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- They are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- They have tested positive from an LFD test as part of a community or worker programme.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.

If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

## 5. MANAGEMENT OF A CONFIRMED CASE OF CORONAVIRUS AMONGST THE SCHOOL COMMUNITY

We must take swift action when we become aware that someone who has attended school has tested positive for coronavirus.

The Head or appropriate member of the leadership team must identify close contacts of a confirmed coronavirus case during the 48 hours prior to the child or staff member falling ill.

**Schools must send home those who have been in close contact with someone who has tested positive for coronavirus (with a PCR or LFD test):**

**Close contact means:**

- Anyone who lives in the same household as someone with coronavirus symptoms or who has tested positive for coronavirus
- Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus:

- Face to face contact including being coughed on or having had a face to face conversation within 1 metre
- Been within 1 metre for 1 minute or longer without face to face contact
- Having unprotected skin-to-skin physical 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.

All close contacts will be required to self-isolate for the next 10 full days counting from the day after contact with the individual who tested positive.

Household members of those contacts do not need to self-isolate themselves unless the pupil or staff member who is self-isolating due to being a contact subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or the public health protection team, in which case they must self-isolate.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should get a test and;

- If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus within the remaining days.
- If the test result is positive, they should inform school immediately and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate from when the symptomatic person in their household first had symptoms and the next 10 full days.

You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

## 6. INFORM YOUR ELT CONTACT

You must notify your ELT contact of any confirmed cases

- Please notify your ELT Education Lead or Compliance immediately / as soon as it is safe to do so and at any event within an hour.
- Primary –Gillian Wiles 07944286110, Trish Gavins – 07944449674, Anne Elliott – 07506533007, Trudi Bartle - 07432 678334
- Secondary - Andy Barnett – 07583057786
- Compliance - Emma Mayor 07572 519949

Or email [ELT@deltatrust.org.uk](mailto:ELT@deltatrust.org.uk).

It will be useful to have the information listed below available for this discussion, as it will help inform the actions to be taken:

- Date(s) when symptoms started
- When was the positive test carried out and result received?
- Was this an LFD or PCR test?
- When was the confirmed case last in school?

Once a bubble closure has been agreed with your ELT Education Lead / Compliance, please email, as appropriate:

- Delta Closure Alert Primary or Delta Closure Alert Secondary.

Please include the following details in your email:

- Number of pupils required to self-isolate
- Number of staff required to self-isolate
- Date of start of self-isolation period
- Number of devices required to support remote learning for the bubble closure period
- Any support required e.g. Staffing, Cleaning, Free School Meals, catering, transport etc.

## 7. INFORMING THE DEPARTMENT FOR EDUCATION

Heads **may** contact the Department for Education helpline, when they have been notified of any school-related positive Covid-19 test results (i.e. a pupil or staff member testing positive). The DfE helpline will direct you to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases, to discuss the situation and agree if any actions are needed.

Schools may agree further actions with the DfE helpline. Please update your ELT Education Lead/ Compliance if this is the case.

If possible, we would strongly recommend a note taker be with you when you speak to the DfE helpline. This may be via a video platform i.e. Microsoft Teams/ Zoom. This will allow you to have a contemporaneous record of your conversation and the agreed actions. A form to help record the conversation is provided at Appendix 2.

Please see the below table for contact details for the dedicated Department for Education helpline:

<b>Department for Education (DfE) Covid-19 Helpline</b>	<b>Contact Number</b>	<b>Opening Hours</b>
	<b>0800 046 8687</b> – select the option for reporting a positive case.	Monday to Friday, 8am to 6pm Saturdays and Sundays, 10am to 6pm

Advisors are responsible for escalating cases as necessary following a triaging of your circumstances during the call.

The DfE helpline also remains available for all other queries about coronavirus (Covid-19) relating to education settings.

## **8. ADMITTING CHILDREN AND STAFF BACK TO SCHOOL**

The pupil or staff member who tested positive for coronavirus can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.

In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending school, you can take the decision to refuse the pupil if, in your reasonable judgment, it is necessary to protect your pupils and staff from possible infection with coronavirus. The decision would need to be carefully considered in light of all the circumstances and current public health advice.

Please discuss your consideration of any such cases with your ELT contact/ Compliance.

## 9. TEST AND TRACE

### Positive test result

If you have tested positive for coronavirus you will be contacted by NHS Test and Trace by email, text or by telephone. Text messages will come from NHStracing. Calls will come from 0300 0135000.

You will be asked to sign in to the NHS Test and Trace contact tracing website at <https://contact-tracing.phe.gov.uk/>

On the contract tracing website, you will be asked for information including:

- Your name, date of birth and postcode
- If you live with other people
- Any places you've been recently, such as a workplace or school
- Names and contact details of any people you were in close contact with in the 48 hours before your symptoms started (if you know these details).

If you cannot use the contract tracing website, you will be asked for this information over the phone.

As well as providing the details to Test and Trace, your Head/Line Manager will need to know of any colleagues/pupils/ that could be considered a close contact so that the appropriate processes can be applied in school – please remember to tell your Head of anyone from the workplace that you name as a close contact.

### Contact with someone with positive test result

If you are contacted by Test and Trace because you have been in contact with a person that has tested positive for coronavirus you must self-isolate from the day you were last in contact with the infected person plus the following 10 full days. If you do not have any symptoms, people in your household do not need to self-isolate.

### Member of household contacted by NHS Test and Trace

If someone in your household is contacted by Test and Trace to inform them that they have been in contact with someone with coronavirus you will not need to self-isolate unless your household member develops symptoms. If you feel you need to remain at home, for example if it is one of your children that have been contacted by Test and Trace, you should speak to your Head/Line Manager to discuss the options available.

Further guidance on NHS Test and Trace can be found on their website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

## 10. ARRANGEMENTS FOR MANAGEMENT OF A POSSIBLE OUTBREAK

If a school has come across two or more confirmed cases within 14 days, or there is a high reported sickness absence, which is suspected to be Covid-19 related, after discussing this with your ELT contact/ Compliance, please continue to notify the DfE helpline. They will pass your contact details on to the local Health Protection Team. In some areas, Local Authority Health Protection teams are providing this service.

Local Public Health England team contact details are available below:

Health Protection Team Name	Areas Covered	Team Contact Details
North East HPT	Northumberland Tyne and Wear County Durham Teeside	PHE Floor 1, Barras Bridge Newcastle upon Tyne NE1 8QH <b>Telephone</b> 0300 303 8596 <b>Out of hours advice</b> 0191 269 7714
West Yorkshire HPT	Leeds Bradford Wakefield Calderdale Kirklees	PHE Blenheim House West One Duncombe Street, Leeds LS1 4PL <b>Telephone</b> 0113 386 0300 <b>Out of hours advice</b> 0114 304 9843
North Yorkshire and Humber HPT	York North Yorkshire Hull East Riding of Yorkshire North Lincolnshire North East Lincolnshire	PHE Block 2, The Food and Environment Research Agency (FERA) Sand Hutton, York YO41 1LZ <b>Telephone</b> 0114 304 9843 <b>Out of hours</b> 0114 304 9843 (same number)
South Yorkshire HPT	Sheffield Rotherham Doncaster Barnsley	PHE Vulcan House Steel 6 Millsands, Sheffield S3 8NH <b>Telephone</b> 0113 386 0300 <b>Out of hours advice</b>

		0114 304 9843 (ask for public health on-call)
East Midlands HPT	Derby/Derbyshire Nottingham/Nottinghamshire Leicester/Leicestershire Lincoln/Lincolnshire Rutland	PHE Seaton House, City Link Nottingham, NG2 4LA <b>Telephone</b> 0344 2254 524 <b>Out of hours advice</b> 0344 2254 524 (same number)

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.

If you are implementing a system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure should not generally be necessary.

You must discuss any proposed action with your ELT Education Lead/ Compliance before any wider closure.

## 11. SYMPTOMATIC PCR CONFIRMED POSITIVE CASE FLOW CHART

**Child/staff member confirms they have tested positive for Covid-19** (Individual to self-isolate from symptom/test date for that day plus the following **10 full days**)

**Step 1:** Complete the 'Key Information' checklist included at Appendix 1a or 1b, dependant on whether it relates to a staff member or pupil.

**Step 2:** Call your ELT Education Lead:

- Primary - Gillian Wiles 07944 286110, Trish Gavins – 07944449674, Anne Elliott – 07506533007, Trudi Bartle - 07432 678334
- Secondary - Andy Barnett – 07583057786
- Compliance - Emma Mayor 07572 519949
- Email ELT@deltatrust.org.uk.

**Step 3:** If required, The Department for Education (DfE) advice helpline is available on: 0800 046 8687, select the positive case option.

The helpline is available Monday – Friday 8am to 6pm, and Saturdays and Sundays 10am to 6pm.

Complete DfE contact log (Appendix 2)

**Class group/identified contacts should self-isolate from the date of last contact and the following 10 full days (including staff and children). School remains open.**

**Step 4:** Send Appendix 3 letters to:

- Class/group/bubble parents/carers – Letter 1
- School parents/ carers – Letter 2

Once a bubble closure has been agreed with your ELT Education Lead / Compliance, please email, as appropriate:

- Delta Closure Alert Primary or
- Delta Closure Alert Secondary.

**Step 5:** Continue to follow control measures in the risk assessment and complete the Covid actions checklist - Appendix 4. Follow your Local Authority notification procedures.

## 12. ASYMPTOMATIC (LFD) TESTING – CONFIRMED CASE FLOW CHART

**Staff in educational settings and secondary school students will have access to two lateral flow device (LFD) tests per week**, which helps to identify and isolate more asymptomatic people who test positive for Covid-19. (Students will access at home tests following the completion of three onsite tests).

**In the event that an individual tests positive on an LFD test, they must self-isolate straight away. Members of the individual's household must also self-isolate. Individual must report LFD test results via [www.gov.uk/report-covid19-result](https://www.gov.uk/report-covid19-result) or call NHS 119.**

The school will identify and send home any close contacts of the individual within the previous 48 hours and advise them to self-isolate, as per steps 1-5 of PCR confirmed case flow chart

The rest of the household of the identified close contacts do not need to self-isolate, unless the close contact subsequently develops symptoms of Covid.

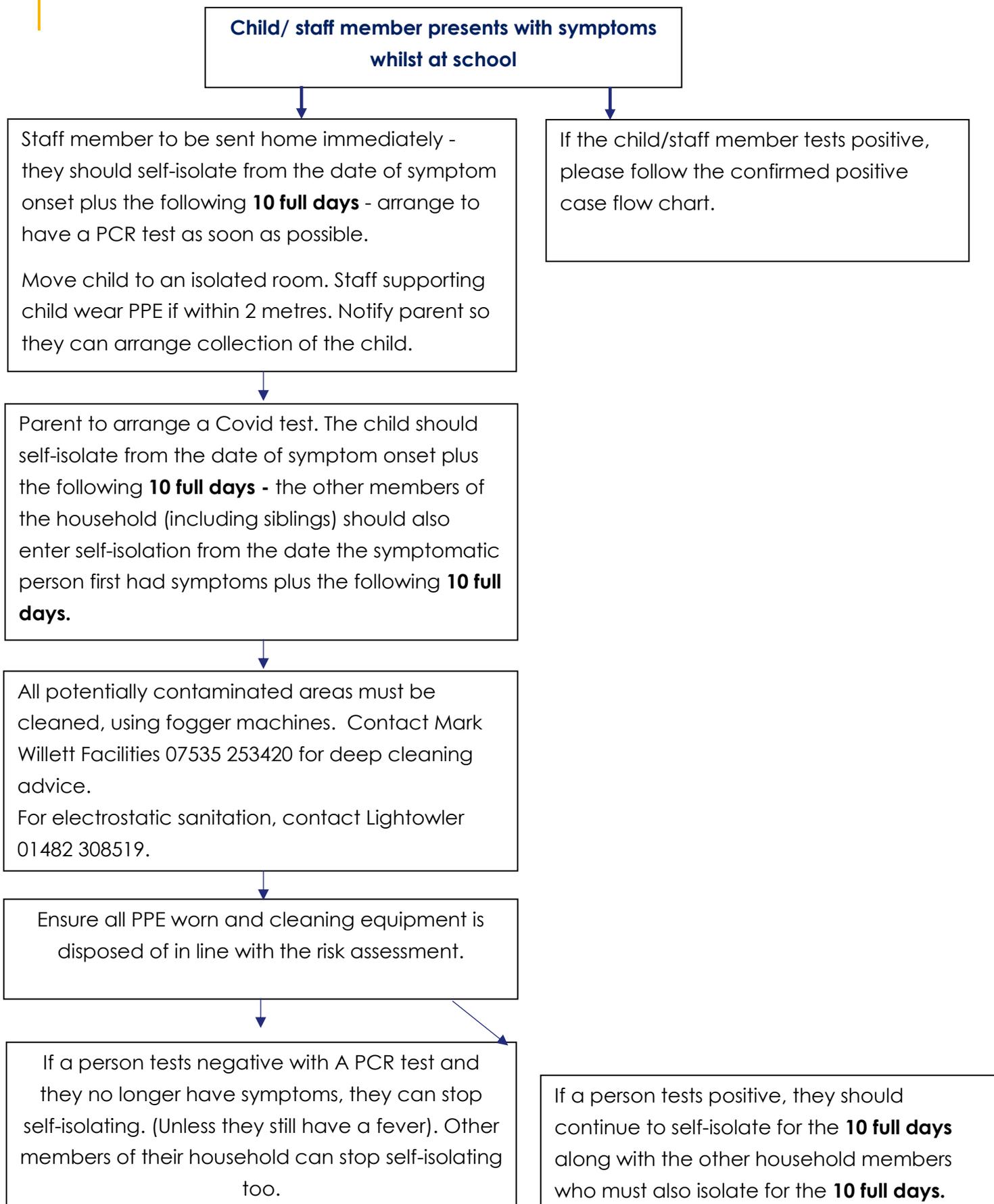
- For onsite tests (ATS), no further confirmatory test is required. Case plus identified contacts must complete self-isolation period.
- For 'at home' tests, the individual **must** arrange to take a confirmatory PCR test. This can be booked via <https://www.gov.uk/get-coronavirus-test> or school may be able to provide a PCR test from their allocated stock in certain circumstances.

**If the confirmatory PCR test is positive**, the individual must self-isolate from the date of their PCR test plus the following 10 full days. The individual's household must also self-isolate for this length of time as well as any identified close contacts.

The individual and the identified close contacts may return to work/school following the self-isolation period providing they are well and have not been instructed otherwise by NHS Test and Trace.

**If the confirmatory PCR test is negative**, the individual may attend work/school and identified close contacts can return to work/school providing they are well, have not been identified as a close contact of another confirmed case, or instructed otherwise by NHS Test and Trace.

### 13. SYMPTOMATIC CASE ON SITE FLOW CHART



## 14. CONTACT WITH CONFIRMED CASE FLOW CHART

A person has been informed that they have been in close contact with someone who has tested positive for Covid-19 (e.g. Test and Trace contact /Covid 19 app)

**Step 1:** Staff member to contact Head or a member of SLT.

Student to notify member of staff who will contact Head or member of SLT.

Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate from the date of last contact plus the following **10 full days**.

If a person has been in contact with someone who has tested positive, they will be sent home to self-isolate from the date of last contact with the case plus the following **10 full days**. Their household does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms.

If a person that has been in contact with someone who has tested positive, subsequently develops symptoms themselves within their isolation period, then they should follow the stay at home guidance and get a test.

If the test is negative, then the person must remain in isolation for the remainder of the self-isolation period as they could still develop the virus, however the household can stop self-isolating if they do not have symptoms.

If the test is positive, the person should self-isolate from the date of the onset of their symptoms plus the following **10 full days**. (This means self-isolation may end after the original **10 full day** period). The household should self-isolate from the date when the symptomatic person first had symptoms plus the following **10 full days**.

## 15. PARENT POSITIVE CASE FLOW CHART

**Report from a parent that they have tested positive for Covid-19** (Individual to continue to self-isolate for at least **10 full days** following date of symptom onset or positive test)

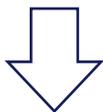


**Step 1:** Children, other members of the household and any other in-school close contact to self-isolate.

- Details of remote learning to be provided.
- Device provided (if required) to access remote learning.
- If eligible for Free School Meals, details of how to access this for the duration of the self-isolation period to be provided.
- Welfare checks on child/children during the period of self-isolation to be scheduled.



**Step 2:** Actions – to be agreed with ELT Education Lead.  
Possible actions – to be agreed with ELT Education Lead



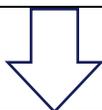
Child/ children of parent does not attend school and enters household isolation – isolation includes the date of symptom onset or positive test plus the following **10 full days**.



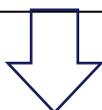
Continue to follow control measures as per risk assessment

## 16. GUIDANCE IN CASE OF POSSIBLE OUTBREAK

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where Covid-19 is suspected, they may have an **outbreak**, and must work with the local Health Protection team who will be able to advise if additional action is required.



**Step 1:** Call your ELT Education Lead: **Primary** - Gillian Wiles 07944 286110, Trish Gavins – 07944449674, Anne Elliott – 07506533007, Trudi Bartle - 07432 678334; **Secondary** - Andy Barnett – 07583057786 **Compliance** - Emma Mayor 07572 519949 **Email** ELT@deltatrust.org.uk.



**Step 2:** Call the Department for Education (DfE) advice helpline on 0800 046 8687 and select the relevant option. Opening hours are Monday to Friday 8am to 6pm and Saturdays and Sundays 10am to 6pm. They will advise if local Health Protection team involvement is required.



**Step 3:** When liaising the local Health Protection Team, you will need to have to hand your relevant records (key information checklist at Appendix 1a or 1b) – including pupils and staff affected and any close contact that has taken place between children and staff. You may also be asked about control measures you have put in place.



**Health protection teams may recommend that a larger number of other pupils self-isolate at home** as a precautionary measure. This may be the whole site or year group. However, **if schools are implementing reasonable and appropriate control measures**, 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 the DfE/Health protection team.



**Where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.** Testing will first focus on the person's bubble/class, followed by their year group, then the whole school if necessary, in line with routine outbreak control practice.

## 17. FREQUENTLY ASKED QUESTIONS

### Cases and contacts

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

No. If a member of the child's household is unwell with Covid-19 related symptoms then the child/staff member should self-isolate for starting from the day the household member(s) became ill plus the following 10 full days. If the child subsequently develops symptoms then they should self-isolate from the date they developed symptoms plus the following 10 full days. See [stay at home guidance](#). The household member(s) should be tested within 5 days of symptom onset. If all symptomatic household members test negative, the child/staff member can return to school/work, as long as they do not still have a fever, unless they are contacted by Test and Trace.

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

A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 10 days after the onset of symptoms (or test):

- A person who has had face-to-face contact (within 1 metre) with someone who has tested positive for coronavirus (Covid-19) including:
  - Being coughed on, or
  - Having a face-to-face conversation, or
  - Having skin-to-skin physical contact, or
  - Any contact within one metre for one minute or longer without face-to-face contact
- A person who has been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- A person who has travelled in a vehicle or on a plane with someone who has tested positive for Covid-19.
- People who spend significant time in the same household as a person who has tested positive for Covid-19.

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

Where the child, young person or staff member tests positive and they had attended the school in the 48 hours prior to developing symptoms, direct and close contacts will be identified and advised regarding self-isolation by a contact tracer.

Please note: The 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.

**Can siblings of a child who has been required to self-isolate because they are a contact of a case attend the 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?**

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

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.

**If a child has Covid-19 symptoms, gets a PCR test and tests negative, can they return to the school even if they still have symptoms?**

If the child is NOT a known contact of a confirmed case the child can return to school if the PCR result is negative, provided they feel well and they have not had a fever for 48 hours.

If the child is a contact of a confirmed case they must stay off school from the date of last contact with the case plus the following 10 full days, even if they test negative. This is because they can develop the infection at any point up to day 10, so if a child tests negative on day 3 they may still go on to develop the infection.

Please note LFD tests are for asymptomatic cases only.

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

No, the child should complete self- isolation.

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

We will follow the advice of the Department for Education (DfE) helpline/ local Health Protection team /PHE advisors. Schools will generally only need to close if they have staff shortages due to illness or being identified as contacts. It is expected that only the identified contacts of a confirmed case will need to be required to self-isolate.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.

If you are implementing a system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure should not generally be necessary.

## Testing

### How can a parent arrange testing?

A parent can arrange for any child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone, if they do not have internet access. Schools have access to a limited number of PCR tests for exceptional circumstances.

### How can a staff member get tested?

Anyone who displays symptoms of coronavirus can and should get a test. Tests can be booked online through the NHS Test and Trace website or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which include anyone involved in education or childcare, have priority access to testing. Schools have access to a limited number of PCR tests for exceptional circumstances.

### What your coronavirus test result means

If you have had a test to check if you have coronavirus (Covid-19), there are 3 types of result you can get:

- Negative
- Positive
- Unclear, void, borderline or inconclusive.

If you get a test, you and anyone you live with **must** stay at home (self-isolate) **until you get your result**.

### Negative test result

A negative test result means you did not have coronavirus when the test was done. You can stop self-isolating if you test negative, as long as:

- Everyone you live with who has coronavirus symptoms also tests negative – you must keep self-isolating if someone in your home tests positive, or has symptoms and has not been tested.
- You feel well and do not have a high temperature – if you still feel unwell, you may have a different illness that could spread to other people, so stay at home until you are feeling better. If you have diarrhea or you are being sick, stay at home until 48 hours after these symptoms have stopped.

- You have not been told by NHS Test and Trace that you have been in contact with someone who has coronavirus. In this case, you may still need to self-isolate if you test negative.

### **What to do when you stop self-isolating**

You can leave your home when you stop self-isolating. Follow the general advice about social distancing,

You could still get coronavirus after testing negative. Read about [what to do if you get symptoms of coronavirus again](#).

### **Positive test result**

A positive result means you had coronavirus when the test was done. If you get a positive result, you and anyone you live with must keep self-isolating.

If you have symptoms, self-isolate from the date your symptoms started plus the following 10 full days. Anyone you live with who does not have symptoms must also self-isolate from the date your symptoms started plus the following 10 full days.

Read more about [how long to self-isolate](#).

In England, you will get an email, text or call from the NHS Test and Trace service if you test positive. You will be asked who you have been in close contact with. This will help the NHS contact anyone who may have caught the virus from you.

Find out more about [being contacted by NHS Test and Trace after testing positive for coronavirus](#).

After 10 full days, as long as you no longer have a high temperature and you feel well, you can return to work/school. If a high temperature persists, you will need to continue to self-isolate and seek medical advice. Members of your household will need to self-isolate from the date your symptoms began plus the following 10 full days. If, during this period, they develop symptoms, their period of isolation will need to be extended to cover from the date that their own symptoms appear plus the following 10 full days or until they receive a negative test result.

### **Unclear, void, borderline or inconclusive test result**

An unclear, void, borderline or inconclusive result means it is not possible to say for certain if you had coronavirus when the test was done. If this happens, you may be advised to [ask for another test](#). Do this as soon as possible, as the test is most accurate within a few days of your symptoms starting. If you are not able to have another test, you and anyone you live with must keep self-isolating.

If you have symptoms, self-isolate from when your symptoms started plus the following 10 full days. Anyone you live with who does not have symptoms must also self-isolate for the same time period.

**Should I still take part in the asymptomatic testing programme, if I have recently tested positive for Covid 19?**

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

If you have an LFD test within 90 days of a previous positive Covid 19 PCR test and the result of this test is positive you and your household should self-isolate and follow the stay at home guidance,

If it is more than 90 days since you tested positive by PCR for Covid 19 and you have new symptoms of Covid 19 or a positive LFD or PCR test, you should self isolate and follow the stay at home guidance.

**Should someone who has been vaccinated take an LFD test?**

Yes. We do not know yet whether vaccines prevent individuals transmitting the virus. The vaccine does not interfere with LFD or PCR tests.

**Staff**

**We have staff who are asymptomatic but wish to be tested is this possible?**

Yes, staff can opt in to be tested via the rapid asymptomatic testing scheme using LFD tests.

**Can my family get tested too?**

Families of students or staff cannot get tests via schools. The at home test kits provided are for staff, pupils and students in schools, are issued to them for personal use and should not be used for anyone else.

Families can access twice weekly test kits through other routes including via employers, at a local test site, by collecting a home test kit from a test site or by ordering an at home test kit online.

More information for families of students and staff is available here: [Households and bubbles of pupils, students and staff of schools and colleges: get rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/households-and-bubbles-of-pupils-students-and-staff-of-schools-and-colleges-get-rapid-lateral-flow-tests)

**We have had a child confirmed as a case and had contact with other staff, including catering staff at lunch, do they need to be told to self-isolate?**

It depends on the level of contact. Staff would need to be told to self-isolate only if they had face-to-face contact with a case for any length of time, including being coughed on or talked to. This includes exposure within 1 metre for 1 minute or longer OR the staff member had extended close contact (within 2 metres for more than 15 minutes, either as a one-off contact, or added up together over one day) with the case.

### **I have seen QR codes displayed at venues – should we display one at school?**

Schools are not expected to create NHS QR code posters for their entrance or their classrooms as they have registers. Schools could consider QR code posters if hosting an event with external guests on the premises, or if the premises are let out during evenings, weekends or holidays to external providers.

### **I have installed the contact tracing app on my phone. Should I leave this on while I am at school?**

The app is available to download for anyone aged 16 and over if they choose to do so.

The guidance for the use of the app in schools and colleges can be found [here](https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges).  
<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

DfE has clarified that it is possible to pause the contact tracing function ('trace') in the app. If paused, the phone and Bluetooth remain on, but the phone does not record contacts. Pausing contact tracing is only recommended in 3 situations:

- when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.
- when an individual is working behind a Perspex (or equivalent) screen, fully protected from other colleagues and members of the public, as the individual is considered to be adequately protected from contracting coronavirus (COVID-19).
- in a health or care setting where staff are wearing medical grade PPE (for example, a surgical mask) as these individuals are also considered to be adequately protected.

It is recommended that schools advise or require students and staff to pause contact tracing whilst on the premises under these circumstances, to avoid the app misidentifying close contacts. When someone switches it off, the app will give the

user the option to set a reminder for 4, 8 or 12 hours, after which they will receive a notification to remind them to switch contact tracing back on.

You can pause contact tracing within the app by moving the contact tracing toggle on the home screen.

Remember to turn contact tracing back on once you leave this situation

### **What should I do if I get a notification while I am at work?**

If a staff member receives a Covid 19 app notification, they should inform the Head or a member of SLT before self-isolating. Please see contact with a confirmed case flowchart.

## **Face coverings**

### **What does the guidance say about face coverings?**

A face covering is a covering of any type which covers your nose and mouth. Face visors or shields should not be worn as an alternative to face coverings. Where pupils in year 7 and above are educated, the Department for Education (DfE) recommends that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot be easily maintained.

In addition, the DfE also recommends that in those schools, face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This is scheduled for review at Easter 2021.

Face coverings do not need to be worn by pupils when outdoors on the premises.

In primary schools, the DfE recommends that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around corridors and communal areas). Children in primary school do not need to wear a face covering.

### **Who is exempt from wearing a face covering?**

Some individuals are exempt from wearing face coverings:

- those who cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulty;
- those who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.

No pupil should be denied education on the grounds that they are not wearing a face covering.

### **Do visors count as a face covering?**

No. They should only be used as well as a face covering, if required for a certain role or after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

### **What does the guidance say about the safe wearing and removal of face coverings?**

Safe wearing of face coverings requires the:

- Cleaning of hands before and after touching – including to remove or put them on
- Safe storage of them in individual, sealable plastic bags between use.

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

Pupils must be instructed to:

- Not touch the front of their face covering during use or when removing it
- Dispose of temporary face coverings in a black bag waste bin (not a recycling bin)
- Place reusable face coverings in a plastic bag they can take home with them
- Wash their hands again before heading to their classroom.

## **18. PPE (PERSONAL PROTECTIVE EQUIPMENT)**

PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks used in medical settings. Face coverings are not classified as PPE.

Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

Additional PPE for coronavirus is only required in a very limited number of circumstances, for example, when:

- A pupil becomes ill with coronavirus symptoms, and only then if a 2 metre distance cannot be maintained
- Performing [aerosol generating procedures \(AGPs\)](#)

When working with children and young people who cough, spit or vomit, but who are not currently displaying coronavirus symptoms staff should continue to wear the PPE that would be routinely worn.

## 19. CLEANING

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

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.

- Cleaning an area with normal household disinfectant after someone with suspected 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 regularly throughout the day, but not after every use (except if used by a symptomatic person whilst waiting to go home).

In accordance with the DfE guidance, apart from gloves and apron, there is no need for additional PPE.

Avoid creating splashes and spray when cleaning.

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.

## **Cleaning following a suspected or confirmed case of coronavirus**

If there has been a confirmed or suspected case of Covid-19 in school, the following steps should be taken to clean and disinfect the property:

- Find out when the Covid 19 case was last on site
- Gather your usual cleaning supplies, plus a disinfectant product and disposable PPE (gloves, shoe covers, apron, mask, goggles)
- Upon entering the site, apply disposable covers to shoes
- Wash your hands with warm soapy water for 20 seconds and put on PPE
- Open windows and turn on extractor fans for ventilation
- Clean surfaces with warm soapy water, paying extra attention to 'high touch' surfaces such as door handles and light switches; then disinfect surfaces
- Machine wash soft furnishings and contaminated clothes
- Vacuum all floors, upholstery and skirting boards
- Mop hard floors using a steam cleaner
- Clean non-disposable equipment at a high temperature
- Safely dispose of waste.

## **Touchpoint Cleaning**

Of primary concern for coronavirus cleaning are surfaces which are frequently touched such as:

- Areas where staff, children or the public congregate including offices, classrooms, assembly halls, canteens, playground and receptions.
- Bathrooms and hygiene facilities including toilets, shower rooms and handwashing stations.
- Dispensaries including, medical and first aid stations.

Frequently touched surfaces for Covid-19 cleaning:

- Desktops and all work surfaces
- Doorknobs and door handles, lifts and their doors and buttons
- Light switches and dimmer switches
- Computer monitors, keyboards, mice, tablets and laptops
- Telephone equipment
- All chair rests and arms
- Canteen tables and chairs, crockery, trays and cutlery
- Sinks, taps and kitchen areas
- Toilets, including all surfaces

## APPENDIX 1A – KEY INFORMATION – STAFF POSITIVE CASE

<b>Please complete and retain this form for every case at your setting</b>	
Name	
Telephone Number	
Email Address	
Date of Notification	
When did you start to develop symptoms?	
When were you last in school?	
When did you take your test?	
Was it an LFD or PCR test?	
When did you receive the results of your test?	
Are you feeling well?	
Can you access the advice and information provided by the NHS and by the Trust's Care First service?	
<p>What contacts have you had in school within 48 hours of the onset of symptoms?</p> <p>A contact is defined as a person who has had face-to-face contact (within 1 metre) with someone who has tested positive for coronavirus (Covid-19) including:</p> <ul style="list-style-type: none"> <li>o Being coughed on,</li> <li>o Having a face-to-face conversation,</li> </ul>	

<ul style="list-style-type: none"> <li>o Having skin-to-skin physical contact (including a handshake/ hug),</li> <li>o Any contact within one metre for one minute or longer without face-to-face contact <ul style="list-style-type: none"> <li>• A person who has been within 2 metres of someone who has tested positive for Covid-19 for more than 15 minutes (as a single occurrence or added up together throughout one day)</li> <li>• A person who has travelled in a vehicle or plane with someone who has tested positive for Covid-19</li> <li>• People who spend significant time in the same household as a person who has tested positive for Covid-19.</li> </ul> </li> </ul>	
<p>Have you had contact with any Delta Trust staff outside of school? If so, did you maintain social distancing?</p>	
<p>Are you deployed to a specific class/ year group or bubble?</p>	
<p>Have you had interaction with any other bubble?</p>	
<p>Which rooms/ staff /communal areas did you access in school in the 48 hours prior to the onset of symptoms?</p>	
<p>If well enough, does the member of staff have access to appropriate device to enable home working?</p>	

## APPENDIX 1B – KEY INFORMATION – PUPIL/STUDENT POSITIVE CASE

<b>Please complete and retain this form for every case at your setting</b>	
Name of Pupil	
Date of Birth	
Year Group	
Name of Parent/Carer	
Parent/Carer Telephone Number	
Parent/Carer email address	
When did the pupil start to develop symptoms?	
When was the pupil last in school?	
<b>Timetable</b> - Using the pupil/ student timetable, confirm the lessons the child attended in the 48 hours prior to symptoms	
<b>Staffing</b> - Please list all staff who you believe the pupil has had contact with (e.g. teachers, TAs, other support staff)	
<b>Seating plan</b> – Identify all students who have been in close contact with the child in lessons (within 1m for 1 min and/or 2m for 15 mins). This will be at least those either side of case, please ensure you have considered the layout of the classroom and covered all those within 2m. This may therefore also include those in front/ behind/ second adjacent depending on the closeness of the rows in classroom.	

When did pupil take test?	
Was it an LFD or a PCR Test ?	
When did pupil receive test result?	
If pupil has siblings, are they still in school?	
Has or have the sibling(s) been tested – what are the results?	
Who did the child spend time with at: <ul style="list-style-type: none"> <li>- the beginning of the school day,</li> <li>- break and</li> <li>- lunch times</li> </ul> in the 48 hours prior to symptoms?	
Has there been any contact with any other bubble during the school day?	
How does the child get to school? Are there any contacts from walking to school/ car share/ bus journey?	
Which staff /communal areas did the pupil/ student access in school in the 48 hours prior to the onset of symptoms?	
Does the child attend any before after school childcare?	
Did the child spend time with any other pupils/ students outside of school in the 48 hours prior to symptoms? This may include attendance at clubs / activities.	
Is the child entitled to Free School Meals?	
If well enough to work, can the child access remote learning?	

## APPENDIX 2 – EXTERNAL AGENCIES (DFE/PHE) CONTACT LOG

Please complete this form to record the advice provided by external agencies regarding Covid-19 and actions taken as a result.

Once completed, please submit this to:

- Your ELT Education Lead
- Trust Compliance contact – emma.mayor@deltatrust.gov.uk .

<b>Academy name:</b>
<b>Date and time:</b>
<b>Reporting staff member name/job title:</b>
<b>Issue/query details:</b>
<b>Which organisation was contacted for advice/guidance? (DfE/Local Health Protection Team/Other)</b>

**What was the advice received? (Please include DfE advisor/Health Protection Team details, if applicable).**

--

**What actions were taken, based on the advice you received?**

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**Are there any actions not yet completed?**

--

**Comments:**

--

## APPENDIX 3 - TEMPLATE LETTERS

Please find template letters attached. Please discuss with your ELT Education Lead/ Compliance **before** issuing any letters.

- Child/ staff member confirmed case of Covid-19 (Letter to parents of children in class/bubble) [Letter 1].
- Child/ staff member confirmed case of Covid-19 – Letter to parents of non-class/ bubble children [Letter 2].

# LETTER 1 – Letter for close contacts

Academy Logo/Letterhead

Date: ## March 2021

Dear Parents/Carers

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

We have followed the national guidance and have identified that your child **[name]** has been in close contact with the affected individual. In line with the national guidance you child is required to stay at home and self-isolate until **[add date]** [from date of last contact with the individual plus the following 10 full days]. 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 10 full day period of self-isolation, 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 full day self-isolation period.

Please see link to: Guidance for contacts of people with confirmed coronavirus 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 from the date when their symptoms appeared plus the following 10 full days. 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 from the date the child developed symptoms plus the following 10 full days. This includes anyone in your 'Support Bubble'.

The self-isolation period starts from the day 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, 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 full 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, 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

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/>

At school, we continue to follow the detailed control measures we have put in place following our risk assessment process. These measures incorporate government and public health guidance.

The health, safety and wellbeing of our staff and children remains our priority and we thank you for your continued support during these unprecedented times.

Yours Sincerely

*[Headteacher signature]*

## LETTER 2 – General letter to all other students/parents (non-close contacts)

Academy Logo/Letterhead

Date: ## March 2021

Dear Parents/Carers,

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

We know that you may find this concerning but we 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 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 10 full 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 from the date when their symptoms appeared plus the following 10 full days. 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 from the date when the individual's symptoms began plus the following 10 full 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 10-day period starts from the day after 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, 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 full 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 or anyone in the household 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

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

You can find more information about coronavirus (Covid-19) on the government website: <https://www.gov.uk/coronavirus>.

The health, safety and wellbeing of our staff and children remains our priority and we thank you for your continued support during these unprecedented times.

Yours Sincerely

*[Headteacher signature]*

## APPENDIX 4 - KEY SCHOOL ACTIONS CHECKLIST

Actions	Who?	Completed (date / time)	N/A
If symptomatic case on site - Clean first aid room immediately with fogging machine and close for 20/30 mins.			
Clean all classrooms/ communal areas accessed by symptomatic individual / positive case (see key information checklist for details) using fogging machine.			
All PPE to be double bagged and left in room for 72hrs and then disposed of in domestic waste.			
Ring ELT to confirm actions after any external agency advice, before sending any other students home/issuing any letters.			
If advised to ring PHE, ring local number as per summary at section 6.			
Ring ELT to inform of PHE advice.			
Identify all lessons attended in the 48hrs prior to first symptoms.			
Print out generic lesson plans and confirm accuracy with class teacher for that lesson – if not confirm changes. For all other lessons, obtain seating plan from class teacher and confirm accuracy.			
All close contact pupils/ students to be immediately collected from class and placed in the agreed area (e.g. hall) on socially distanced chairs. Staff to supervise in face covering and /or 2m away.			
Staff to speak to pupils/ students – outline they have been identified as a close contact of a positive case, give advice to allow school to contact parents/ carers/ wider school community re-assure and calm, answer queries.			
Check ICT devices list and arrange a device for students without to take home. Print user agreement form and parent/students to sign when collect.			

Identify number of PP students sent home and email number ICT (Phil.Thacker@deltatrust.org.uk) to order DfE devices.			
Letter 1 (Appendix 3) to be given to the identified close contacts – print out a copy and give to them to take home to parent/carer. Letter 2 (Appendix 3) to be sent via comms to all parents/carers of students in, <b>except</b> the identified close contacts – <b>remove them</b> from comms list before sent. Paper copies to those with no email.			
Email all staff with copy of letter sent home and to notify of positive case.			
Email all staff with pupils/ students in class to inform them.			
Once all notifications sent out – ring parents of close contacts and explain situation and ask to come and collect immediately.			
Brief reception and attendance – no specific details re case/individual can be given out. Generic reply for over phone and via email.			
List of pupils/students being sent home to self-isolate and dates to be given to Attendance.			
When all students collected arrange to clean chairs and agreed area (e.g. hall).			
Save summary of actions notes form.			
Arrange work/online lessons and send info on how to access to parent/carer.			
Record all times of actions (e.g. notification of positive test, time rang DfE, if applicable, time collected first and last students to hall, time students all home etc) and then save this and all associated paper work.			
Check PPE levels following completion and re order, as necessary			
Check cleaning materials levels following completion and re order, as necessary.			

## APPENDIX 5 – GENERAL STAFF PPE REQUIREMENTS

The current government guidance recommends that PPE is required in specific circumstances:

- **Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs:** Schools should continue to administer their care following the school's usual procedures.
- **Support for pupils whose specific needs mean they may be liable to spit:** Appropriate staff should use PPE following the school's usual procedures.
- **First aid:** First aiders should follow the school's established practices. Where a pupil has suspected COVID-19, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur.
- **The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained** (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur.
- **Cleaning:** Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection.
- **Catering:** Kitchen staff should wear disposable gloves and aprons.

Where face masks are being used as PPE, they should, where possible, be fluid resistant surgical masks. Schools should not use FFP type 2 or 3 masks, which should be reserved for health care settings.

In addition, the school should make PPE available to staff who specifically request it.

### Access to appropriate PPE

All schools should ensure that ample supplies of PPE are held in stock. Stock should be replenished in good time to avoid any shortages developing. PPE must be provided to all staff who are required to wear it or to any staff who specifically request it.

### Training staff who are required to wear PPE

Any staff required to wear PPE must be briefed on when it is required, how to put it on, how to wear it, how to take it off and how to dispose of it safely. The information in this document, along with any manufacturer's guidelines should be used to brief relevant staff as required.

## Disposal of PPE and cleaning waste

### General

Used PPE and cleaning waste, such as used tissues, cloths and mop heads, should be placed in a refuse bag and securely tied. The refuse bag should then be placed in a second bag, which should also be tied. Double-bagged waste should be stored securely for 72 hours before being discarded with the school's domestic waste using the school's normal procedures. Further details can be found in the 'Waste' section of the following guidance:

[COVID-19: cleaning in non-healthcare settings.](#)

### Cleaning goggles/visors for reuse

The following procedure should be followed in respect of any reusable goggles/visors:

- Agree a designated area for washing
- Wear gloves and apron (and face mask and eye protection where there is risk of splashing)
- Use a disposable cloth
- Carefully wash in soap and water, avoiding splashes
- Wash/wipe down thoroughly with disinfectant
- Dry thoroughly
- Clean the area afterwards with disinfectant.

## Summary of PPE requirements for schools

Activity	PPE Requirements
<b>Intimate care/ care for specific pupils where staff may come into contact with pupils' body fluids</b>	<ul style="list-style-type: none"> <li>• PPE if routinely required</li> </ul>
<b>First aid</b>	<ul style="list-style-type: none"> <li>• Follow standard procedures unless dealing with a pupil with suspected COVID-19, in which case:</li> <li>• Where 2m distancing cannot be maintained, a fluid resistant surgical face mask should be worn</li> <li>• If contact is likely – also wear disposable gloves and disposable apron</li> <li>• Where there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (e.g. visor/goggles)</li> <li>• Conduct a dynamic (ongoing) risk assessment to determine the appropriate level of PPE</li> </ul>
<b>Staff providing direct personal care for someone with suspected COVID-19 where 2m distancing cannot be maintained (e.g. whilst waiting for them to be collected)</b>	<ul style="list-style-type: none"> <li>• 2m distance maintained – no PPE required.</li> <li>• 2m distance cannot be maintained – fluid resistant surgical face mask should be worn</li> <li>• If contact is likely – also wear disposable gloves and disposable apron</li> <li>• Where there is risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (e.g. visor/goggles)</li> <li>• Conduct a dynamic (ongoing) risk assessment to determine the appropriate level of PPE</li> </ul>
<b>Standard cleaning</b>	<ul style="list-style-type: none"> <li>• Disposable gloves (or washing up gloves)</li> <li>• Disposable apron</li> </ul>
<b>Cleaning area affected by suspected COVID-19 case</b>	<ul style="list-style-type: none"> <li>• Disposable gloves (or washing up gloves)</li> <li>• Disposable apron</li> </ul>
<b>Cleaning visible bodily fluids from suspected COVID-19 case</b>  <b>For further details on cleaning see government guidance:</b> <a href="#">COVID-19: cleaning in non-healthcare settings</a>	<ul style="list-style-type: none"> <li>• When cleaning visible bodily fluids produced by a person with coronavirus (COVID-19), bodily fluid spill kits should be used where possible to reduce the risk of contamination</li> <li>• Where bodily fluid spill kits are not available or increased risk has been identified, staff should consider wearing protection for the eyes, mouth and nose where possible, as well as disposable gloves and apron.</li> </ul>
<b>Catering staff/ food preparation</b>	<ul style="list-style-type: none"> <li>• Disposable gloves (suitable for food preparation)</li> <li>• Disposable apron</li> </ul>

## Putting on and taking off PPE

### How to put on PPE

[See source guidance](#)

#### Pre-donning instructions:

- Ensure healthcare worker hydrated
- Remove jewellery
- Tie hair back
- Check PPE in the correct size is available

- 1** Perform hand hygiene before putting on PPE.



- 2** Put on apron and tie at waist.



- 3** Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



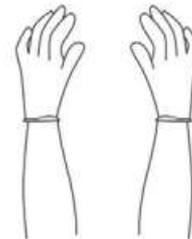
- 4** With both hands, mould the metal strap over the bridge of your nose.



- 5** Don eye protection if required.



- 6** Put on gloves.



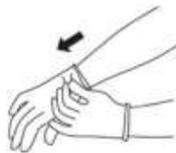
## How to take off PPE

[See source guidance](#)

• PPE should be removed in an order that minimises the risk of self-contamination

• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

**1** Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.



**2** Clean hands.



**3** Apron.

Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.



**4** Remove eye protection if worn.

Use both hands to handle the straps by pulling away from face and discard.



**5** Clean hands.



**6** Remove facemask once your clinical work is completed.



Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. **DO NOT** reuse once removed.

**7** Clean hands with soap and water.



## APPENDIX 6 - NATIONAL GUIDANCE DOCUMENTS

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

### Social distancing for different groups

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

### Guidance for contacts

- [Guidance for contacts of people with possible or confirmed Covid-19](#)

### Specific guidance for educational settings

- [Schools coronavirus operational guidance](#)
- [Mass asymptomatic testing: schools and colleges](#)
- [Actions for schools during the coronavirus outbreak](#)

### Infection prevention and control

- [Face coverings in education](#)
- [Safe working in education, childcare and childrens social care settings including the use of PPE](#)
- [Use of the NHS Covid-19 app in education and childcare settings](#)
- [Coronavirus: safer travel guidance for passengers](#)
- [5 moments for hand hygiene: with how to hand rub and how to hand wash](#)
- [Catch it. Bin it. Kill it.](#)

