|  |  |
| --- | --- |
| Confirmed case (please state if child or staff)   * If child, which room / age group in the setting: * If staff, which room / job role: |  |
| Symptoms of case (if any) |  |
| Date of onset of symptoms |  |
| Type of test (LFD or PCR) |  |
| Date of test |  |
| Date last in the setting |  |
| Last day of isolation for the positive case |  |
| Has the case or their household travelled to a foreign country in the last 3 weeks? If yes, where? |  |
| Number of close contacts (if already identified, divided between)   * Staff (which rooms and roles): * Children (which rooms):   Please confirm if this means the setting will be partially or fully closed |  |
| Last day of isolation for the close contacts |  |
| An indication of how many cases in the last 2 weeks |  |
| Contact telephone number |  |
| Any specific questions and concerns we can help with |  |

**Minimum information to report to Waltham Forest Public Health team – Early years and Ofsted registered childcare**

Please email to [public.health@walthamforest.gov.uk](mailto:public.health@walthamforest.gov.uk) for each confirmed case that you notify.

Please feel free to provide any other relevant information below: