**Minimum information to report to Waltham Forest Public Health team – Schools**

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

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| --- | --- |
| Name of setting, contact person and phone number. |  |
| Confirmed case (please state if pupil or staff) and* If pupil, year group:
* If staff, job / year group works in:
 |  |
| Date of onset of symptoms (if present) |  |
| Date of test  |  |
| Type of test (LFD or PCR) |  |
| Number of close contacts isolated, i.e. over 18.5 years and not fully vaccinated.\* |  |
| Has the case been hospitalised? Y/N |  |
| How many cases have you had in the last 10 days? |  |

*\*Note: contacts who are not exempt must isolate for 10 full days starting the day after last contact with the case*.

Please feel free to provide any other questions or relevant information below: