**Minimum information to report to Waltham Forest Public Health team – Early Years**

Please email to public.health@walthamforest.gov.uk for each confirmed case that you notify.

|  |  |
| --- | --- |
| Confirmed case (please state if child or staff)* If child, which room / age group in the setting:
* If staff, which room / job role:
 |  |
| Symptoms of case (if any) |  |
| Date of onset of symptoms |  |
| Date of test  |  |
| Date last in the setting |  |
| Last day of isolation for the positive case |  |
| Number of close contacts (if already identified, divided between)* Staff (which rooms and roles):
* Children (which rooms):

Please confirm if this means the setting will be partially or fully closed |  |
| Last day of isolation for the close contacts  |  |
| An indication of how many cases in the last 2 weeks |  |
| Contact telephone number |  |
| Any specific questions and concerns we can help with |  |

Please feel free to provide any other relevant information below: