

St. Thomas More Catholic Primary School



“Learning to live, love and celebrate as we grow in the knowledge and love of Christ.”

Policy for managing a suspected or actual case of Covid-19

September 2020

Author: Headteacher

Approved: Autumn 2020

Next Review: Autumn 2021 or sooner if required

Contents:

- 1) Principles
- 2) Self-isolation and Coronavirus Symptoms
- 3) COVID Testing and Results
- 4) Procedure for a case of COVID-19 at school
- 5) An outbreak of COVID-19 at school
- 6) Visitors to site
- 7) How to contact school
- 8) Responsibilities

Appendix A

Public Health England Action to be taken by schools (version 25 August 2020) poster

Appendix B

Template letter for advising parents / carers of a case of self-isolation

The following guidance should be read alongside this policy;

NHS test and trace: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-whodevelop-symptoms-of-coronavirus>

Self isolation Government stay at home guidance:

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

➤ **Principles underpinning this policy**

All members of our school community parents/carers/staff/governors must understand and be willing to:

- Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Link to NHS website to book a test:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

➤ **Self-isolation and Coronavirus Symptoms**

St Thomas More School asks all parents and staff to follow the self-isolation guidance on social distancing.

We trust that our parents/carers will not send their child to school if they or anyone in the household are displaying symptoms or are advised to take action from NHS Track & Trace. We ask all parents/carers to advise school immediately if they are self-isolating.

If a child has a temperature of 37.8 degrees or above or if they have a persistent dry cough, they will be isolated away from adults and children on site and their parents contacted to collect them immediately. No child should be brought into the school if they have these symptoms. They must be kept at home. If a child is awaiting collection by the parent/carer, they must isolate either on the bench outside the front entrance. Staff members must remain more than two meters away. The member of school staff supervising the child while they wait should wear PPE, this includes a fluid resistant surgical mask, disposable apron and gloves. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>) The family will be asked to follow NHS guidance and isolate whilst getting a COVID-19 test.

If a member of staff displays the symptoms above, they will be sent home from work immediately and asked to follow NHS guidance of self-isolating and getting a test. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>)

The NHS guidance for isolation and testing is attached as Annex A and must be implemented should any child or staff member display symptoms of COVID-19. Annex B is a copy of the model letter that will be sent to Parents/Carers to advise them of a case of self-isolation.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.

➤ **COVID Testing and Results**

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Link to NHS website to book a test:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

Parents/Carers/Staff/Governors must inform school immediately of test results:

Negative test results:

If someone tests negative; they can stop self-isolating. However, they could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

Positive test results:

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self isolating for the full 14 days.

➤ **Procedure for a case of COVID-19 at school**

Should any member of staff or child test positive for COVID-19, they must inform the school immediately. The Headteacher will:

- Take advice from Hertfordshire County Council Public Health Team on 01992 556285.
- Notify Public Health England (PHE) in the East of England on 0300 303 8537 (option 1)

Public Health team will risk assess the school. Their advice may involve closing the school to direct or proximity contacts that the infected person was close to

Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual, travelling in a small vehicle, like a car, with an infected person.

The Health team will provide the definitive advice on who needs to be sent home. If this happens, all parents / carers / staff in this group will receive an email from the school and a text message to alert you that an urgent email has been sent.

This enables school to close to a group outside of school hours or over a weekend. The email will contain the latest guidance that people need to take. A closure of one school class or group of people will not mean that the rest of the school has to close because the class bubbles are kept separate at school.

Household members of those contacts who are sent home / not allowed to come into school do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

➤ **An outbreak of COVID-19 at school**

If two or more confirmed cases happen within 14 days or there is an overall rise in sickness absence where COVID-19 is suspected, this may be considered an outbreak in the school. The Headteacher will:

- Take advice from Hertfordshire County Council Public Health Team on 01992 556285.
- Notify Public Health England (PHE) in the East of England on 0300 303 8537 (option 1).

Public Health teams will risk assess the school and a larger number of pupils / staff may be asked to self-isolate. A whole school closure would generally not be necessary. Any whole school closure would only be made on the advice of the Health team. Parents/Carers/Staff will be notified by email and text message to alert that an urgent email has been sent. The email will contain the latest guidance that people need to take.

People who are self-isolating must follow the same guidance as listed above, get a test and follow the procedure in this policy.

A mobile testing unit may be sent to a school where an outbreak has occurred. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

➤ **Visitors to site**

All visitors will be required to provide their phone number so that they can be contacted in the event of a track & trace situation at school. Entry to the school will be refused unless a contact number is provided. All contact numbers will be held confidentially in the school office.

➤ **How to contact school**

Parents/Carers/Staff/Governors should contact school to alert us of COVID-19 symptoms and self-isolation in the following ways:

School hours: 8.30am – 3:30pm weekdays

Contact school via the telephone or email admin@stmoreschool.herts.sch.uk

Out of school hours: 3:30pm – 8.30am weekdays & weekends
Contact school via email admin@stmore.herts.sch.uk

Make sure that a contact number is left with all communications so that a member of staff can contact you from their home if necessary.

Staff should contact the Head directly.

➤ **Responsibilities**

It is the equal responsibility of every member of our school community to follow this policy. Parents/Carers/Staff/Governors must:

- Ensure school has the correct contact number and email address for them
- Isolate if a member of the household displays COVID-19 symptoms
- Contact school immediately if they or someone in their household is displaying symptoms
- Self-isolate if school or NHS track and trace ask them to
- Arrange for a COVID test
- Inform school of the result immediately
- Follow the self-isolation guidance

Appendix A

Public Health England Action to be taken by schools

Hertfordshire County Council COVID-19 Case Reporting

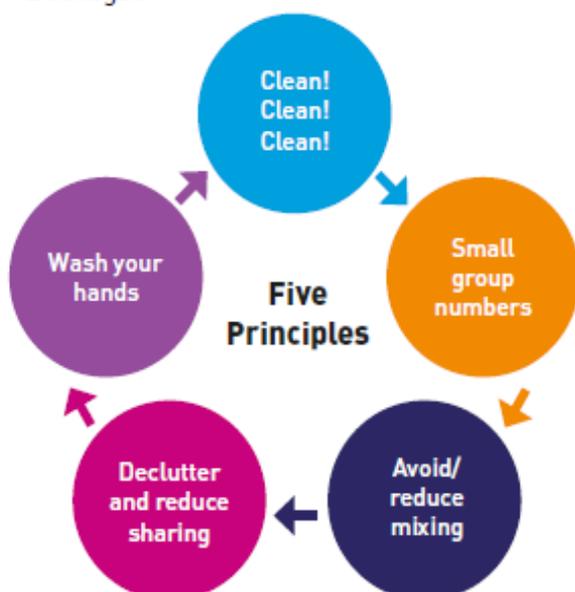
Reporting Protocol for Schools (updated 25/8/20)

The purpose of this protocol is to advise settings on what to do if a child or adult is on or has been on site whilst potentially infectious with COVID-19.

The infectious period used is from 48 hours prior to symptom onset to 10 days after symptom onset for those with symptoms. For those who have been tested positive, but have not had symptoms, the infectious period is considered as 48 hours prior to the date the test was taken until 10 days after the test was taken.

The protocol must be used alongside the national guidance [Implementing-protective-measures-in-education-and-childcare-settings/coronavirus](#) issued to settings on dealing with an incidence of COVID-19 in an education setting and the public health flow chart below.

Cases of Covid-19 **MUST** be reported to the Local Authority when they occur in any education setting, including all schools, (including independent schools) and FE colleges.



Notifying the local authority of initial symptomatic cases:

COVID-19 should be suspected in an individual with any one of the three main symptoms of COVID-19. These are a **new continuous cough** and/or **high temperature** and/or a **loss of, or change in, normal sense of taste or smell** (anosmia).

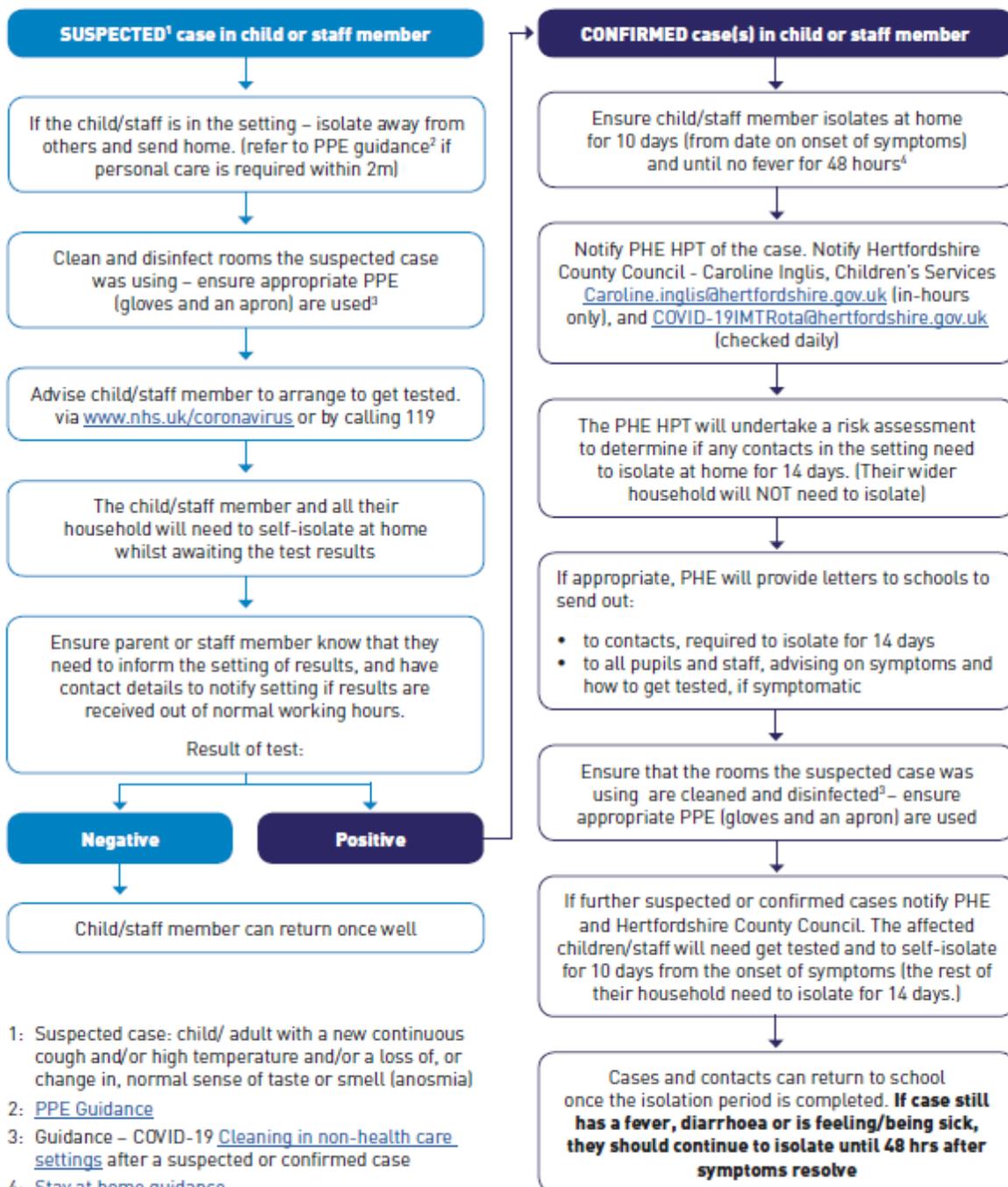
Where it is suspected that an individual in a setting may have COVID-19, the setting should follow the public health flow chart below and refer to nationally published guidance for education and childcare settings. This advises that a possible or suspected case should arrange a test through: www.nhs.uk/coronavirus or NHS 119.

The setting should report to Caroline Inglis, Children's Services Caroline.inglis@hertfordshire.gov.uk (in-hours) or the Public Health rota inbox COVID-19IMTRota@hertfordshire.gov.uk

To notify Public Health England (PHE) of a positive case(s), please call the in the East of England on 0300 303 8537 (option 1). If the matter is not urgent you can also email eoecrc@phe.gov.uk

Headteachers can contact the Hertfordshire Public Health Team for advice by emailing COVID-19IMTRota@hertfordshire.gov.uk. Please note: **this is only for use by school and early years settings staff only** and it is not to be given to parents or students.

