



COVID-19 Procedures

This document details the procedures to be followed when school is notified of possible COVID symptoms in children, household members or staff.

COVID symptoms

- New continuous cough and/or
- Fever (temperature of 37.8C or higher)
- Loss of or change in, normal sense of taste or smell

Management of a suspected case:

Anyone who develops symptoms of COVID19, child, staff or household member should immediately self-isolate. Staff and children and any siblings must not attend school.

There is no need for school to notify the Local Authority or Health Protection/PHE at this time.

- **What to do if a child is unable to attend school because they have COVID19 symptoms**

- Parent/carer should advise school of their absence by phone.
- Office staff take all relevant information using the question template.
- Advise parent/carer of Stay at Home/Self-isolation for whole household
- Advise parent/carer to get the child tested via NHS UK website of by contacting 119 if they do not have internet access.
- Advise parent/carer to contact school with the date of the test once booked and also of the result of the test.
- Advise parent/carer that Home Learning Pack will be sent and check parent email address.
- Office staff should inform Headteacher/SMT of the absence.
- Business Manager/Admin to complete the relevant data on the PHE templates.
- Deputy to inform class teacher to send home learning packs via email.
- Parent/carer advises negative test result – child/siblings can return to school.
- If school is informed of a positive result. The child should self-isolate for 10 days starting from the first days of the symptoms. The rest of the household should isolate for 14 days. Siblings must not attend school.

- **What to do if a child is unable to attend school because a member of the household has COVID symptoms**

- Parent/carer should advise school that the child is absent due to a member of the household displaying symptoms.
- Office staff take all relevant information using the question template.
- Advise parent/carer of Stay at Home/Self-isolation for whole household
- Advise parent/carer to get the household member tested via NHS UK website of by contacting 119 if they do not have internet access.

- Advise parent/carer to contact school with the date of the test once booked and also of the result of the test.
 - Advise parent/carer that Home Learning Pack will be sent and check parent email address.
 - Office staff should inform Headteacher/SMT of the absence.
 - Business Manager/Admin to complete the relevant data on the PHE templates.
 - Deputy to inform class teacher to send home learning packs via email.
 - Parent/carer to notify school of the test result.
 - Parent/carer advises negative test result – child/siblings can return to school.
 - If school is informed of a positive result. The person with the positive result should self-isolate for 10 days from onset of symptoms. The child should self-isolate for 14 days starting from the first days of the symptoms. The rest of the household should isolate for 14 days. Siblings must not attend school.
- **What to do if a member of staff is unable to attend school because they or a member of their household have COVID19 symptoms**
 - Staff member should inform SMT by phone of the reason for absence.
 - Advise staff member of Stay at Home/Self-isolation for whole household.
 - Advise staff member/ member of household to get tested via NHS UK website or by contacting 119.
 - Advise staff member to notify SMT of the date of the test once booked and also of the result of the test.
 - If the test is negative the staff member can return to school.
 - If a household member tests positive, the staff member should self-isolate for 14 days.
 - If staff member is positive the staff member should self-isolate for 10 days starting from the first days of the symptoms. The rest of the household should isolate for 14 days.
 - If a staff member tests positive follow guidance below.

What to do if a child/staff member falls ill at school

If anyone becomes unwell with any of the COVID-19 symptoms whilst in school they must be sent home as soon as possible and advised to get a test. They should self-isolate until the result of the test is known.

There is no need for school to notify the Local Authority or Health Protection/PHE at this time.

- **Child**
 - Teacher to notify school office.

- School Office to notify SMT.
 - Office will give appropriate PPE to staff member looking after the child (see below for PHE guidance on what PPE is required).
 - PPE should be worn by staff caring for the child while they await collection ONLY 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
 - Child will be taken to the Isolation room until a parent collects them.
 - Child and any siblings to be taken home and parent/carer advised of the Stay Home/self-isolation.
 - Advise parent/carer to get the child tested via NHS UK website or by contacting 119 if they do not have internet access.
 - Advise parent/carer to contact school with the date of the test once booked and also of the result of the test.
 - Advise parent/carer that Home Learning Pack will be sent and check parent email address.
 - Office staff should inform Headteacher/SMT of the absence.
 - Business Manager/Admin to complete the relevant data on the PHE templates.
 - Deputy to inform class teacher to send home learning packs via email.
 - Parent/carer advises negative test result – child and siblings can return to school.
 - If school is advised of a positive test result, the child should self-isolate for 10 days starting from the first days of the symptoms. The rest of the household should isolate for 14 days. Siblings must not attend school.
- **Staff**
 - Staff to inform SMT of their symptoms so that cover can be arranged.
 - Staff should go home immediately.
 - Advise staff of Stay at Home/Self-isolation.
 - Advise staff to get tested via NHS UK website or by contacting 119.

- Advise staff member to notify SMT of the date of the test once booked and also of the result of the test.
- If the test is negative the staff member can return to school.
- If the test result is positive, staff should self-isolate for 10 days starting from the first days of the symptoms. The rest of the household should isolate for 14 days.

Management of a confirmed case at the school

If a child who attends or a staff member who works at the school tests positive for COVID-19 then the school will be contacted by a contact tracer from either the Local Authority or the Health Protection Team. The Headteacher will inform PHE and take action as instructed to identify direct and close contacts during the 48 hours prior to the child or staff member falling ill. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

The school will notify parents using template letters which can be found in the Shared docs/COVID folder.

Close contact is defined by PHE as:

Direct contact without PPE:

- being coughed on, or
- having a face-to-face conversation within 1 metre, or
- having unprotected skin-to-skin physical contact, or
- travel in a small vehicle with the case, or
- any contact within 1 metre for 1 minute or longer without face-to-face contact

Close contact without PPE:

- Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

All direct and close contacts during the last 48 hours will be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14 day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

Management of a possible outbreak of 2 or more cases at the school

If there are more confirmed cases linked to the school the Health protection Team will investigate and advise the Headteacher of any other actions that may be required.

If a school has come across two or more confirmed cases, or if there is a high reported absence which is suspected to be COVID related, the Head Teacher should notify the Health Protection Team or the Local Authority promptly.

Home learning provision for pupils

We will be providing home learning for:

- Children who are not in school because they are awaiting test results for themselves or a member of their household.
- Children who are not in school because PHE have asked them to self-isolate after a positive test result in their bubble or because a family member has tested positive

If children are not in school because they are waiting test results they will be provided with daily work they should have completed in school that day. This should only be for 2/3 days.

If children are not in school because they have been asked to self-isolate or because a family member has tested positive they will be self-isolating for 14 days. These children will receive **weekly**:

- Spellings
- Times tables
- English work – with slides and explanations
- Maths work - with slides and explanations
- Science work - with slides and explanations
- Topic work - with slides and explanations

For the short term, these will be emailed to parent email accounts. However, when all the children have got their on-line accounts up and running, we will be sending the work home via their Office 365 or Purplemash accounts.

Attendance Codes - Not attending in circumstances relating to coronavirus (COVID-19) For the school year 2020 to 2021,

A new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'.

Code X: not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census)

This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care¹² or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

Headteacher
Sept 2020

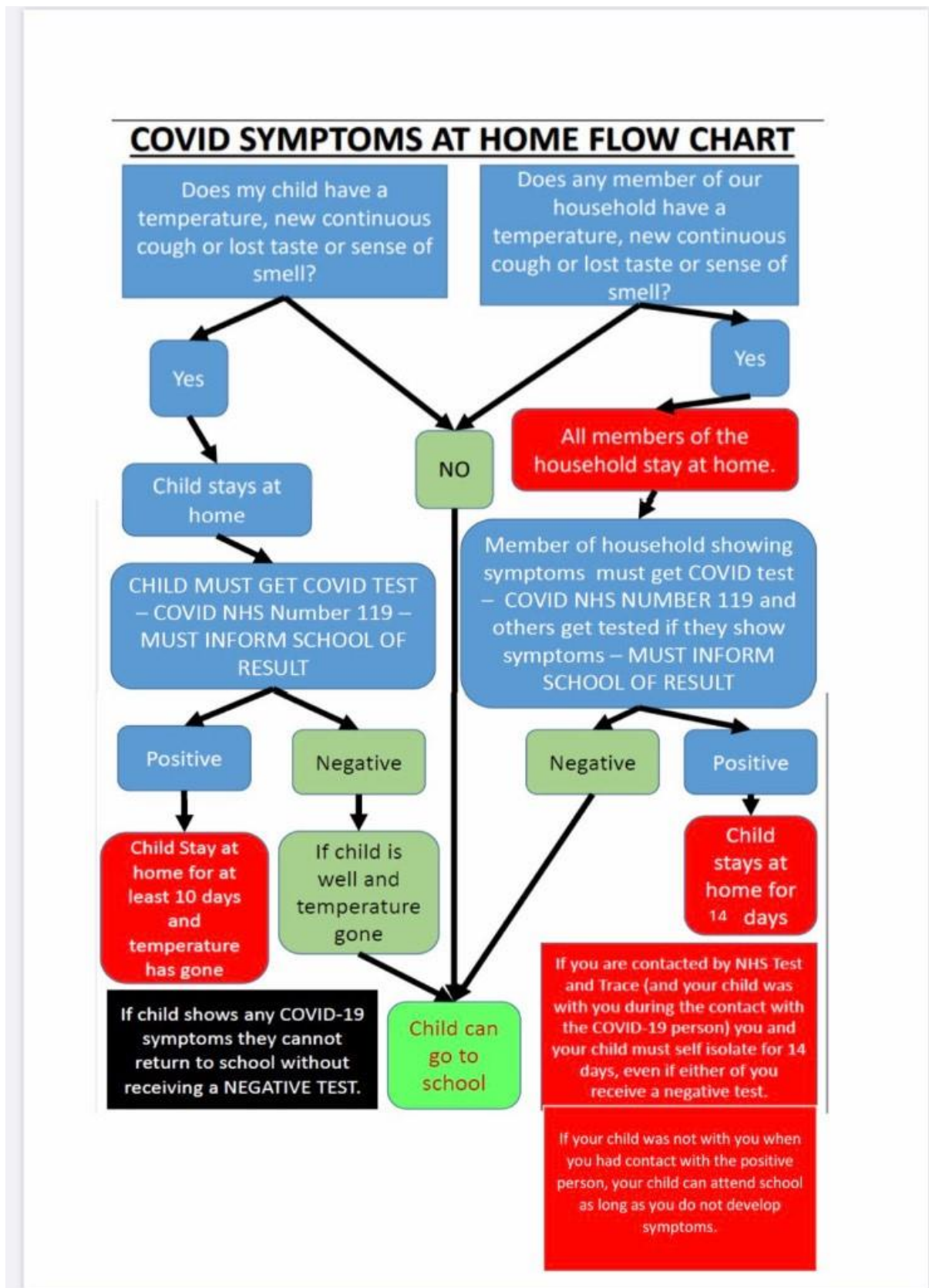
Appendices

1. Information to be recorded by Office Staff when informed by parents of a suspected case
2. Flowchart
3. Template to record illness/isolation at school
4. Template to record COVID absence monitoring

Appendix 1

FOR USE BY OFFICE STAFF TO RECORD REQUIRED INFORMATION		
Child's Name		
Class		
Siblings and Class		
Name of person notifying		
Name of person or relationship displaying symptoms/positive		
Symptoms		
Have they taken advice from 119		
Has a test been booked – drive in or home kit		
Date of test		
Self-isolation date from/to		
Date of return to school		
Outcome of test positive/negative		
Email address for home learning pack (only if child is self-isolating. COVID positive children should not be asked to complete work)		
Parent informed to contact school with any changes within the household, such as, other members begin to show symptoms therefore requiring a test		

Appendix 2 Flowchart



Appendix 3 – Template to record illness at school.

Template is in Shared docs/COVID

Date	Name	Class	Date/Time of onset of symptoms	Symptoms	Time between detection of symptoms and isolation at school	Did staff wear PPE	Time collected

Appendix 4 – Template to record absence

Template is in Shared docs/COVID

Date	Child or staff Name	Class	Reason for absence	Date of onset of symptoms	Symptoms	Has the child/staff been assessed by GP/NHS	Is the child/staff positive test result	Is the child/staff in hospital