

**DRAFT**

# **Covid-19 Schools Resource Pack**

**For Early Years, Primary Schools,  
Secondary Schools and SEND  
settings**

London Coronavirus Response Centre  
Public Health England, London

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## 1. What this pack is for

Headteachers, Early Years leads, and their staff have worked tirelessly and to extreme lengths during these challenging times. They have not only maintained the education and welfare needs of children, but also supported Public Health measures such as risk assessments and contact tracing, as well as providing wider support to anxious families and communities during the current pandemic.

The Department for Education, Local Authorities, Health Protection Teams (HPT) and the London Coronavirus Response Cell (LCRC) in London have been supporting school and Early Year settings with their response to COVID-19 cases. As these have become more frequent, and response time has increased, the HPT/LCRC recognises the need to enable early years and schools to manage their own responses in a timely manner, whilst ensuring that support is available for them in managing the most complex school situations. This pack has been put together by the LCRC to simplify this process, by providing the information and resources schools and early years settings need to:

- Carry out on-site risk assessments confidently
- Send communications to parents
- Seek advice from other resources
- Know when to review the situation or seek further support from the Department for Education helpline, HPT or LCRC

Please note, the information in this pack is accurate at the time of its writing, 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 early years, 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
- Public Health England's published guidance, including [stay at home guidance](#) and [guidance for non-household contacts](#)

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## What happens if there is a confirmed case of COVID-19 in our Primary or Early Years Setting?

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 10 full 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 10 full days from date of last contact, or have serial LFD testing where available. Template letters for parents and staff.
- The **wider school** is sent an 'inform and advise' letter

### Who is a contact?

 **Direct close contacts:** face-to-face contact for any length of time (e.g. coughed on or spoken to) 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, review infection control measures and contact LCRC/HPT if you have specific queries

- $\geq 10\%$  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
- The case is a boarder in a residential school

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

# What happens if there is a 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 10 full 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 10 full days from date of last contact, or have serial LFD testing where available. Template letters for parents and staff.
- The **wider school** is sent an 'inform and advise' letter

## Who is a contact?



**Direct close contacts:** face-to-face contact for any length of time (e.g being coughed on/spoken to) OR within 1 metre for  $\geq 1$  min



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









**Travel contacts:** shared small vehicle together

If any of the following criteria are met, review infection control measures and contact LCRC/HPT if you have specific queries:

- $\geq 5$  students are affected in one school year 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
- The case is a boarder in a residential school

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

What is the situation?	What should be done?	When can the child go back to school or nursery?
<p>A child has at least one <b>symptom of COVID-19</b></p> 	<ul style="list-style-type: none"> <li>The child must not go to school or nursery</li> <li>The child should have a PCR test as soon as possible</li> <li>The whole household should self-isolate while waiting for the PCR test result and should not go out</li> <li>They should let the school or nursery know about the result of the test</li> </ul>	<ul style="list-style-type: none"> <li>10 full days after the symptoms started if the test result is positive</li> <li>If the test result is negative, the child can return to school or nursery (as long as they are well and they are not a contact of someone with COVID-19).</li> </ul>
<p>A child has <b>tested positive for COVID-19 (see tests below)</b></p> 	<ul style="list-style-type: none"> <li>If they have a positive LFD test they should isolate and get a PCR test.</li> </ul> <p>If a PCR test is positive:</p> <ul style="list-style-type: none"> <li>The child must not go to school or nursery</li> <li>The child should self-isolate for 10 full days from when their symptoms started (or from the day they took the test if they had no symptoms)</li> <li>The whole household should not go out and must self-isolate for 10 full days from the date your child's symptoms started (or from the day they took the test if they had no symptoms)</li> </ul>	<ul style="list-style-type: none"> <li>10 full days after the onset of symptoms if the test result is positive (or from the test result if they had no symptoms).</li> <li>In some people, the cough or loss of taste and smell can last for a few weeks. The child can still go to school during this time, as long as they are otherwise well, had no fever for 48 hours, and have completed 10 days of self-isolation.</li> </ul>
<p>The school or nursery has identified a child as a <b>close contact</b> of a person with COVID-19</p>  <p>...and the family have given consent to have LFD testing which is available in your setting</p>	<ul style="list-style-type: none"> <li><i>This does not apply to household members or close contacts outside of school/nursery who will still need to self-isolate (see below).</i></li> <li>The child can continue to go to school and be tested once a day for 7 days provided the result is negative every day and they have no symptoms. The rest of the household does not need to isolate</li> <li>If the child goes on to have symptoms during this time or they have a positive LFD test they will need to self-isolate and have a PCR test (the household must self-isolate whilst they await the result)</li> <li>If the PCR test is negative: they can return to school and complete their 7 day LFD testing</li> <li>If the PCR test is positive- see box above</li> </ul>	<ul style="list-style-type: none"> <li>The child will be able to stay in school and nursery and resume their activities as normal. A pupil will only be told if they test positive on a 'LFD' test, so if you do not hear you can assume it was negative.</li> </ul>
<p>...and the family have not given consent or LFD testing is not available in your setting</p>	<ul style="list-style-type: none"> <li>The child should not go to school/nursery</li> <li>The child should self-isolate for 10 days</li> <li>If the child has symptoms they should get a PCR test</li> <li>The rest of the household does not need to self-isolate unless your child goes on to develop symptoms</li> </ul>	<ul style="list-style-type: none"> <li>When the child has completed the 10 full days of self-isolation, as recommended by the school or nursery</li> </ul>
<p>NHS Test and Trace has identified a child as a <b>close contact</b> of a person with COVID-19 outside of school or nursery</p> 	<ul style="list-style-type: none"> <li>The child must not go to school or nursery</li> <li>The child should self-isolate for 10 full days</li> <li>If a child has symptoms they should get tested</li> <li>They should continue to self-isolate even if they test negative during those 10 days</li> <li>The rest of the household does not need to self-isolate unless they have also been in contact with the case, or your child goes on to develop symptoms</li> </ul>	<ul style="list-style-type: none"> <li>When the child has completed the 10 full days of self-isolation, as recommended by NHS Test and Trace</li> </ul>
<p>Someone else in a <b>household</b> has symptoms of COVID-19</p> 	<ul style="list-style-type: none"> <li>The child must not go to school or nursery</li> <li>The household member with symptoms should have a PCR test as soon as possible</li> <li>The whole household should self-isolate whilst waiting the test result</li> <li>No member of the family should be at school/work whilst awaiting a test result</li> </ul>	<ul style="list-style-type: none"> <li>If the household member tests negative, and the child does not have symptoms of COVID-19, the child can return to school or nursery</li> <li>If the household member tests positive, see below</li> </ul>
<p>Someone else in a <b>household</b> has tested positive for COVID-19</p> 	<ul style="list-style-type: none"> <li>The child must not go to school or nursery</li> <li>The whole household should self-isolate for 10 days from the time that the person with the positive test started having symptoms (or from the date of the test if no symptoms), even if anyone else in the household tests negative during those 10 days</li> </ul>	<ul style="list-style-type: none"> <li>When the child has completed the 10 days of self-isolation</li> <li>If the child develops symptoms during the 10 full days, they will need to get a test and self-isolate for a further 10 days from the date that symptoms started</li> </ul>
<p>Tests for COVID-19</p> <ul style="list-style-type: none"> <li><b>Polymerase Chain Reaction (PCR) tests:</b> PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus and are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory.</li> <li><b>Lateral Flow Device (LFD) tests:</b> LFD tests are simple and quick to use and mainly used in people who do not have symptoms of COVID-19. Anyone who has a positive LFD test should have a PCR test to confirm the result within 48 hours.</li> </ul>		

## 2. 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 three main symptoms of COVID-19 are<sup>1</sup>:

- **A high temperature.** This means you feel hot to touch on your chest or back (you do not need to measure your temperature, but if you do, we would define a high temperature as 37.8 degrees Celsius or above).
- **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).
- **A loss of, or change in, normal sense of taste or smell.**

**An individual with ANY one of these three symptoms is advised to stay at home and get a PCR test.**

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 for a period of 48 hours after their symptoms resolve, as per standard public health practice for any diarrhoea or vomiting related symptoms (regardless of COVID-19).

### 2.1 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 between a person being infected and when they show symptoms.
  - For COVID-19, this is often around 5-6 days, but may be longer, which is why 10-day self-isolation periods are recommended.
- **Infectious period:** the time when a person who has COVID-19 can infect others, even if they don't have symptoms.
  - For COVID-19, this is from around **2 days before symptom onset (any of the three main symptoms), to 10 days after symptom onset.**
  - For asymptomatic people who test positive, we use from **2 days before the test until 10 days after** as the reference point.

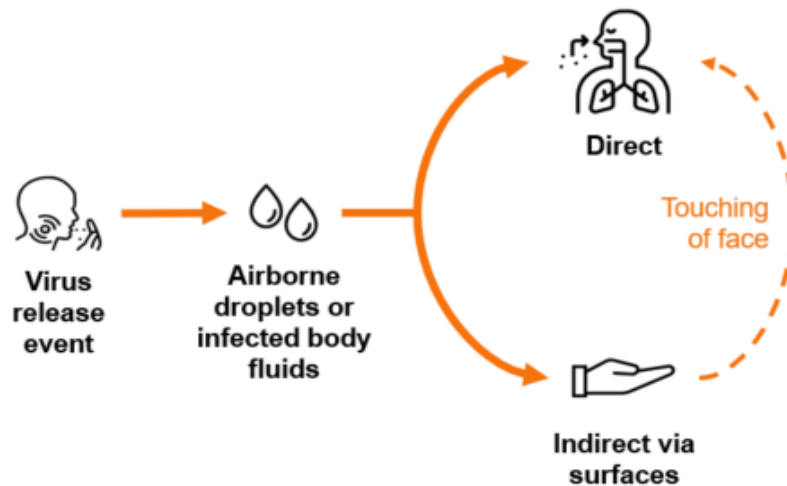
A person is **no longer infectious if 10 full days have passed from symptom onset and their symptoms have resolved** (including being fever-free for 48 hours). Note that an ongoing cough or continued loss of taste or smell is not a sign that you are infectious and may continue for several weeks after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

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<sup>1</sup> See: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

## 2.2 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 and early years 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

## 2.3 Contacts

A 'contact' is a person who has been in close proximity with someone with COVID-19 during their infectious period<sup>2</sup> and is therefore at risk of infection. As well as cases, contacts must self-isolate. Contacts are defined in the following ways:

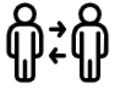
### Direct contact:



- 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 metre of a case for one minute or longer

<sup>2</sup> As in section 2.1: this is taken as 2 days before onset of any of the three main symptoms of COVID-19 to 10 days after symptom onset. For asymptomatic people who test positive, we use from 2 days before the *test* until 10 days after as the reference point





### 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.

## 2.4 Bubbles

Bubbles help to identify contacts and aim 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.

When planning bubble sizes and arrangements, please do consider what would happen if a single case was identified positive within that bubble.

In Early Years settings and Primary Schools, bubbles will often correspond to a single class, as 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 larger 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. **The default should NOT be to identify the whole class or bubble in secondary schools as potential contacts. The understanding is that older children should be better able to maintain social distancing.**

## 3. Testing for COVID-19

Two types of test are currently being used to detect if someone has COVID-19:

- Polymerase Chain Reaction (PCR) tests
- Lateral Flow Device (LFD) tests – also known as Lateral Flow Tests

PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus. PCR tests are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory.

LFD tests detect proteins in the coronavirus and work in a similar way to a pregnancy test. They are simple and quick to use. LFD tests are not as accurate as PCR tests and are mainly used in people who do NOT have symptoms of COVID-19. Anyone who has a positive LFD test should have a PCR test to confirm the result within 48 hours.

### 3.1 Tests in schools from January 2021

From January, rapid-result LFD tests will start to be provided to schools and colleges, starting with secondary schools and FE colleges, including special schools and alternative provision. Where LFD testing is available:

- Pupils and students will be offered two Lateral Flow Device (LFD) rapid tests spaced three to five days apart (minimum 3 days) - this will help identify those who are carrying the virus without displaying symptoms and hence reducing the risk of transmission.
- In addition, 7 days of serial testing using LFD tests will be offered to those identified as close contacts for a confirmed case in school<sup>3</sup> - this ensures that they do not need to isolate and are able to continue to benefit from face to face education. If the participant cannot take a test (e.g. on the weekend), they should self-isolate for that day, and resume serial contact testing on their return to school / college. If they return after the 7 days are finished, (e.g. day 6 and 7 were at the weekend) then they should take one test to complete the self-isolation period (e.g. on day 8), and if it is negative they can return to school/college and their testing period is complete (even if they have not taken 7 tests in total). Please note, any new positive cases during serial contact testing will reset the clock for the serial contact testing (daily testing) to the start of 7 days.

Please visit the [Government website](#) to keep yourself up to date with the latest handbook and guidance around asymptomatic testing in schools and colleges

### 3.2 What do different test results mean?

A person and their household should be self-isolating as soon as they have any of the three main symptoms of COVID-19 and whilst they are awaiting the results of the test.

- **A positive PCR test result** means they and their household must complete 10 full days of isolation period. The isolation period starts immediately from when one of the three main [symptoms](#) started, or, if they did not have any symptoms, from when the first positive test was taken, whether this was a LFD or a PCR test. This means that if, for example, the symptoms started at any time on the 15th of the month (or if they did not have symptoms but the first positive COVID-19 test was taken on the 15th), the isolation period ends at 23:59 hrs on the 25<sup>th</sup> of the month.
- **A positive LFD test result** means that the person should take a confirmatory PCR test preferably within 48 hours and self-isolate (along with their household), until the result of the PCR test is available.
  - **If the subsequent PCR test is positive:** then they need to complete 10 full days of isolation. All other household contacts would also need to complete 10 full days of isolation. The school would also need to identify close contacts of the case in their setting and either advise them to isolate or offer LFD tests (as appropriate for their setting).
  - **If the subsequent PCR test is negative:** the individual and their household can stop isolating and continue with their normal activities. They must complete any 7-day serial testing that they might have started if they had been a contact of a case.
- Cases and their household members should therefore isolate after any test (including LFD tests, and then they should get a PCR test), but non-household and educational contacts of someone who is positive should only isolate after the case has had a confirmed PCR test (not after a positive LFD test alone).

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<sup>3</sup> This does not apply to household members or close contacts **outside** of school or nursery who will still need to self-isolate for 10 days.

## 4. How to respond to cases of COVID-19 in your school or early years setting

You will be able to manage many of the situations that arise in your school or early years setting with support from this pack, as well as with the [government guidance for schools and early years settings](#). You can also refer to government guidance, including [stay at home guidance](#) and [guidance for non-household contacts](#).

The specific actions you need to take will vary depending on how many cases you have and the circumstances of your school. We have put together a **checklist** to assist you in the process (appendix 1) and outlined in the following pages various COVID-19 scenarios. There are also some worked examples in Appendix 6.

### 4.1 Managing a suspected or confirmed case in your setting

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

1. **Isolate case:** Advise that the child or staff member with symptoms suggestive of COVID-19 is tested via PCR test, and that both they and their household must isolate whilst awaiting the test result.
  - *If an LFD test is positive:* then they should take a confirmatory PCR test preferably within 48 hours and self-isolate (along with their household), until the result of the PCR test is available (see item 3.2 above).
  - *If a PCR test is positive:* they must all continue to isolate for the remaining days of the full 10 days period and inform the school so that they can identify close contacts – (please see worked example in Appendix 6).
2. **Identify contacts of PCR positive cases<sup>4</sup>:**
  - Was the case in the setting in the 2 days before their symptoms started (or 2 days before the test if they were asymptomatic)?
  - Identify who was in contact with them during that time in the school or Early Years setting. (Other contacts outside the setting should be followed up by Test and Trace)

Use the risk assessment check list (appendix 1) to help you identify contacts who will need to be tested through serial 7 day LFD testing (if it is available) or those who need to self-isolate and provide them with the appropriate advice.

NB: If the PCR confirmed case did not attend school during the infectious period (2 days prior to symptoms onset or the test if they had no symptoms), then no action is needed for contacts

3. **Share information with families:** Provide information to parents and staff as appropriate – please see template letters in appendix 3 and 4 (a and b).
4. **Notifications**
  - a. Report to DfE and Ofsted as per mandatory requirements
  - b. Report to Local Authority
  - c. There is no formal requirement to report to HPT/LCRC. Formal notification under the Infectious Diseases regulations means that cases will be notified by the testing lab, so **schools/early years do not need to notify individual cases to PHE.**
5. **Seek advice:** if you need advice, sources of support are in section 4.2.

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<sup>4</sup> non-household and educational contacts of someone who is positive should only isolate after the case has had a confirmed PCR test (not after a positive LFD test alone- see section 3.2)

6. **Reaching a threshold number of cases in your setting.** The criteria for reaching the threshold are specified in box 1. We recognise that not all transmission can be prevented in school, and the enormous efforts schools have put into reducing transmission, but reaching the threshold is a moment for review. When you reach a threshold number of cases this is a moment to take stock of the infection control measures you have put in place and to review your prevention measures. These include:
- a. Continue to identify close contacts and advise them to isolate for the required duration.
  - b. Look over the general infection control measures and see whether there are any additional measures that may work in the setting. See box 2 for suggestions.
  - c. Consider whether there are any areas where the infection has been passed on and how to prevent this in future. For instance, if you think that transmission has happened between students in the lunch queue, then what can you do to improve distancing, or if between staff, consider whether you can reduce contact in the staff room (if you are using one).
  - d. Discuss any operational issues with the Local Authority.

There is no *requirement* to contact the LCRC/HPT when reaching the threshold but please do email the LCRC/HPT if you have any specific queries or specific requests of support when reaching the threshold, specifying clearly the question that you have (see also section 4.1 below). A template form is provided (appendix 6).

#### **Box 1: Threshold number of cases.**

##### **For Primary Schools or early years settings if:**

- 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)
- If you have a case in a boarder at a residential school

##### **For Secondary Schools if:**

- 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 you have a case in a boarder at a residential school

## Box 2: Infection control review suggestions

- Many of the new cases linked to your setting will have acquired their infection in the wider community including students/staff mixing in friendship groups outside school. **Please continue to encourage the school community to abide by all necessary restrictions.**
- Some transmission may inevitably be occurring in education settings and we would encourage you at this point, to review all your control measures:

Review your social distancing measures:

- To review your cleaning regimes and ensure they continue to be in line with national guidance
- Attempt to minimise mixing between groups of children, within larger bubbles, if possible
- To remind staff and children to wash their hand frequently
- Remind staff members to minimise mixing with other staff in communal areas
- To remind students about maintaining social distancing outside the classroom
- Ensure students continue to remain at their desks in class
- Remind (secondary age) students and staff to cover their face in enclosed spaces, especially where social distancing may be difficult and where they come into contact with people, they don't usually meet

### 4.2 Sources of support

Please note that there is additional material in the appendix including additional advice and guidance on infection control (appendix 2), worked examples and scenarios (appendix 6) and specific information for SEND settings (appendix 7).

If schools or Early Years settings are confident in managing the risk assessment for all cases beneath the escalation thresholds, but require further support, there are a number of options. HPT/LCRC staff are happy to receive queries from schools seeking advice and will respond in priority order.

#### 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>.
- **The Department for Education Helpline** Schools and colleges in England can also raise questions, concerns or report issues, via the DfE coronavirus helpline: 0800 046 8687 or at [RapidTesting.SCHOOLS@education.gov.uk](mailto:RapidTesting.SCHOOLS@education.gov.uk). This form ([contact us form](#)) can be used to report issues related to asymptomatic testing in schools and colleges that cannot be resolved by the published guidance or by calling the DfE coronavirus helpline on 0800 046 8687 and selecting option 7.

#### 2. Your Local Authority

- Local Authority Public Health Teams in many boroughs are offering support to schools where they cannot access the HPT/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.

3. **London Coronavirus Response Cell** (E: [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk), T: 0300 303 0450) or local Health Protection Team
- The HPT/LCRC is there for further advice and support for schools or Early Years settings if they have concerns or questions which are not answered by reading this pack or contacting the DfE helpline. This is particularly for settings with more complex cases: for example, SEND settings, if there are a large number of cases or if any of the cases are extremely unwell.
  - HPT/LCRC will provide support through:
    - Discussing the check list and procedures
    - Reviewing infection prevention and control procedures within the school
    - Answering questions regarding complex situations
    - Advising SEND or residential settings for any cases that they have
  - The HPT/LCRC is happy to receive emails from schools, as well as telephone calls. **We recommend that you contact the HPT/LCRC by sending an email with your contact information, as this is the quickest and most efficient way for our team to respond to you.** Due to the very high volume of calls experienced, cases will be prioritised, so please note that you might not get a response on the same day. SEND and residential settings will also be prioritised in this way. If you have previously spoken to us and need to call, then please give the call handler your HPZone reference number and this will facilitate a response.
  - To simplify the process, we have created an **email template**, with spaces for the information we require. The template can be found in Appendix 5.

### 4.3 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. Use the **risk assessment checklist** to assist you with the management of confirmed cases (confirmed cases are cases with a positive coronavirus test). The **contact tracing questions** can help you identify contacts. The **'contacts letter'** and **'warn and inform letter'** is included in this resource pack (appendices 3 and 4). See also section 4.1 (managing a suspected or confirmed case in your setting) and 4.2 (sources of support).

#### 4.3.1 Suspected case (staff or student)

<b>Case</b>	<ul style="list-style-type: none"> <li>• If a staff member or child develops any of the three main symptoms of COVID-19, they must self-isolate and get a PCR test as soon as possible via the online portal or calling NHS 111.</li> <li>• All their household members who remain well must stay at home whilst waiting for the test result. Household members should not go to work, school or public areas and exercise should be taken within the home during that time.             <ul style="list-style-type: none"> <li>• <b>If the test result is negative</b> – if they are well and fever free for 48 hours they can return to the setting.</li> <li>• <b>If the test result is positive</b> – see table 4.2.2 below</li> </ul> </li> </ul>
<b>Contacts</b>	<ul style="list-style-type: none"> <li>• No further actions</li> </ul>
<b>Escalation</b>	<ul style="list-style-type: none"> <li>• No further actions</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>• No further actions</li> </ul>

#### 4.3.2 Single confirmed case (primary school/Early Years)

<b>Case</b>	<ul style="list-style-type: none"> <li>• Anyone with a positive PCR test will need to remain in isolation for <b>10 full days</b>. The isolation period includes the day symptoms started (or the day the test was taken if you do not have symptoms), and the next 10 full days. If the 10-day isolation period starts on the 15th of the month, their isolation period ends at 23:59 hrs on the 25<sup>th</sup>.</li> <li>• The case's household (including siblings that attend other schools) should isolate for <b>10 full days</b>. For household members the isolation period includes the day the first person in the household's <a href="#">symptoms</a> started (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. This means that if, for example, the 10-day isolation period starts on the 15th of the month, their isolation period would end at 23:59 hrs on the 25th</li> <li>• A positive LFD test result also means they must complete 10 days isolation, unless this is followed by a PCR test and the result is negative. If they have a PCR test following a positive LFD test, and the result is negative, they and their household can stop isolating.</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>• <b>If LFD testing is not available or refused:</b> <ul style="list-style-type: none"> <li>• Contacts of PCR positive cases (for primary schools, this will usually be the class and teachers) should self-isolate for <b>10 full days</b></li> <li>• The isolation period for contacts in the educational setting includes the date of last contact with the case and the next ten full days. This means that if, for example, the last contact with the case was at any time on the 15th of the month, the isolation period ends at 23:59 hrs</li> </ul> </li> </ul>

	<p>on the 25<sup>th</sup>The household members of these contacts do not need to isolate as they are considered as contacts of a contact at this stage</p> <ul style="list-style-type: none"> <li>• <b>If LFD testing is available:</b> <ul style="list-style-type: none"> <li>• Students and staff will be eligible for 7 days of serial testing using LFD testing. These contacts will not need to self-isolate unless their LFD test is positive or they develop symptoms suggestive of COVID-19 - in both situations they must isolate and obtain a PCR test within 48 hrs</li> <li>• Send contacts letter to parents or staff members who have been identified as contacts</li> </ul> </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>

#### 4.3.3 Single confirmed case (secondary school)

<b>Case</b>	<ul style="list-style-type: none"> <li>• Anyone with a positive PCR test will need to remain in isolation until <b>10 full days</b> have passed from symptom onset. The isolation period includes the day symptoms started (or the day the test was taken if you do not have symptoms), and the next 10 full days. If the 10-day isolation period starts on the 15<sup>th</sup> of the month, their isolation period ends at 23:59 hrs on the 25<sup>th</sup>.</li> <li>• The case's household (including siblings that attend other schools) should isolate for <b>10 full days</b>. For household members the isolation period includes the day the first person in the household had <a href="#">symptoms</a> (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. This means that if, for example, if the 10-day isolation period starts on the 15<sup>th</sup> of the month, their isolation period ends at 23:59 hrs on the 25<sup>th</sup></li> <li>• A positive LFD test result also means they must complete 10 days isolation, unless this is followed by a PCR test and the result is negative. If they have a PCR test following a positive LFD test, and the result is negative, they and their household can stop isolating.</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>• <b>If LFD testing is not available or refused:</b> <ul style="list-style-type: none"> <li>• Contacts (direct, proximity, friendship) should self- isolate for <b>10 full days</b></li> <li>• The isolation period for contacts in the educational setting includes the date of last contact with the case and the next ten full days. This means that if, for example, the last contact with the case was at any time on the 15<sup>th</sup> of the month, the isolation period ends at 23:59 hrs on the 25<sup>th</sup></li> <li>• The household members of these contacts do not need to isolate as they are considered as contacts of a contact at this stage</li> </ul> </li> <li>• <b>If LFD testing is available:</b> <ul style="list-style-type: none"> <li>• Students and staff will be eligible for 7 days of serial testing using LFD testing. These contacts will not need to self-isolate unless their LDF test is positive or if they develop symptoms suggestive of COVID-19 - in which situation they must isolate and obtain a PCR test within 48 hrs. Send contacts letter to parents or staff members who have been identified as contacts</li> </ul> </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>



#### 4.3.4 More than one confirmed case or a complex case

<b>Case</b>	<ul style="list-style-type: none"> <li>• Anyone with a positive PCR test will need to remain in isolation until <b>10 full days</b> have passed from symptom onset. The isolation period includes the day symptoms started (or the day the test was taken if you do not have symptoms), and the next 10 full days. If the 10-day isolation period starts on the 15th of the month, their isolation period ends at 23:59 hrs on the 25<sup>th</sup>.</li> <li>• The case's household (including siblings that attend other schools) should isolate for <b>10 full days</b>. For household members the isolation period includes the day the first person in the household's <a href="#">symptoms</a> started (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. This means that if, for example, if the 10-day isolation period starts on the 15th of the month, their isolation period ends at 23:59 hrs on the 25th</li> <li>• A positive LFD test result also means they must complete 10 days isolation, unless this is followed by a PCR test and the result is negative. If they have a PCR test following a positive LFD test, and the result is negative, they and their household can stop isolating.</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>• <b>If LFD testing is not available or refused:</b> <ul style="list-style-type: none"> <li>• Contacts (direct, proximity, and friendship) or bubble isolate for <b>10 full days</b></li> <li>• The isolation period includes the date of last contact with the case and the next ten full days. This means that if, for example, the last contact with the case was at any time on the 15th of the month, the isolation period ends at 23:59 hrs on the 25<sup>th</sup></li> </ul> </li> <li>• <b>If LFD testing is available:</b> <ul style="list-style-type: none"> <li>• Students and staff will be eligible for daily testing for seven days if they are identified as a close contact of someone with a positive PCR test. These contacts will not need to self-isolate unless their LFD test is positive, or they develop symptoms suggestive of COVID-19 - in both situations they must isolate and obtain a PCR test within 48 hrs</li> <li>• Send contacts letter to parents or staff members who have been identified as contacts</li> </ul> </li> </ul>
<b>Escalation</b>	<ul style="list-style-type: none"> <li>• Department for Education helpline</li> <li>• If the threshold criteria have been met (see box 1), <b>this is a moment to take stock of the infection control measures you have put in place and</b> to review prevention measures. <b>You are not required to contact the HPT/London Coronavirus Response Cell (LCRC) but you can for any specific additional queries that you have</b></li> <li>• Queries that are specific to the operational and logistical nature should be escalated to the local authority public health and educational teams</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>

#### 4.3.5 Summary of scenarios for managing contacts in school

Scenario	Cases(s)	School Contact Isolation	Escalation	Information
Suspected case	Isolate (10 full days) + test	None	None	None
Single confirmed case (primary school)	Isolate (10 full days)	Contacts/Bubbles (isolate for 10 full days) or have daily LFD testing for 7 days	Department for Education Helpline	Inform and advise letter
Single confirmed case (secondary school)	Isolate (10 full days)	Contacts (isolate for 10 full days) or have daily LFD testing for 7 days)	Department for Education Helpline	Inform and advise letter
More than one case	Isolate (10 full days)	Contacts/Bubbles (isolate for 10 full days) or have daily LFD testing for 7 days	Department for Education Helpline See section 4.1.	Inform and advise letter
Thresholds are met	Isolate (10 full days)	Contacts/Bubbles (isolate for 10 full days) or have daily LFD testing for 7 days	Any concerns/issues requiring further advice, complete LCRC proforma and email in the first instance	Inform and advise letter LCRC/HPT will send a 'Threshold letter' in response to any queries when the threshold is met

## Appendix 1: 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 (2 days prior to symptom onset <b>or</b> 2 days prior to test date if asymptomatic, up to the 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. Household members should also self-isolate for 10 days.
<b style="color: red;">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>		
<p><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).</p>	<p>Class:</p> <p>Year group:</p> <p>Breakfast club or after school club?</p> <p>Music, sports, or other activity?</p> <p>Travel to school?</p>	
<p><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:</p> <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 2 metres 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>		<p>If <a href="#">LFD testing</a> is available for contacts, then these contacts should be tested daily for 7 days. If LFD testing is not available or refused, then advise those identified as contacts to self-isolate for 10 days from date of last contact with the confirmed case. This means that if, for example, the last contact with the case was at any time on the 15th of the month, the isolation period ends at 23:59 hrs on the 25<sup>th</sup></p>

**Refer to the appropriate section below**

**Early Years and Key Stage 1 (Foundation to Year 2)**

<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>		<p>If <a href="#">LFD testing</a> is available for contacts, then these contacts should be tested daily for 7 days. If LFD testing is not available or refused, then advise those identified as contacts to self-isolate for 10 days from date of last contact with the confirmed case. This means that if, for example, the last contact with the case was at any time on the 15th of the month, the isolation period ends at 23:59 hrs on the 25<sup>th</sup></p>
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**Key Stage 2 (Year 3-6)**

<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>		<p>If <a href="#">LFD testing</a> is available for contacts, then these contacts should be tested daily for 7 days. If LFD testing is not available or refused, then advise those identified as contacts to self-isolate for 10 days from date of last contact with the confirmed case. This means that if, for example, the last contact with the case was at any time on the 15th of the month, the isolation period ends at 23:59 hrs on the 25<sup>th</sup></p>
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**Key Stage 3, 4, and 5 (Year 7-13)**

<ul style="list-style-type: none"> <li>• <b>The default should NOT be to identify the whole class or bubble as contacts 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 other group activities? This should be specific identifiable individuals (rather than whole groups where contact cannot be ruled out)</li> </ul>		<p>LFD testing if available for contacts daily for 7 days. If not available or refused advise those identified as contacts to self-isolate for 10 days from date of last contact with the confirmed case. This means that if, for example, the last contact with the case was at any time on the 15th of the month, the isolation period ends at 23:59 hrs on the 25<sup>th</sup></p>
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## Appendix 2: 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
- Water fountains or water jugs to only be using COVID 19 safe guidelines. Please refer to the water only schools toolkit (Covid 19 guidance) for safe use of water fountains when it is published.
- Remove shared food and drink e.g. fruit bowls
- 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 of children with symptoms at school:

- Children who develop symptoms at school should be isolated until collected by parents or 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

## Appendix 3: Inform and advise parent letter (and table)

*For members of school community not identified as contacts*

Date:

Dear Parents,

### **Case of COVID-19**

We have been advised that a person in our **school/nursery** has tested positive for coronavirus.

### **What the school has done**

We have done a full risk assessment and everyone who has been in contact with the person who tested positive has been identified and advised to self-isolate / **advised to have daily Lateral Flow Device (LFD) testing for 7 days**. Your child has NOT been in contact with the positive case according to public health guidelines and can continue to come to **school/nursery** as normal. This letter has been sent out to all families in our setting to let them know of the current situation and provide advice on how to support their child.

### **What do you need to do**

The **school/nursery** remains open and if your child is well, they can continue to attend as normal. We are continuing to monitor and review the situation.

**Do be alert for the symptoms of coronavirus which are:**

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

See [www.nhs.uk/conditions/coronavirus-covid-19/symptoms](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms)

If your child develops ANY of the three main symptoms of COVID-19, they should get tested as soon as possible. Please be reassured that for most people, especially children, coronavirus (COVID-19) will be a mild illness.







**We know that this is a difficult time for families and thank you for your support as we work to keep our **school/nursery** and wider community safe.**

Yours sincerely,

Headteacher

For more information see next page, and:

[www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)  
[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or by phone 111.

What is the situation?	What do I do?	When can my child go back to school or nursery?
<p>My child has at least one <b>symptom of COVID-19</b></p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your child should have a PCR test as soon as possible</li> <li>The whole household should self-isolate while waiting for the PCR test result and should not go out</li> <li>Let your school know about the result of the test</li> </ul>	<ul style="list-style-type: none"> <li>10 full days after the symptoms started if the test result is positive</li> <li>If the test result is negative, your child can return to school or nursery (as long as they are well and they are not a contact of someone with COVID-19).</li> </ul>
<p>My child has <b>tested positive for COVID-19 (see tests below)</b></p> 	<ul style="list-style-type: none"> <li>If they have a positive LFD test they should isolate and get a PCR test.</li> <li>If a PCR test is positive: <ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your child should self-isolate for 10 full days from when their symptoms started (or from the day they took the test if they had no symptoms)</li> </ul> </li> <li>The whole household should not go out and must self-isolate for 10 full days from the date your child's symptoms started (or from the day they took the test if they had no symptoms)</li> </ul>	<ul style="list-style-type: none"> <li>10 full days after the onset of symptoms if the test result is positive (or from the test result if they had no symptoms),</li> <li>In some people, the cough or loss of taste and smell can last for a few weeks. Your child can still go to school during this time, as long as they are otherwise well, had no fever for 48 hours, and have completed 10 days of self-isolation.</li> </ul>
<p>My child's school or nursery has identified my child as a <b>close contact</b> of a person with COVID-19</p>  <p>...and we have given consent for them to have LFD testing which is available in their setting</p>	<ul style="list-style-type: none"> <li><i>This does not apply to household members or close contacts outside of school/nursery who will still need to self-isolate (see below).</i></li> <li>Your child can continue to go to school and be tested once a day for 7 days provided the result is negative every day and they have no symptoms. The rest of the household does not need to isolate</li> <li>If your child goes on to have symptoms during this time or they have a positive LFD test they will need to self-isolate and have a PCR test (the household must self-isolate whilst they await the result)</li> <li>If the PCR test is negative: they can return to school and complete their 7 day LFD testing</li> <li>If the PCR test is positive- see box above</li> </ul>	<ul style="list-style-type: none"> <li>Your child will be able to stay in school and resume their activities as normal. A pupil will only be told if they test positive on a 'LFD' test, so if you do not hear you can assume it was negative.</li> </ul>
<p>...and we have not given consent or LFD testing is not available in their setting</p>	<ul style="list-style-type: none"> <li>Your child should not go to school/nursery</li> <li>Your child should self-isolate for 10 full days</li> <li>They do not need to be tested unless they have symptoms. If they have symptoms they should get a PCR test</li> <li>The rest of the household does not need to self-isolate unless your child goes on to develop symptoms</li> </ul>	<ul style="list-style-type: none"> <li>When your child has completed the 10 full days of self-isolation, as recommended by the school or nursery</li> </ul>
<p>NHS Test and Trace has identified my child as a <b>close contact</b> of a person with COVID-19 outside of school or nursery</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your child should self-isolate for 10 full days</li> <li>If your child has symptoms they should get tested</li> <li>They should continue to self-isolate even if they test negative during those 10 days</li> <li>The rest of the household does not need to self-isolate unless they have also been in contact with the case, or your child goes on to develop symptoms</li> </ul>	<ul style="list-style-type: none"> <li>When your child has completed the 10 full days of self-isolation, as recommended by NHS Test and Trace</li> </ul>
<p>Someone else in my <b>household</b> has symptoms of COVID-19</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>The household member with symptoms should have a PCR test as soon as possible</li> <li>Your whole household should self-isolate whilst waiting the test result</li> <li>No member of the family should be at school/work whilst awaiting a test result</li> </ul>	<ul style="list-style-type: none"> <li>If the household member tests negative, and your child does not have symptoms of COVID-19, your child can return to school or nursery</li> <li>If the household member tests positive, see below</li> </ul>
<p>Someone else in my <b>household</b> has tested positive for COVID-19</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your whole household should self-isolate for 10 days from the time that the person with the positive test started having symptoms (or from the date of the test if no symptoms), even if anyone else in the household tests negative during those 10 days</li> </ul>	<ul style="list-style-type: none"> <li>When your child has completed the 10 days of self-isolation</li> <li>If they develop symptoms during the 10 days, they need a PCR test and must self-isolate for a further 10 days from their symptoms starting if it is positive</li> </ul>
<p>Tests for COVID-19</p> <ul style="list-style-type: none"> <li><b>•Polymerase Chain Reaction (PCR) tests:</b> PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus and are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory.</li> <li><b>•Lateral Flow Device (LFD) tests:</b> LFD tests are simple and quick to use and mainly used in people who do not have symptoms of COVID-19. Anyone who has a positive LFD test should have a PCR test to confirm the result within 48 hours.</li> </ul>		

## Appendix 4a: Letter to parents of children who are contacts of cases where LFD testing is not available (and table)

Date:

### Advice for your child to self-isolate for 10 days

Dear Parent,

We have been informed that a person in the **school/nursery** has tested positive for coronavirus (COVID-19).

#### **What has the school done?**

A full risk assessment has been carried out. We have followed the national public health guidance and have identified that your child **[name]** has been in close contact with the affected person. **Your child must now stay at home and self-isolate for ten full days after the date they were last in contact with the person who tested positive. This means they can stop isolating at 23:59 on [ADD DATE] and return to school on [ADD DATE].**

#### **What do you need to do:**

- Your child needs to self-isolate for 10 full days. They should not leave your home except in exceptional circumstances, for example for a medical emergency or to avoid a risk of harm. They cannot go to school/nursery or public areas. People can become infectious up to 2 days before symptoms begin and they could spread the disease to others if they do not go into self-isolation. Your child should try to avoid contact with vulnerable family members as much as possible.
- **Other members of your household do not need to self-isolate during the 10 days if your child does not have symptoms.** They can continue normal activities.

#### **What to do if my child develops symptoms during the 10 days**

For most people, COVID-19 will be a mild illness. However, if your child develops ANY of the three main symptoms of COVID-19, a new continuous cough, a high temperature, a change in their normal sense of taste or smell they should stay isolating at home and have a PCR test as soon as possible. All other household members must self-isolate whilst you wait for result. See the PHE [Staying at Home Guidance](#).

- **If the PCR test result is negative** – your child must continue to self-isolate until the end of the original 10 full days, as they could still develop COVID-19. The rest of the household can stop isolating, unless someone gets new symptoms.
- **If the PCR test result is positive** – your child must self-isolate for 10 full days from when their symptoms started. The rest of the family will also need to self-isolate for 10 full days from when your child's symptoms started.



## **What to do if my child does not develop symptoms of COVID-19 during the 10 days**

They need to stay at home for the full 10 days because it can take 10 days for symptoms of COVID-19 to develop. If your child does not stay at home, there is a chance that they could pass on COVID-19 to someone else, even if they feel well. Even if they never develop symptoms, they can still be infected and pass the virus on without knowing it.

If your child is well at the end of the 10-day period of self-isolation, they can return to usual activities.

**We know that this is a difficult time for families and thank you for your support as we work to keep our school/nursery and wider community safe.**







Yours sincerely,

Headteacher

For more information see next page, and:

[www.gov.uk/coronavirus/education-and-childcare](https://www.gov.uk/coronavirus/education-and-childcare)

[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or by phone 111.

What is the situation?	What do I do?	When can my child go back to school or nursery?
<p>My child has at least one <b>symptom</b> of COVID-19</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your child should have a PCR test as soon as possible</li> <li>The whole household should self-isolate while waiting for the PCR test result and should not go out</li> <li>Let your school know about the result of the test</li> </ul>	<ul style="list-style-type: none"> <li>10 full days after the symptoms started if the test result is positive</li> <li>If the test result is negative, your child can return to school or nursery (as long as they are well and they are not a contact of someone with COVID-19).</li> </ul>
<p>My child has <b>tested positive</b> for COVID-19 (see tests below)</p> 	<ul style="list-style-type: none"> <li>If they have a positive LFD test they should isolate and get a PCR test.</li> </ul> <p>If a PCR test is positive:</p> <ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your child should self-isolate for 10 full days from when their symptoms started (or from the day they took the test if they had no symptoms)</li> <li>The whole household should not go out and must self-isolate for 10 full days from the date your child's symptoms started (or from the day they took the test if they had no symptoms)</li> </ul>	<ul style="list-style-type: none"> <li>10 full days after the onset of symptoms if the test result is positive (or from the test result if they had no symptoms),</li> <li>In some people, the cough or loss of taste and smell can last for a few weeks. Your child can still go to school during this time, as long as they are otherwise well, had no fever for 48 hours, and have completed 10 days of self-isolation.</li> </ul>
<p>My child's school or nursery has identified my child as a <b>close contact</b> of a person with COVID-19</p>  <p>...and we have given consent for them to have LFD testing which is available in their setting</p>	<ul style="list-style-type: none"> <li><i>This does not apply to household members or close contacts outside of school/nursery who will still need to self-isolate (see below).</i></li> <li>Your child can continue to go to school and be tested once a day for 7 days provided the result is negative every day and they have no symptoms. The rest of the household does not need to isolate</li> <li>If your child goes on to have symptoms during this time or they have a positive LFD test they will need to self-isolate and have a PCR test (the household must self-isolate whilst they await the result)</li> <li>If the PCR test is negative: they can return to school and complete their 7 day LFD testing</li> <li>If the PCR test is positive- see box above</li> </ul>	<ul style="list-style-type: none"> <li>Your child will be able to stay in school and resume their activities as normal. A pupil will only be told if they test positive on a 'LFD' test, so if you do not hear you can assume it was negative.</li> </ul>
<p>...and we have not given consent or LFD testing is not available in their setting</p>	<ul style="list-style-type: none"> <li>Your child should not go to school/nursery</li> <li>Your child should self-isolate for 10 full days</li> <li>They do not need to be tested unless they have symptoms. If they have symptoms they should get a PCR test</li> <li>The rest of the household does not need to self-isolate unless your child goes on to develop symptoms</li> </ul>	<ul style="list-style-type: none"> <li>When your child has completed the 10 full days of self-isolation, as recommended by the school or nursery</li> </ul>
<p>NHS Test and Trace has identified my child as a <b>close contact</b> of a person with COVID-19 outside of school or nursery</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your child should self-isolate for 10 full days</li> <li>If your child has symptoms they should get tested</li> <li>They should continue to self-isolate even if they test negative during those 10 days</li> <li>The rest of the household does not need to self-isolate unless they have also been in contact with the case, or your child goes on to develop symptoms</li> </ul>	<ul style="list-style-type: none"> <li>When your child has completed the 10 full days of self-isolation, as recommended by NHS Test and Trace</li> </ul>
<p>Someone else in my <b>household</b> has symptoms of COVID-19</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>The household member with symptoms should have a PCR test as soon as possible</li> <li>Your whole household should self-isolate whilst waiting the test result</li> <li>No member of the family should be at school/work whilst awaiting a test result</li> </ul>	<ul style="list-style-type: none"> <li>If the household member tests negative, and your child does not have symptoms of COVID-19, your child can return to school or nursery</li> <li>If the household member tests positive, see below</li> </ul>
<p>Someone else in my <b>household</b> has tested positive for COVID-19</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your whole household should self-isolate for 10 days from the time that the person with the positive test started having symptoms (or from the date of the test if no symptoms), even if anyone else in the household tests negative during those 10 days</li> </ul>	<ul style="list-style-type: none"> <li>When your child has completed the 10 days of self-isolation</li> <li>If they develop symptoms during the 10 days, they need a PCR test and must self-isolate for a further 10 days from their symptoms starting if it is positive</li> </ul>
<p>Tests for COVID-19</p> <ul style="list-style-type: none"> <li><b>•Polymerase Chain Reaction (PCR) tests:</b> PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus and are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory.</li> <li><b>•Lateral Flow Device (LFD) tests:</b> LFD tests are simple and quick to use and mainly used in people who do not have symptoms of COVID-19. Anyone who has a positive LFD test should have a PCR test to confirm the result within 48 hours.</li> </ul>		

## Appendix 4b: Letter to parents of children who are contacts of cases where LFD testing is available (and table)

Date:

### **Advice for your child to be tested daily or to self-isolate for 10 days**

Dear Parent,

We have been advised that someone has tested positive for COVID-19 within the **school/nursery**.

#### **What the school has done**

A full risk assessment has been made. We have followed the national public health guidance and have identified that your child **[name]** has been in close contact with the affected person. **Your child must now stay at home and self-isolate for ten full days after the date they were last in contact with the person who tested positive. This means they can stop isolating at 23:59 on [ADD DATE] and return to school on [ADD DATE].**

#### **What you need to do**

##### ***If you and your child want to have Lateral Flow Device (LFD) testing:***

- They will be able to return to school/college if they agree to be tested once a day for 7 days and the test is negative
- This testing programme is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a PCR test
- **Other members of your household do not need to self-isolate during this time if your child does not have symptoms.** They can continue normal activities.
- **Further information about LFD testing is included with this letter (DFE GUIDANCE)**

##### ***If you and your child do not want to have LFD testing:***

- Your child needs to self-isolate for 10 days. They should not leave your home except in exceptional circumstances, for example for a medical emergency or to avoid a risk of harm. They cannot go to **school/nursery** or public areas. People can become infectious up to 2 days before symptoms begin and they could spread the disease to others if they do not go into self-isolation. Your child should try to avoid contact with vulnerable family members as much as possible.
- Other members of your household do not need to self-isolate during the 10 days if your child does not have symptoms. They can continue normal activities.

#### **What to do if my child develops symptoms during the 10 days**

For most people, COVID-19 will be a mild illness. However, if your child develops ANY of the three main symptoms of COVID-19, a new continuous cough, a high temperature, a change in their normal sense of taste or smell they should stay isolating at home and have a PCR test as soon as possible. All other household

members must self-isolate whilst you wait for result. See the PHE [Staying at Home Guidance](#).

- **If the PCR test result is negative** – your child must continue to self-isolate until the end of the original 10 full days, as they could still develop COVID-19. The rest of the household can stop isolating, unless someone gets new symptoms.
- **If the PCR test result is positive** – your child must now self-isolate for 10 full days from when their symptoms started. The rest of the family will also need to self-isolate for 10 full days from when your child's symptoms started.

### **What to do if my child does not develop symptoms of COVID-19 during the 10 days**

They need to stay at home for the full 10 days because it can take 10 days for symptoms of COVID-19 to develop. If your child does not stay at home, there is a chance that they could pass on COVID-19 to someone else, even if they feel well. Even if they never develop symptoms, they can still be infected and pass the virus on without knowing it.

If your child is well at the end of the 10-day period of self-isolation, then they can return to usual activities.




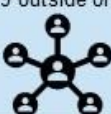


**We know that this is a difficult time for families and thank you for your support as we work to keep our **school/nursery** and wider community safe.**

Yours sincerely,

Headteacher

For more information see next page, and:

[www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)  
[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or by phone 111.

What is the situation?	What do I do?	When can my child go back to school or nursery?
<p>My child has at least one <b>symptom of COVID-19</b></p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your child should have a PCR test as soon as possible</li> <li>The whole household should self-isolate while waiting for the PCR test result and should not go out</li> <li>Let your school know about the result of the test</li> </ul>	<ul style="list-style-type: none"> <li>10 full days after the symptoms started if the test result is positive</li> <li>If the test result is negative, your child can return to school or nursery (as long as they are well and they are not a contact of someone with COVID-19).</li> </ul>
<p>My child has <b>tested positive for COVID-19 (see tests below)</b></p> 	<ul style="list-style-type: none"> <li>If they have a positive LFD test they should isolate and get a PCR test.</li> </ul> <p>If a PCR test is positive:</p> <ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your child should self-isolate for 10 full days from when their symptoms started (or from the day they took the test if they had no symptoms)</li> <li>The whole household should not go out and must self-isolate for 10 full days from the date your child's symptoms started (or from the day they took the test if they had no symptoms)</li> </ul>	<ul style="list-style-type: none"> <li>10 full days after the onset of symptoms if the test result is positive (or from the test result if they had no symptoms),</li> <li>In some people, the cough or loss of taste and smell can last for a few weeks. Your child can still go to school during this time, as long as they are otherwise well, had no fever for 48 hours, and have completed 10 days of self-isolation.</li> </ul>
<p>My child's school or nursery has identified my child as a <b>close contact</b> of a person with COVID-19</p>  <p>...and we have given consent for them to have LFD testing which is available in their setting</p>	<ul style="list-style-type: none"> <li><i>This does not apply to household members or close contacts outside of school/nursery who will still need to self-isolate (see below).</i></li> <li>Your child can continue to go to school and be tested once a day for 7 days provided the result is negative every day and they have no symptoms. The rest of the household does not need to isolate</li> <li>If your child goes on to have symptoms during this time or they have a positive LFD test they will need to self-isolate and have a PCR test (the household must self-isolate whilst they await the result)</li> <li>If the PCR test is negative: they can return to school and complete their 7 day LFD testing</li> <li>If the PCR test is positive- see box above</li> </ul>	<ul style="list-style-type: none"> <li>Your child will be able to stay in school and resume their activities as normal. A pupil will only be told if they test positive on a 'LFD' test, so if you do not hear you can assume it was negative.</li> </ul>
<p>...and we have not given consent or LFD testing is not available in their setting</p>	<ul style="list-style-type: none"> <li>Your child should not go to school/nursery</li> <li>Your child should self-isolate for 10 full days</li> <li>They do not need to be tested unless they have symptoms. If they have symptoms they should get a PCR test</li> <li>The rest of the household does not need to self-isolate unless your child goes on to develop symptoms</li> </ul>	<ul style="list-style-type: none"> <li>When your child has completed the 10 full days of self-isolation, as recommended by the school or nursery</li> </ul>
<p>NHS Test and Trace has identified my child as a <b>close contact</b> of a person with COVID-19 outside of school or nursery</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your child should self-isolate for 10 full days</li> <li>If your child has symptoms they should get tested</li> <li>They should continue to self-isolate even if they test negative during those 10 days</li> <li>The rest of the household does not need to self-isolate unless they have also been in contact with the case, or your child goes on to develop symptoms</li> </ul>	<ul style="list-style-type: none"> <li>When your child has completed the 10 full days of self-isolation, as recommended by NHS Test and Trace</li> </ul>
<p>Someone else in my <b>household</b> has symptoms of COVID-19</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>The household member with symptoms should have a PCR test as soon as possible</li> <li>Your whole household should self-isolate whilst waiting the test result</li> <li>No member of the family should be at school/work whilst awaiting a test result</li> </ul>	<ul style="list-style-type: none"> <li>If the household member tests negative, and your child does not have symptoms of COVID-19, your child can return to school or nursery</li> <li>If the household member tests positive, see below</li> </ul>
<p>Someone else in my <b>household</b> has tested positive for COVID-19</p> 	<ul style="list-style-type: none"> <li>Your child must not go to school or nursery</li> <li>Your whole household should self-isolate for 10 days from the time that the person with the positive test started having symptoms (or from the date of the test if no symptoms), even if anyone else in the household tests negative during those 10 days</li> </ul>	<ul style="list-style-type: none"> <li>When your child has completed the 10 days of self-isolation</li> <li>If they develop symptoms during the 10 days, they need a PCR test and must self-isolate for a further 10 days from their symptoms starting if it is positive</li> </ul>
<p>Tests for COVID-19</p> <ul style="list-style-type: none"> <li><b>•Polymerase Chain Reaction (PCR) tests:</b> PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus and are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory.</li> <li><b>•Lateral Flow Device (LFD) tests:</b> LFD tests are simple and quick to use and mainly used in people who do not have symptoms of COVID-19. Anyone who has a positive LFD test should have a PCR test to confirm the result within 48 hours.</li> </ul>		

## Appendix 5: Template letter for headteachers contacting the LCRC/HPT

Please send emails to [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk) or your local HPT.

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.

Fields marked with a star\* are required

Basic Information	
<b>Name of Educational Setting*</b>	
<b>Your main reason for contacting the HPT/LCRC*</b>	For information <input type="checkbox"/>
	SEND school <input type="checkbox"/>
	Large number of cases in setting reaching threshold <input type="checkbox"/>
	Specific query - please specify <input type="checkbox"/>
<b>What question/s would you like us to answer?</b>	
<b>Have you contacted the HPT/LCRC before?</b> If so, please give your reference number	
<b>Type of Educational Setting</b> (please mark all that apply)	Early Years setting
	Primary School
	Secondary School
	SEND school
	Further Education College
	Boarding School
<b>Address</b>	
<b>Post code*</b>	
<b>Total number of staff in setting</b>	
<b>Total number of students in setting</b>	
<b>Have you started school testing using lateral flow device? (This will be from January)</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 and may be able to call you later)	
<b>Email address</b> for our reply*	
<b>Other point of contact</b> and contact details	
<b>Situation Information</b>	
<b>Total number of children with a positive test result in the previous 14 days</b>	
<b>Total number of staff with a positive test result in the previous 14 days</b>	
<b>Which years/classes are these children 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>Staff and children identified as close contacts and advised to self-isolate</b>	
<b>Early Years settings- How many individual children or bubbles have been excluded?</b> For each bubble, please give the approx. number of students and staff excluded	
<b>Primary schools – how many individual children or bubbles have been excluded?</b> For each bubble, please give the number of students and staff excluded	
<b>Secondary schools – how many students and staff have been excluded as contacts?</b> Please give this by year if several years are affected	
<b>Hospital admissions</b>	
<b>Have any children or staff been admitted to hospital?</b>	
<b>Have there been any admissions to intensive care or deaths?</b>	
<b>Actions taken</b>	
<b>Have you had any support already from DfE helpline/local public health? – please specify</b>	
<b>Please tell us what actions you have already taken</b>	

## Appendix 6: Worked examples

### Worked example 1: How long to isolate for?

#### Someone in a household tests positive for COVID-19, how long does the rest of the household need to isolate for?

Anyone in the same household as a person with coronavirus symptoms, should self-isolate for 10 full days. The isolation period includes the day the first person in your household's symptoms started (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. This means that if, for example, the 10 days isolation period starts on the 15<sup>th</sup> of the month, the isolation period ends at 23:59 hrs on the 25<sup>th</sup> of the same month.

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Key: Self-isolating with no symptoms Symptoms of coronavirus																							
Child tests positive for coronavirus 	The child must isolate for 10 days (the time taken for the infection to clear once symptoms start)- and his whole family must also start 10 day self isolation from day 1. The isolation period ends at 23:59 hrs on the 11 <sup>th</sup> day																						
Mum 	Mum has no symptoms – she must self isolate for the full 10 days, even if she has a negative test in this time- as we do not know if she is incubating the disease - after 10 days she can come out of isolation																						
Brother 			Brother starts his 10 day isolation but only develops symptoms on day 3 and therefore needs to isolate for a further 10 days of the infection-= self-isolating a total of 13 days. Isolation ends at 23:59 on the 13 <sup>th</sup> day.																				
Dad 	Dad starts his 10 day isolation, and only develops symptoms on day 10- he now has to wait a further 10 days to clear the infection- so he self-isolates a total of 20 days																						

### Worked example 2: What happens if there is a case in a school?

A child is in school on Thursday 3<sup>rd</sup> December and Friday 4<sup>th</sup> December and develops symptoms in the evening on Saturday 5<sup>th</sup> December. The child is tested on Saturday and has a positive test result on Sunday (6<sup>th</sup>). What should the school do?

1. **Isolate case:** Advise that the child and their household should continue to isolate for 10 full days. In this case, isolation would end at 23:59 on December 15<sup>th</sup>, and the child should return to school on December 16<sup>th</sup>.
2. **Identify contacts**
  - a. When was the child infectious?
    - From 2 days before symptoms started. In this case, on Thursday and Friday (the time of day that the symptoms started on Saturday has no impact on the 2-day period)
  - b. Who were they in contact with?
    - Identify all contacts over those two days using the risk assessment checklist.
  - c. How long do they need to isolate for?



- The child who tested positive self isolates for a full 10 days from the start of symptoms. The isolation period includes the day their symptoms started and the next 10 full days (until 23:59 on December 15<sup>th</sup>) and the child should return to school on December 16<sup>th</sup>.
- The child’s family should self-isolate for at least 10 full days from the start of the child’s symptoms. The isolation period includes the day the child’s symptoms started and the next 10 full days (until 23:59 on December 15<sup>th</sup>). Family members may need to self-isolate for longer if they then develop symptoms.
- If LFD testing is available in the setting, the contacts can have daily testing for 7 days.
- If LFD testing is not available or refused, contacts at school should self-isolate for at least 10 days from when they were last in contact with the case. The isolation period includes the day they were in contact with the case, and the next 10 full days. Anyone who had been in contact with the case on the Friday 4<sup>th</sup> December must isolate until 23:59 on Monday the 14<sup>th</sup> of December, 10 days afterwards and return to school on the Tuesday 15<sup>th</sup> December. Anyone who was in contact with them on the Thursday but NOT in contact with them on Friday, can return to school on the Monday 14<sup>th</sup> December, as they will be isolating for 10 days until 23:59 on the 13<sup>th</sup> of December. See diagram below

December	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Child in school	Child in school	Child has symptoms and has a test	Child test result is positive. He and his family isolate for 10 days from 5 <sup>th</sup> December. School do a risk assessment and inform the bubble of the child to self-isolate								Contacts exposed to the child only on the 3 <sup>rd</sup> but NOT on the 4 <sup>th</sup> can return to school	Contacts exposed to the child on the 4 <sup>th</sup> can return to school	Child and family can return to school and work

3. **Share information with families:** Provide information to parents, staff
4. **Notifications**
5. **Seek advice** if needed
6. **Reaching a threshold number of cases in your setting.** The criteria for reaching the threshold are specified in box 1. When you reach a threshold number of cases this is a moment to take stock of the infection control measures you have put in place and to review prevention measures. There is no *requirement* to contact the LCRC/HPT when reaching the threshold but please do email LCRC/HPT if you have any specific queries or specific requests of support when reaching the threshold using the template form provided (appendix 5 ), specifying clearly the question that you have.

### Worked example 3: Temperatures in early years

**A child has a temperature, but the parents think that this is most likely because they are teething. Do they need to get a test?**

We recognise that this is difficult for early years settings, and for families with young children where they have coughs, or temperatures particularly over the winter season. It is however difficult to distinguish COVID-19 symptoms from other related viruses without a test. Therefore, if a child has any of the three symptoms of COVID-19, including a temperature, they need to get a test. Suspicion of teething as a cause of temperature is not sufficient to allow a child to remain in the setting.

## Appendix 7: Additional information for SEND settings

For children and young people with special educational needs and disability (SEND), the key principles of health protection response remain the same as for mainstream schools with the addition of the following:

- Unlike mainstream school, a **single** possible or confirmed cases in SEND schools require HPT/LCRC response from a clinical team member
- Schools should let HPT/LCRC teams know any particular circumstances pertaining to the case including:
  - Communicating and interacting needs
  - Cognition and learning needs
  - Social, emotional and mental health difficulties
  - Sensory and/or physical needs
  - If the setting is unable to get a test
  - Any Aerosol Generating Procedures performed relating to the case.

### **If a suspected case in a SEND school cannot get a test to confirm diagnosis**

This would be in a very small number of situations as testing is now widely available but could apply if **testing cannot take place** (for example because child is behaviourally unable to cooperate with swabbing due to their disability) **then self-isolation advice for close contacts could apply as long as the following criteria are met:**

- Testing to confirm diagnosis in suspected case has been explored and, it is noted that, it cannot take place due to a valid reason AND
- The suspected case has recently returned from travel abroad in last 14 days **OR**
- Suspected case has had contact with a confirmed case in last 14 days **OR**
- The suspected case lives in a household with an adult who has had coronavirus symptoms in the last 14 days

### **AEROSOL GENERATING PROCEDURES (AGP)**

AGPs that are commonly performed in education and children's social care settings include:

- non-invasive ventilation (NIV)
- bi-level positive airway pressure ventilation (BiPAP)
- continuous positive airway pressure ventilation (CPAP)
- respiratory tract suctioning beyond the oro-pharynx

Procedures that are not classed AGPs include:

- oral or nasal suction
- the administration of nebulised saline, medication or drugs
- chest compressions or defibrillation
- chest physiotherapy
- the administration of oxygen therapy
- suctioning as part of a closed system circuit
- nasogastric tube insertion and feeding

AGPs should be carried out in the following:

- designated room for carrying out the procedure (ideal)
- a multi-purpose room - the room must be left for an hour and cleaned before being used by another pupil or accessed without PPE

**Or** if undertaken within a classroom, all other staff and pupils are at least 2 metres distance away with a window is opened for ventilation