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases. If you have any general questions or concerns, please contact the Hertfordshire Public Health Team by emailing COVID-19IMTRota@hertfordshire.gov.uk. **Please note: THIS IS ONLY FOR USE BY SCHOOL AND EARLY YEARS SETTINGS STAFF ONLY** and it is not to be given to parents or students. To notify a case(s), please call the Public Health England (PHE) Health Protection Team (HPT) in the East of England on 0300 303 8537 (option 1). If the matter is not urgent you can also email eo.e.crc@phe.gov.uk.



Appendix B

Template letter for advising parents/carers of a case of self-isolation

Dear Parents/Carers,

You may have heard that there is a **child/staff member*** in the school/nursery/who is currently self-isolating at home due to possible symptoms of the coronavirus (COVID-19). As you will be aware, many of the symptoms commonly associated with COVID-19 (cough, high temperature), are common in children and can occur in a variety of infections. Therefore, as advised by Public Health England we will only ask **a whole group/class/bubble*** to self-isolate at home if a child or staff member of the **group/class/bubble*** has had a positive test confirming COVID-19. If this is the case, we will be informing parents of children within the **group/class/bubble*** at the earliest opportunity, and will be advising them to self-isolate at home for 14 days. The rest of the household of the contacts will **not** need to self-isolate, unless a member of their household is displaying symptoms (or has had a positive test result with or without symptoms). Further information can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protectivemeasures-in-education-and-childcare-settings>

As always, any child or staff member who has any symptoms suggestive of COVID-19 needs to: inform the school/nursery/; arrange a test via www.nhs.uk/coronavirus; and self-isolate at home whilst awaiting the results. Symptoms suggestive of COVID-19 are a new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell.

We have attached a flowchart which clarifies the actions that need to be taken when a child develops symptoms.

Kind Regards

Mrs K Little
Executive Headteacher

Mrs M Anderton
Head of School

Information for parents and carers on suspected COVID-19 (coronavirus) in a child

WHEN TO SUSPECT COVID-19 IN YOUR CHILD:

if they develop symptoms of a new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)

Do not send your child to school or childcare setting. Inform the setting through absence reporting

If your child develops symptoms at the childcare setting, they will be separated from others, and will **be sent home**

If your child (or anyone in your household) has symptoms they must arrange a test **as soon as possible** and isolate at home for **10 days** from date of onset of symptoms (or until they receive a negative result). Everyone else in the household who does not have symptoms must isolate at home for 14 days (or until the symptomatic household member receives a negative result)

Arrange for a coronavirus test for anyone in your household with symptoms either online via www.nhs.uk/coronavirus or call NHS testing line on 119. The test must be done within **five days** of when symptoms start. Ensure you know who to contact with the results in the school/childcare setting if the results are received outside usual working hours

You will be offered a test at your closest drive-through centre. This is the quickest option. A parent or carer will need to perform the test on children under 12 years old. If you don't drive, you can request a home test kit. **Do not** get a taxi or public transport to the test centre

Result of test (you will receive this by email or text message)

NEGATIVE

Child/staff member can return to setting once well, unless they are a contact of a case, when they will need to complete 14 days self-isolation

If your child is identified as having been in contact with a confirmed case, they will need to self-isolate for 14 days, even if they have had a negative test result. If they develop symptoms, they should isolate for 10 days from onset of symptoms, arrange testing and follow the flowchart above

For medical advice call NHS 111, or in an emergency call 999

POSITIVE

Inform the school or childcare setting as soon as possible even if outside opening hours. The child's close contacts within the school will be advised to self-isolate for 14 days

Ensure the child who has tested positive completes the **10 day** isolation period (from date of onset of symptom)*. Household members without symptoms should complete 14 days isolation

NHS Test & Trace will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited

*If the child is a confirmed case they can return to the childcare setting/school after 10 days. If they still have a temperature, diarrhoea or are being sick they should wait until 48 hours after these symptoms stop. If the child does not develop symptoms, but lives in a household with someone who has tested positive, they can return to setting after completing 14 days self-isolation at home

For general information about COVID-19 please go to <https://www.nhs.uk/conditions/coronavirus-covid-19/>