

## 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 should not attend school and should follow the steps below.

- Parent/Carer or staff member should notify the school of their absence by phone.
- School should record and keep minimum dataset: Reason for absence, date of onset of symptoms, symptoms, class etc.
- Direct to [Stay at home](#) guidance for isolation advice for child/staff member and their households. The person with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days.
- Advise that the child/staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms.
- The School should ensure that any learners self-isolating are accessing agreed learning opportunities which align with their stage of learning. Regular contact should be made to such learners by staff.

## MANAGEMENT OF A CONFIRMED CASE

If a child who attends (or staff member who works at) an educational setting **tests positive** for COVID-19 then the school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team. If a Headteacher is **informed by a parent or staff member** that a child or staff member has tested positive and has not already been contacted by a contact tracer then they should notify both their Local Authority PHE Team in the first instance.

**The Headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.**

- **Close/direct contact is considered to be:**
  - 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
  - extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

All direct and close contacts 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.

The contact tracer will provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts.

Contacts will not be tested unless they develop symptoms (contract tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.