



Guidance on Suspected or Actual Cases of COVID-19 in an Educational Setting

If a member of staff/pupil has reported being unwell with COVID-19 symptoms, what immediate action should be taken?

If anyone reports being unwell with COVID-19 symptoms, if they are in school **they should be sent home immediately**, or if they are at home they should be told **not to come into school**. They should be advised to follow the PHA guidance* and obtain a test.

If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with COVID-19 symptoms they **do not** need to go home unless they develop symptoms themselves.

If the result is negative - the pupil or member of staff can return to work providing they are well enough and have not had a fever for 48 hours.

If the result is positive – the pupil or staff member will be contacted by the Contact Tracing Service in the PHA, and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or been within 2 metres for more than 15 minutes.

PHA guidance under the Test and Trace and Protect programme will be applied for all staff or pupils in contact with someone who tests positive for Covid-19.

Passing in corridors and short periods of contact does not present a significant risk to staff or pupils.

Pupils or members of staff can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/pupils and will also assist in protecting the wider community.

If the result is positive what further actions need to be taken by the school?

1. Co-operate with PHA Contact Tracing Service

The contact tracing service will advise on what further measures need to be taken by the school. Consider implications for staff / pupils at risk and seek further advice if required. Consider staffing implications of contact tracing and make alternative arrangements.

2. Arrange Enhanced Cleaning

Cleaning should be carried out within any classroom in which an individual who has developed COVID-19 has been in, to minimise risk of the spread of the virus.

Once confirmed and reported, the areas in which the confirmed case/individual has been present on that particular day should be **closed off and secured until enhanced cleaning has been completed**. Only after this, can staff and children return.

Public areas where a confirmed case/individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids should be cleaned in accordance with the normal system of work.

3. Communicate with School Community

There should be communication with staff, parents and pupils as appropriate, as soon as is practicable, both to reassure them that safety measures are being taken and that the environment is safe; but also to ensure that the ‘rumour mill’ is suppressed.

It is important that the individual’s identity is protected.

Contact your managing authority. Please also contact your C-19 link officer, who can offer support and advice. If contacted by a third party, particularly the media, please seek further advice and support from the EA Communications Team.

4. Make Alternative Arrangements

Alternative arrangements will need to be put in place depending on how much of the school requires enhanced cleaning. This may mean closing part of the school until after this has been carried out. The PHA may also advise the school to close temporarily. The school will need a contingency plan for this eventuality. Consider implications for after school activities where appropriate. Consider staffing implications.

5. Review Internal Procedures and Risk Assessment

You should review your internal procedures and your COVID-19 risk assessment to ensure that you have identified all reasonable measures to control the risks, and consider any learning that could be applied for future cases.

***PHA Guidance**

- if you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days;

- if you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;

- however, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);

- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone.