

# COVID-19 London Schools Resource Pack

London Coronavirus Response Centre  
Public Health England, London

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## What this pack is for

Since students have returned to school in London, the Department for Education, Local Authorities and the London Coronavirus Response Cell (LCRC) have been supporting schools with their response to COVID-19 cases. As these have become more frequent, the LCRC recognises the need to enable schools to manage their response in a timely manner, whilst ensuring we make ourselves available to assist in managing the most complex school situations. With this in mind, from 9<sup>th</sup> October we will be piloting schools conducting their own on-site risk assessments to manage cases of COVID-19 in their setting. This pack has been put together by the LCRC to simplify this process, by giving you the information and resources you need to:

- Carry out on-site risk assessments
- Know when to escalate the situation to the Department for Education or LCRC
- Send communications to parents
- Seek advice from other resources

Please note, the information in this pack is accurate at the time of its publication, but is subject to change, and users should also check for updates on a regular basis by using embedded hyperlinks and the [Government website](#). The advice within should be used in conjunction with guidance from other sources, such as:

- Your Local Authority public health, social care and education teams
- The Department for Education guidance for schools and helpline
- Other educational organisations and resources, such as the GLA's Healthy Schools London, the Association of School and College Leaders (ASCL) or similar.

## Process Flowchart (Primary Schools)



# What happens if there is confirmed case of COVID-19 in our Primary School?

Did the positive student/staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?

 **NO** – no further action required by school beyond supporting student(s) as necessary during self-isolation

 **YES** – school carries out an on-site risk assessment using checklist

- Case should already be isolating at home. They should remain in isolation until 10 days have passed from symptom onset.
- The case's household (including siblings that attend other schools) should isolate for 14 days

The school carries out on-site risk assessment to identify potential **contacts** during this period at:

-  large/small group sessions
-  additional on-site/academic activities e.g. clubs/societies
-  events/trips

To identify contacts, use the **risk assessment checklist**, and:

-  Attendance records
-  Seating plans/charts (if available)
-  Speak to the student (as necessary)

- Contacts are informed to self-isolate for 14 days from date of last contact, with template letters for parents and staff.
- The **wider school** is sent an 'inform and advise' letter

### Who is a contact?



**Direct close contacts:**  
direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for  $\geq 1$  minute.



**Proximity contacts:**  $\leq 2$ m for  $\geq 15$  minutes.



**Travel contacts:** shared small vehicle together

If any of the following criteria are met, contact the LCRC on **0300 303 0450** or email **LCRC@phe.gov.uk**:

- $\geq 10\%$  of a bubble is affected within 14 days
- $\geq 10\%$  of staff are affected within 14 days
- $\geq 3$  bubbles are affected
- There have been any admissions to hospital
- Your school is a SEND school

If you need advice or support you can access the **government schools guidance online** or contact the DfE helpline on **0800 046 8687**

## Process Flowchart (Secondary Schools)



# What happens if there is confirmed case of COVID-19 in our Secondary School?

Did the positive student/staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?

- ✓ **NO** – no further action required by school beyond supporting student(s) as necessary during self-isolation
- ✗ **YES** – school carries out an on-site risk assessment using checklist

- Case should already be isolating at home. They should remain in isolation until 10 days have passed from symptom onset.
- The case's household (including siblings that attend other schools) should isolate for 14 days

The school carries out on-site risk assessment to identify potential **contacts** during this period at:

-  large/small group sessions
-  additional on-site/academic activities e.g. clubs/societies
-  events/trips

To identify contacts, use the **risk assessment checklist**, and:

-  Attendance records
-  Seating plans/charts (if available)
-  Speak to the student (as necessary)

- Contacts are informed to self-isolate for 14 days from date of last contact, with template letters for parents and staff.
- The **wider school** is sent an 'inform and advise' letter

### Who is a contact?

 **Direct close contacts:** direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for ≥1 minute.

 **Proximity contacts:** ≤2m for ≥15 minutes.

 **Travel contacts:** shared small vehicle together

If any of the following criteria are met, contact the LCRC at **0300 303 0450** or email **LCRC@phe.gov.uk**:

- ≥5 students are affected in one school year within 14 days
- ≥10% of staff are affected within 14 days
- ≥ 3 bubbles are affected
- There have been any admissions to hospital
- Your school is a SEND school
- Your school is a boarding school

If you need advice or support you can access the **government schools guidance online** or contact the DfE helpline on **0800 046 8687**

## Background and Key Definitions

Coronaviruses are a family of viruses that mainly cause lung diseases. The name of the current coronavirus is SARS-COV-2, and the disease that it causes is called COVID-19.

The main symptoms of COVID-19 are:

- A high temperature
- A new continuous cough
- A loss of, or change in, normal sense of taste or smell

Other symptoms may be present, but testing and public health decisions are based on these three symptoms.

Diarrhoea/vomiting in children during this season is most commonly associated with viral gastroenteritis, though it may also be a minor symptom of COVID-19. At this point, diarrhoea and vomiting are not included in the symptoms which are required to obtain a test for Covid-19. If a child has symptoms of diarrhoea/vomiting they must be excluded from school until 48 hours after their symptoms resolve

## Disease Course

Understanding the course of the disease can help us to reduce its spread. There are a few key time periods that you should know about:

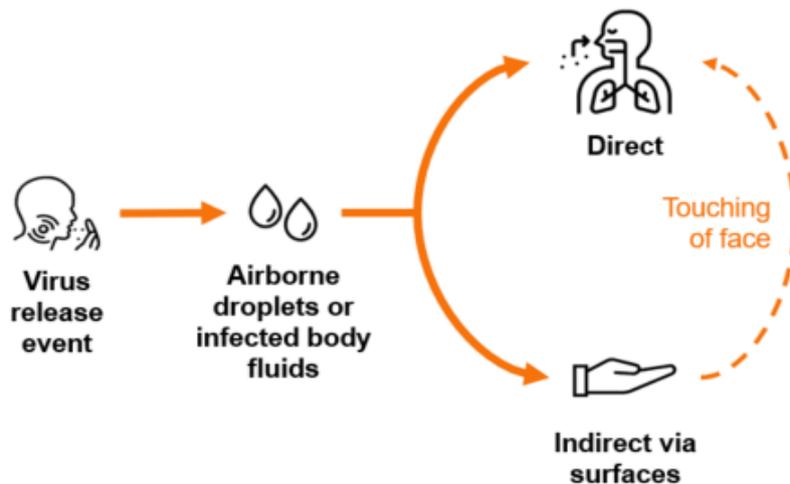
- **Incubation period:** the time when a person is infected but not showing any symptoms
  - For COVID-19, this is *usually* 5-6 days, but can be between **1-14 days**
- **Infectious period:** the time when a person who has COVID-19 can infect others
  - For COVID-19, this is from **2 days before symptom onset, to 10 days after symptom onset**
  - For asymptomatic people who test positive, this is from **2 days before the test until 10 days after**

A person is **no longer infectious if 10 days have passed from symptom onset and their symptoms have resolved** (including being fever free for 48 hours). An ongoing cough or continued loss of taste or smell is not a sign of infection and may continue for several weeks after infection.

COVID-19 tests may remain positive for up to 6 weeks. This does not mean that someone is infectious, but if their symptoms re-start they would need to self-isolate and get tested again.

## Transmission

Transmission occurs from person to person after the virus is released from a person who is infected. It can then be transmitted to another person directly through the air, or indirectly by resting on a surface that another person touches.



We can break the chain of infection and keep protecting each other by remembering “hands, face, space”:

- **Hands:** wash your hands regularly for at least 20 seconds with soap and water
- **Face:** use a face covering when social distancing is not possible
- **Space:** try to keep your distance from those not in your household

In addition to these, key steps for schools are:

- Promote good coughs/colds hygiene practices – **catch it, bin it, kill it.**
- **Clean high-touch** surfaces regularly throughout the day **by** using normal cleaning products.

## Contacts

A ‘contact’ is a person who has been in close proximity with COVID-19 and is therefore at risk of infection. As well as cases, contacts must self-isolate. Contacts are defined in the following ways:

### Direct contact:



- Anyone who lives in the same household as a case
- Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to
- Anyone who has been within 1 meter of a case for one minute or longer

### Proximity contact:



- Anyone who has been within two meters of a case for more than 15 minutes
- Anyone who has travelled in a small vehicle with a case

**Contacts of contacts do not need to self-isolate.** This means that household members of students or staff that are self-isolating because they are **contacts of a case** do not need to self-isolate themselves.

## Bubbles

Bubbles act to reduce the number of contacts per case. Within a bubble, there is potential for the entire group to be exposed, but the exposure should be limited within the bubble. Smaller

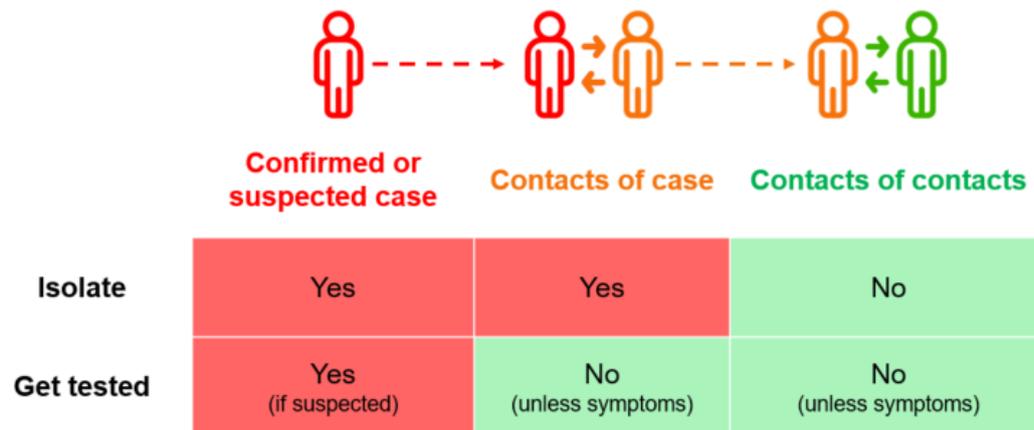
bubbles will reduce the impact of positive cases. Remember that when finding contacts, you must consider ALL the bubbles that a case is part of – in class, in clubs, and on transport.

In Primary Schools, bubbles will often correspond to a single class, and we recognise that younger children will not be able to maintain social distancing.

In secondary schools, we are aware that bubbles may need to be large in order for schools to deliver the full range of subjects, but that older students are better able to social distance. For this reason, there are different approaches to risk assessment and the identification of contacts in primary and secondary school settings. This is described in more detail in the **risk assessment checklist**.

### Who should isolate?

The following chart gives a broad overview of who should isolate and get tested following a confirmed case of COVID-19 in your school. Contacts should be identified by the school using the **risk assessment checklist** included in this pack.



## How to respond to cases of COVID-19 in your school

You will be able to manage many of the situations that arise in your school with support from this pack, as well as the government guidance for schools, available here: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>.

In general, you will need to take the following steps to manage a confirmed case of coronavirus in your school:

1. **Isolate case:** Ensure the case has been tested and is isolating as appropriate
2. **Identify contacts:** Conduct a risk assessment to identify contacts who will need self-isolate, and provide them with the appropriate advice
3. **Escalate as appropriate:** Inform the appropriate team about the situation, as described below
4. **Share information:** Provide information to parents, staff, and your local authority

The specific actions you need to take will vary depending on how many cases you have and the circumstances of your school. Below, you will find an overview of how to respond to various situations that arise. We have put together a **checklist** to assist you in the process.

### Sources of Support

LCRC recommends that schools manage the risk assessment for all cases under the LCRC threshold, if they feel confident to do so. If you require support, you can seek advice from different sources depending on your current situation. In certain circumstances, you should escalate your situation to the London Coronavirus Response Cell (LCRC) so that you can be offered the appropriate support. If you are ever unsure about how to proceed, or concerned about the situation in your school, please seek advice from one of the below sources:

#### 1. The Government Guidance

- You can consult the Government Guidance at any time by accessing the website here: <https://www.gov.uk/coronavirus/education-and-childcare>

#### 2. The Department for Education Helpline (T: 0800 046 8687)

- If you have a confirmed case of COVID-19 in your school, you can contact the DfE helpline for advice

#### 3. Your Local Authority

- Local Authority Public Health Teams in many boroughs are offering support to schools where they cannot access the LCRC or DfE.
- If you have operational concerns about keeping the school open due to large numbers of staff or students self-isolating keep your local authority informed, and they may be able to provide additional support.

#### 4. The London Coronavirus Response Cell (T: 0300 303 0450, E: [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk))

- You should contact the London Coronavirus Response Cell if:
  - **For Primary Schools:**
    - 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more **confirmed** cases of COVID-19 in a bubble of 30 people
    - 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60
    - 3 (or more) bubbles within your school contain at least one confirmed case

- There have been any admissions to hospital in your students or staff members due to COVID-19
    - If your school is for children and young people with special educational needs and disability (SEND)
  - **For Secondary Schools:**
    - 5 or more students are affected in a single school year within 14 days i.e. 5 or more **confirmed** cases
    - 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60
    - 3 (or more) bubbles within your school contain at least one confirmed case
    - There have been any admissions to hospital in your students or staff members due to COVID-19
    - If your school is for children and young people with special educational needs and disability (SEND)
    - If your school is a boarding school.
- The LCRC is happy to receive emails from schools, as well as telephone calls.
  - **It may be easier for you to get through to the LCRC by sending an email** with your contact information, and one of the clinical staff will call you back between the hours of 9am and 6pm.
  - To simplify the process, we have created an **email template**, with spaces for the information we require. The template can be found at the end of this document.

## COVID-19 Scenarios

The following scenarios are designed to give you a broad overview of how to respond to various COVID-19 situations within your school. When managing confirmed cases, please make sure you complete the **on-site risk assessment checklist**.

### Suspected Case (Staff or Student)

<b>Case</b>	Isolate for 10 days from onset of symptoms Case must seek testing via online portal or calling NHS 111 Case's household must isolate for 14 days, including siblings that attend other schools
<b>Contacts</b>	No further actions
<b>Escalation</b>	No further actions
<b>Information</b>	No further actions

### Confirmed Cases

Use the **risk assessment checklist** to assist you with these actions. The **contact tracing questions** can help you identify contacts. The "**contacts letter**" and "**warn and inform letter**" is included in this resource pack.

#### Single Confirmed Case (Primary School)

<b>Case</b>	<ul style="list-style-type: none"> <li>Case should already be isolating at home. They will need to remain in isolation until <b>10 days</b> have passed from symptom onset.</li> <li>The case's household (including siblings that attend other schools) should isolate for <b>14 days</b></li> </ul>
<b>Contacts</b>	<ul style="list-style-type: none"> <li>Identify contacts using the risk assessment checklist and contact tracing questions</li> <li>Contacts (for primary schools, this will usually be the class and teachers) should self-isolate for 14 days</li> <li>The 14 day period starts on the last day of exposure (day 0) to the case whilst infectious</li> <li>Send contacts letter to parents or staff members who have been identified as contacts</li> </ul>
<b>Escalation</b>	<ul style="list-style-type: none"> <li>Department for Education helpline</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>Give information to parents and staff. Send warn and inform letter</li> <li>Inform your Local Authority if required</li> </ul>

#### Single confirmed Case (Secondary School)

<b>Case</b>	<ul style="list-style-type: none"> <li>Case should already be isolating at home. They will need to remain in isolation until 10 days have passed from symptom onset.</li> <li>The case's household (including siblings that attend other schools) should isolate for 14 days</li> </ul>
<b>Contacts</b>	<ul style="list-style-type: none"> <li>Identify contacts using the risk assessment checklist and contact tracing questions</li> <li>Contacts (direct, proximity, friendship) should self- isolate for 14 days</li> <li>The 14 day period starts on the last day of exposure (day 0) to the case whilst infectious</li> <li>Send contacts letter to parents or staff members who have been identified as contacts</li> </ul>
<b>Escalation</b>	<ul style="list-style-type: none"> <li>Department for Education helpline</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>Give information to parents and staff. Send warn and inform letter</li> <li>Inform your Local Authority if required</li> </ul>

### More than one confirmed case

<b>Case</b>	<ul style="list-style-type: none"> <li>• Case should already be isolating at home. They will need to remain in isolation until 10 days have passed from symptom onset.</li> <li>• The case's household (including siblings that attend other schools) should isolate for 14 days</li> </ul>
<b>Contacts</b>	<ul style="list-style-type: none"> <li>• Identify contacts using the risk assessment checklist and contact tracing questions</li> <li>• Contacts (direct, proximity, and friendship) or bubble isolate for 14 days</li> <li>• The 14 day period starts on the last day of exposure (day 0) to the case whilst infectious</li> <li>• Send contacts letter to parents or staff members who have been identified as contacts</li> </ul>
<b>Escalation</b>	<ul style="list-style-type: none"> <li>• Department for Education helpline</li> <li>• If the any of the following criteria are met, <b>contact the London Coronavirus Response Cell (LCRC)</b>:             <ul style="list-style-type: none"> <li>○ <b>For Primary Schools:</b> <ul style="list-style-type: none"> <li>▪ 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more <b>confirmed</b> cases of COVID-19 in a bubble of 30 people</li> <li>▪ 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60</li> <li>▪ 3 (or more) bubbles within your school contain at least one confirmed case</li> <li>▪ There have been any admissions to hospital in your students or staff members due to COVID-19</li> <li>▪ If your school is for children and young people with special educational needs and disability (SEND)</li> </ul> </li> <li>○ <b>For Secondary Schools:</b> <ul style="list-style-type: none"> <li>▪ 5 or more students are affected in a single school year within 14 days i.e. 5 or more <b>confirmed</b> cases</li> <li>▪ 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60</li> <li>▪ 3 (or more) bubbles within your school contain at least one confirmed case</li> <li>▪ There have been any admissions to hospital in your students or staff members due to COVID-19</li> <li>▪ If your school is for children and young people with special educational needs and disability (SEND)</li> </ul> </li> </ul> </li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• Give information to parents and staff. Send inform and advise letter</li> <li>• Inform your local authority if required</li> </ul>

## Summary of scenarios

Scenario	Cases(s)	Contact Isolation	Escalation	Information
Suspected case	Isolate (10 days) + test	None	None	None
Single confirmed case (primary school)	Isolate (10 days)	Contacts/Bubbles (14 days)	Department for Education Helpline	Inform and advise letter
Single confirmed case (secondary school)	Isolate (10 days)	Contacts (14 days)	Department for Education Helpline	Inform and advise letter
More than one case	Isolate (10 days)	Contacts/Bubbles (14 days)	LCRC, if criteria met	Inform and advise letter

## On-Site Risk Assessment Checklist (Confirmed Cases Only)

	Information Gathered	Action to Take
<b>Verify with confirmed case</b>		
Check date of symptom onset or date of test if asymptomatic		
Identify dates of attendance at school during infectious period (48 hours prior to symptom onset <b>or</b> 48 hours prior to test date if asymptomatic, up to most recent day of attendance)		Advise on the self-isolation period: confirmed case(s) must not attend school for 10 days after the date of onset (or date of test if asymptomatic) and symptoms have resolved
<b>If confirmed case did not attend school during the infectious period then no further action is required with the school.</b>		
<b>Risk Assessment</b>		
<b>Identify exposure areas (only exposures while the case was infectious):</b> Consider class, year group and if a member of any other school groups (e.g. breakfast or after school club, sports or music group).	Class:  Year group:  Breakfast club or after school club?  Music, sports, or other activity?  Travel to school?	
<b>Identify contacts (only contacts while the case was infectious):</b> You will need to consider contacts in all of the exposure areas identified above. Contacts may be: <ul style="list-style-type: none"> <li>• <b>Direct contacts:</b> Face to face contact with a case for any length of time, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer</li> <li>• <b>Proximity contacts:</b> Extended close contact (within 2m for more than 15 minutes) with a case</li> <li>• <b>Travel contacts:</b> Anyone who travelled in a small vehicle (car or people-carrier size) with a case</li> </ul>		Advise those identified as contacts to self-isolate for 14 days from date of last contact with the confirmed case

Refer to the appropriate section below		
<b>Early Years and Key Stage 1 (Foundation to Year 2)</b>		
<ul style="list-style-type: none"> <li>• All children who had shared a classroom with the case during their infectious period</li> <li>• Children in friendship groups who are known to have had definite direct contact with them during their infectious period. This should be specific identifiable individuals (rather than groups where contact cannot be ruled out)</li> <li>• Staff members who report that they have had contact with the case during their infectious period</li> </ul>		Advise those identified as contacts to self-isolate for 14 days from date of last contact with the confirmed case
<b>Key Stage 2 (Year 3-6)</b>		
<ul style="list-style-type: none"> <li>• If children mix a lot within the classroom then the whole class would usually be defined as contacts.</li> <li>• If there is a seating plan for all lessons and it is felt that social distancing has been observed in the classroom then look at seating plans instead. Identify contacts as children who sat within 2 metres of the case during their infectious period</li> <li>• Children in friendship groups who are known to have had definite direct contact with the case during their infectious period</li> <li>• Staff members who report that they have had contact with the case during their infectious period</li> <li>• Any other people who they have had definite face to face contact with at break times or in another group activities? This should be specific identifiable individuals (rather than groups where contact cannot be ruled out)</li> </ul>		Advise those identified as contacts to self-isolate for 14 days from date of last contact with the confirmed case
<b>Key Stage 3, 4, and 5 (Year 7-13)</b>		
<ul style="list-style-type: none"> <li>• <b>The default should NOT be to self-isolate the whole class or bubble in a secondary setting</b></li> <li>• Class contacts should be found by using the student timetable to identify classes during the infectious period. Look at seating plans and identify children who sat within 2 metres of the case during their infectious period in school</li> <li>• Children in friendship groups who are known to have had definite direct contact with the case during their infectious period</li> <li>• Staff members who report that they have had contact with the case during their infectious period</li> <li>• Any other people who they have had definite face to face contact with at break times or in another group activities? This should be specific identifiable individuals (rather than whole groups where contact cannot be ruled out)</li> </ul>		Advise those identified as contacts to self-isolate for 14 days from date of last contact with the confirmed case

## Additional Advice and Guidance on Infection Control

### Hand hygiene:

- Reinforce education of staff and students about hand and respiratory hygiene and display posters widely
- Clean hands more often than usual
- Ensure liquid soap and disposable paper towels are available at each sink  
Use alcohol hand rub or sanitiser
- Promote catch it, bin it, kill it
- Use e-Bug resources to teach hygiene

### Resources:

- [www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf](http://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf)
- [www.e-bug.eu](http://www.e-bug.eu)

### Environment:

- Remove soft furnishings, toys, and toys that are hard to clean, such as sand trays, play-doh
- Close water fountains
- Remove shared food and drink e.g. fruit bowls, water jugs
- Regular cleaning

### Decontamination:

- Use disposable cloths
- Rooms to be thoroughly cleaned at the end of each day
- Enhanced cleaning (frequently touched areas)
- Wash hands after removing PPE

### Cleaning guidance:

- <https://www.hse.gov.uk/coronavirus/cleaning/index.htm>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### Waste management:

Gloves and aprons should be double-bagged, stored securely for 72 hours then disposed in the regular rubbish after cleaning is finished

### Isolation:

- Children who develop symptoms at school should be isolated until collected by parents / carers
- If isolation is not possible, move them to an area at least 2 metres from other people
- If the child needs to go to the bathroom, this should be a separate bathroom
- Bathroom should be decontaminated with standard cleaning products before being used by others

## Inform and Advise Parent Letter

Date:

Dear Parents,

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

We are continuing to monitor the situation and are following government guidance. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The school remains open and providing your child remains well they can continue to attend school as normal. We will keep this under review.

### **What to do if your child develops symptoms of COVID 19:**

If your child develops symptoms of COVID-19, they should remain at home for at least 10 days from the date when their symptoms appeared.

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

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

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

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

If you are able, 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:

- new continuous cough and/or
- high temperature
- 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 or anyone in the household does develop symptoms, you can seek advice from NHS 111 at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/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.

**Hands**

- Wash your hands regularly and for at least 20 seconds.

**Face**

- Cover your face in enclosed spaces, especially where social distancing may be difficult and where you will come into contact with people you do not normally meet.
- It is now compulsory to wear cloth face coverings on public transport, shops and several other indoor settings.

**Space**

- Stay 2 metres apart where possible, or 1 metre with extra precautions in place.
- Keep your distance from people who are outside your household or support bubble.
- Limit social gatherings (including abiding by the 'rule of 6') and avoid crowded places.

**Further Information**

Further information is available at: <https://www.gov.uk/coronavirus/education-and-childcare>

Yours sincerely,

Headteacher

## Letter for Parents of Contacts and Staff Contacts

Date:

### Advice to Self-Isolate for 14 Days

Dear Parent,

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

We have followed the national guidance and have identified that your child [name] has been in close contact with the affected child. In line with the national guidance, we recommend that your child now stay at home and self-isolate until [ADD DATE] (14 days after contact).

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

If your child is well at the end of the 14 days period of self-isolation, then they can return to usual activities.

Other members of your household can continue normal activities provided your child does not develop symptoms within the 14-day self-isolation period.

Please see the link to the PHE Staying at Home Guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least 10 days from the date when their symptoms appeared.

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

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

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

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

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

### Symptoms of COVID 19

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

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, your normal sense of taste or smell (anosmia)

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

If your child does develop symptoms, 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

**Hands**

- Wash your hands regularly and for at least 20 seconds.

**Face**

- Cover your face in enclosed spaces, especially where social distancing may be difficult and where you will come into contact with people you do not normally meet.
- It is now compulsory to wear cloth face coverings on public transport, shops and several other indoor settings.

**Space**

- Stay 2 metres apart where possible, or 1 metre with extra precautions in place.
- Keep your distance from people who are outside your household or support bubble.
- Limit social gatherings (including abiding by the 'rule of 6') and avoid crowded places.

**Further Information**

Further information is available at

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

Headteacher

## Template Letter for Headteachers Contacting the LCRC

The template below is designed to be used by schools when contacting the LCRC to seek advice or discuss the situation in their setting. Please fill in the table with as much information as you are able and send it to [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk). The more information you give us, the better we will be able to advise you.

You are welcome to add any further details but **please do not include any information that could potentially be used to identify individuals**, including name, date of birth, or address. Any such information must be sent securely or provided over the phone.

The LCRC is requesting this information in order to respond to your query more quickly and efficiently. If you provide us with your contact details, we will call you back to discuss the situation as soon as we are able. This will be between the hours of 9am and 6pm.

Please be aware that you do not need to discuss every case of COVID-19 with the LCRC. We have limited capacity and must direct our attention to the situations of most concern. With this in mind, we ask schools to contact us only if you have multiple confirmed cases and at least one of the following criteria are met:

### For Primary Schools:

- 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people
- 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60
- 3 (or more) bubbles within your school contain at least one confirmed case
- There have been any admissions to hospital in your students or staff members due to COVID-19
- If your school is for children and young people with special educational needs and disability (SEND)

### For Secondary Schools:

- 5 or more students are affected in a single school year within 14 days i.e. 5 or more confirmed cases
- 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60
- 3 (or more) bubbles within your school contain at least one confirmed case
- There have been any admissions to hospital in your students or staff members due to COVID-19
- If your school is for children and young people with special educational needs and disability (SEND)
- If your school is a boarding school.

### Template Email (Please include table overleaf):

Date:

Dear LCRC,

I am contacting you to request a call back to discuss the situation in my school. Please see below information for your consideration.

I look forward to hearing from you,

[Insert name here]

Fields marked with a star\* are required

Basic Information		
<b>Name of Educational Setting*</b>		
<b>Your main reason for contacting the LCRC*</b>		
<b>Have you contacted the LCRC before?</b> If so, please give your reference number		
<b>Type of Educational Setting</b> (please mark all that apply)	Primary School	
	Secondary School	
	SEND school	
	Further Education College	
	Boarding School	
<b>Address</b>		
<b>Post code*</b>		
<b>Total number of staff in school</b>		
<b>Total number of students in school</b>		
Contact Details		
<b>Main contact person* - name</b>		
<b>Main contact person – role</b>		
<b>Contact telephone number*</b> (if including a mobile number please let us know what times are ok to call, as we work past the end of the school day)		
<b>Email address</b> for our reply*		
<b>Other point of contact</b> and contact details		
Situation Information		
<b>Total number of students with a positive test result in the previous 14 days</b>		
<b>Which years/classes are these students in?</b> Please let us know how many confirmed cases in each.		
<b>How many households are affected?</b> (Are there any		

siblings amongst the confirmed cases)	
<b>Primary schools – how many bubbles have been excluded?</b> For each bubble, please give the number of students with a positive test	
<b>Secondary schools – how many students have been excluded as contacts?</b> Please give this by year if several years are affected	
<b>Have any students or staff been admitted to hospital?</b>	
<b>Have there been any admissions to intensive care or deaths?</b>	
<b>Actions taken</b>	
<b>Please tell us what actions you have already taken</b>	
<b>What questions would you like us to answer?</b>	