



## Standard Operating Procedure for suspected and confirmed COVID-19 infections

### Definition of Suspected COVID infection:

New Persistent Cough or  
High Temperature or  
Loss or change of normal taste or smell

### ACTIONS FOR SUSPECTED COVID INFECTION

#### ADULT: <<please tick boxes when completed>>

- Inform Headteacher/Deputy Headteacher Immediately (ideally by phone)**
- They must go home** when safe supervision of their class has arrived (minimising contact with anyone/surface).
- They must self-isolate for TEN days.** All of their household contacts should self-isolate for FOURTEEN days. If unsure give information – Appendix 5
- They should arrange an urgent COVID test** as soon as possible (see below).
- Arrange for area that they worked to be cleaned and any contacts to thoroughly wash their hands.**

#### CHILD: << please tick boxes when completed >>

- Move child to isolation room (mobile classroom)** – Minimising contact with other persons or touching anything. They must use the mobile classroom toilets if required. Open windows/doors to aid ventilation.  
Supervising staff must use PPE if they cannot maintain 2m distance from the child.
- Inform Headteacher/Deputy Headteacher**
- School office to call parent / guardian** – ask them to collect the child as soon as possible via the library gate. They should ring the school office when they have arrived.
- Inform Parent / guardian when collecting their child** – of the need for the child to be tested and for all household contacts to immediately self-isolate for TEN days. Give the collecting parent/guardian Advice sheet Appendix 5.
- All school contacts must thoroughly wash their hands for 20 seconds**
- Clean any known surfaces with disinfectant that the person may have had contact with – eg Mobile classroom chair / toilets etc. Any visible body fluids must be cleaned whilst wearing PPE.**

**Notes:**

School contacts (Staff/pupils) of the suspected infected person do not need to go home or self-isolate if they are symptom free.

**To obtain an urgent COVID test:**

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

**Confirmed COVID infection (Positive test adult or child)****Immediately Contact the Dfe's Helpline (Mon-Fri 8am-6pm, and 10am-4pm Sat-Sun)**

Telephone 08000468687 (select option for reporting a positive case)

The Dfe will put you through to a team of advisors who will inform you what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts.

**Definition of Close Contact:**

Face to Face < 1m for any length of time

Proximity contact <2m for more than 15 minutes

Travelling in a car with an infected person

**Negative COVID swab result**

You do not need to self-isolate if your test is negative, as long as:

Everyone you live with who has symptoms tests negative

Everyone in your support bubble who has symptoms tests negative

You were not told to self-isolate for 14 days by NHS Test and Trace

You feel well – if you feel unwell, stay at home until you're feeling better

## DETAILED GUIDE FOR SUSPECTED AND CONFIRMED COVID-19 INFECTIONS

### What are the symptoms of COVID-19?

A new, continuous cough

A high temperature

A loss of, or change in, their normal sense of taste or smell

### If someone develops symptoms:

If it is an adult, send them home immediately or for a child call their parents to collect them

Call 999 if they are seriously ill or injured or their life is at risk.

Tell them not to visit a GP, pharmacy, urgent care centre or a hospital.

They should organise to be tested for COVID-19:

- Priority testing for school staff <https://www.gov.uk/apply-coronavirustest-essential-workers>
- Testing for children and their families <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-andtracing/ask-for-a-test-to-check-if-you-have-coronavirus/>

They should self-isolate for at least 10 days and arrange to be tested for COVID19

Other members of their household must self-isolate for 14 days from when the initial household member first had symptoms.

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection.](#)

### While a child is awaiting collection:

Move them to the mobile classroom where they can be isolated asking them to keep 2-metres away from anyone they pass and not to touch anything on the way.

Ensure the windows are open to provide ventilation.

If they need to go to the bathroom while waiting to be collected, they should use the ones in the mobile.

The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

Staff supervising the child should wear PPE:

- a face mask should be worn if a distance of 2m cannot be maintained

- if contact is necessary, then gloves, an apron and a face mask should be worn
- if there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

See [how to put PPE on and take it off safely](#) in order to reduce selfcontamination. Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

### **After the child has been collected or the adult has left the school:**

Everyone who has been in contact with them should wash their hands thoroughly for 20 seconds

Clean any potentially contaminated areas with normal household disinfectant [guidance about cleaning non-healthcare settings](#).

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.

Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If there is visible contamination with body fluids, additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.

### **Do staff and children who have been in contact with the suspected case need to go home or self-isolate?**

No, not unless they develop symptoms themselves or they are later advised to do so by NHS Test and Trace or the Local Health Protection Team.

Other adults and parents of children in the school will not be informed that there has been a suspected case.

### **Disposing of potentially contaminated waste**

To dispose of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE:

- put it in a plastic rubbish bag and tie it when full
- place the plastic bag in a second bin bag and tie it
- Take the plastic bag immediately and place in large commercial lidded bins in the fenced area of the carpark.

### **What if the test is positive?**

Where the child or staff member tests positive, **the rest of their immediate group within school setting should be sent home and advised to self-isolate for 14 days.**

The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

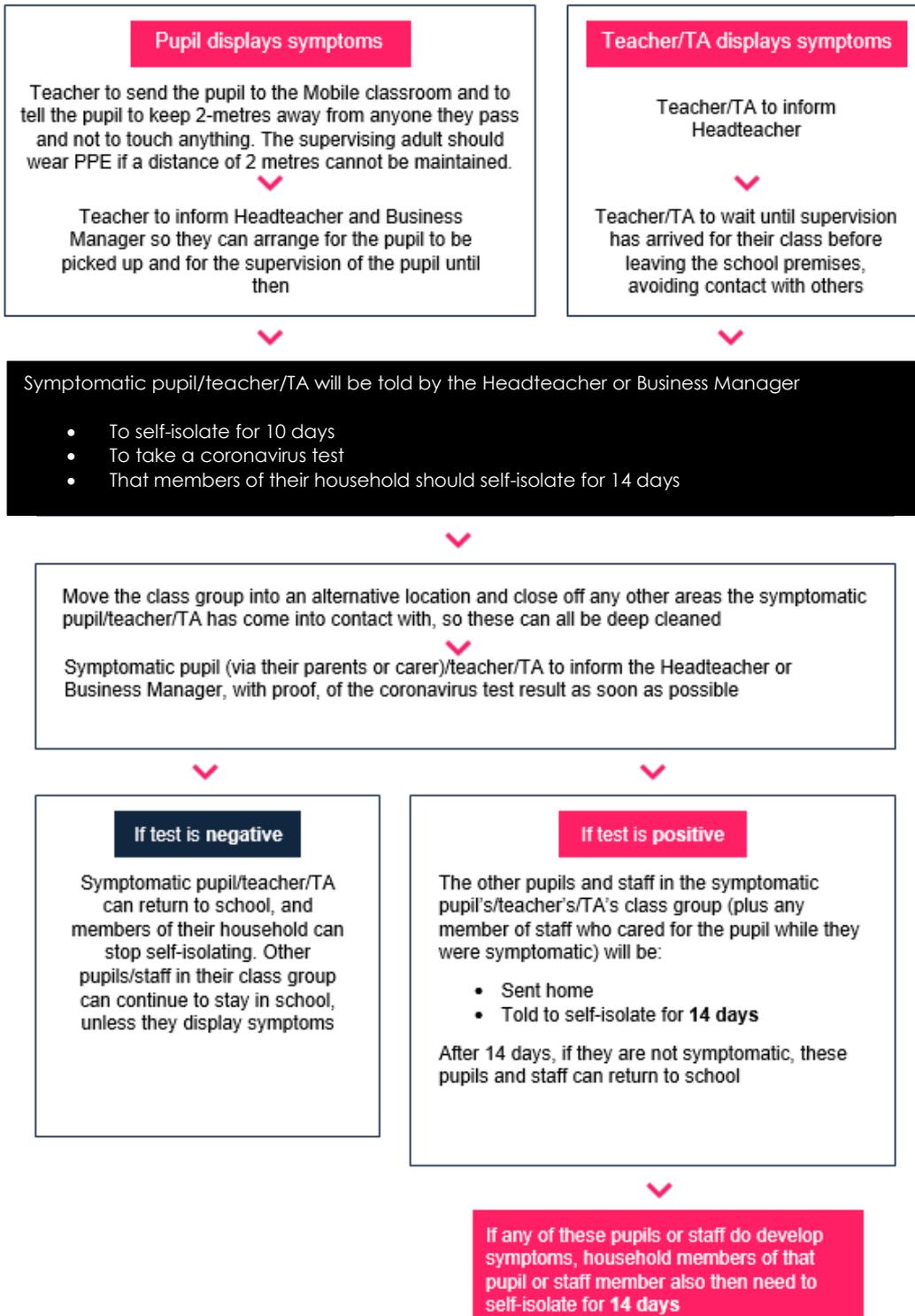
In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

### **What if the test is negative?**

Where the child, young person or staff member tests negative, they can return to school and other members of their household can end their self-isolation.

## Appendix 1: Flowchart



## Appendix 2: Letter to parents of children in the class with the confirmed case

Dear Parent/Carer,

We are writing to inform you that there has been a confirmed case of COVID19 in your child's class. We have been in touch with Public Health England, and we are following their advice closely.

As a result, all other members of the class, including your child, need to self-isolate for 14 days as a precautionary measure. If your child develops any COVID-19 symptoms - a new, continuous cough or a high temperature or a loss of, or change in, their normal sense of taste or smell – please arrange for them to be tested for COVID-19. See

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

Other members of your household do not need to self-isolate unless your child develops symptoms.

Please see [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) for more information about self-isolating.

If after 14 days your child hasn't developed COVID-19 symptoms they can return to school.

Yours sincerely,

Kathryn Young

### **Appendix 3: Information for staff who have a confirmed case in their classroom**

There has been a confirmed case of COVID-19 in the class you work in. We have been in touch with Public Health England, and we are following their advice closely.

As a result, you need to self-isolate for 14 days as a precautionary measure.

If you develop any COVID-19 symptoms - a new, continuous cough or a high temperature or a loss of, or change in, your normal sense of taste or smell – please arrange to be tested for COVID-19. See <https://www.gov.uk/applycoronavirus-test-essential-workers>

As a key worker you qualify for priority testing.

Other members of your household do not need to self-isolate unless you develop symptoms.

Please see [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) for more information about self-isolating.

If after 14 days you haven't developed COVID-19 symptoms you can return to school.

## Appendix 4: Information to send to whole school if applicable

Dear Parents/Carers,

We are writing to let you know that there has been a confirmed case of Covid-19 at the school. We have been in touch with DfE's, and we are following their advice closely.

They have told us to:

[Insert details about what you've been told to do by DfE.]

[If you're being asked to close temporarily, let them know here:

- Any rough timing you have for when you'll reopen, and how you'll tell them once a date for reopening is confirmed
- Which school functions are continuing and which aren't (e.g. school trips, meetings, events, breakfast and after-school clubs, school meals)
- Where parents and pupils can find work set for them, such as in a resource pack or on a website
- Your expectations for attendance and completing work remotely
- How parents and pupils will be able to contact the school and their teacher(s)]

Public Health England will be in touch with anyone who has had close contact with the confirmed case to let them know what the next steps are.

As a reminder: if you, your child or anyone you live with has the following symptoms you must follow [guidance to stay at home](#):

- new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If your child is sick or needs to self-isolate, report this to us by phoning the school office or registering their absence on parentmail.

You can use [NHS 111 online](#) if you or your child feels ill and you want to know what to do next. If you have any other questions or concerns, please get in touch with the school via ringing 01604 883900.

We appreciate that this is a difficult and worrying time, and we would like to thank everyone for their continued support.

We will continue to keep you updated as the situation evolves.

Yours sincerely

Kathryn Young

## Appendix 5 – Advice Sheet for Suspected COVID Infection

### ADVICE FOR SUSPECTED COVID INFECTION

For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 – go to [testing](#) to arrange.

**To arrange a test please ring 111 or visit:**

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

If you have [symptoms](#) of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to [testing](#) to arrange. Do not go to a GP surgery, pharmacy or hospital.

If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.

If you live with others, all other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period. The ending isolation section below has more information.

If you have [symptoms](#), try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.

Consider alerting people who you do not live with and have had close contact within the last 48 hours to let them know you have [symptoms](#) of COVID-19.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, then use the [NHS 111 online](#) COVID-19 service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.