

# What to do if you have a suspected or confirmed case of COVID-19 in settings V3

## COVID-19 symptoms (as of 07/09/20):

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

Local Authority Early Warning System - For all scenarios you must complete the **online COVID tracker** and notify your Local Authority Link Worker

### SYMPTOMS OR SUSPECTED case in 1 child or staff member

#### What to do if a child or staff member becomes ill while at school

If anyone becomes unwell with COVID-19 symptoms they must be sent home as soon as possible.

If a child is awaiting collection, they should be moved to a room where they can be isolated behind a closed door (adult supervision if required). Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from others.

While caring for the child if a 2 metre distance cannot be maintained (such as caring for a very young child or a child with complex needs) then staff should wear a fluid-resistant surgical face mask. If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then gloves, apron and face shield should be worn.

If they need to go to the bathroom, use a separate one if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

All schools have a supply of 10 Home Test Kits, these should only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.

- If they test positive, follow the confirmed positive case flowchart.
- If they test negative, other members of their household can stop self-isolating and return to the setting. If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. 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.

#### What to do if a child or staff member becomes ill while at home

Parent/Carer or staff member should notify their educational setting of their absence.

Direct to [Stay at home](#) guidance for isolation advice for child/member of staff and their households. The person with symptoms should isolate for at least 10 days starting from the first day of their symptoms.

Members of the household without symptoms should self-isolate for 14 days, this applies even if they are tested themselves and are negative for COVID 19. This is because they have been in contact with a positive case/person displaying symptoms.

Children or staff in the same class or bubble or who are contacts of the person with COVID-19 symptoms do not need to self-isolate at this stage (unless they are in the same household e.g. siblings).

Advise the parent/carers to arrange to get their child tested via nhs.uk online or by contacting NHS 119 via telephone if they do not have internet access.

Advise staff to get tested via your own employers portal or online via gov.uk essential workers.

### CONFIRMED POSITIVE case in 1 child or staff member

Headteacher to call DfE schools helpline: 0800 046 8687, then your Local Authority Link Worker and email [publichealthoncall@nelincs.gov.uk](mailto:publichealthoncall@nelincs.gov.uk) IMMEDIATELY.

Ensure child/staff member (case) stays at home and isolates for 10 days. The rest of their household need to isolate for 14 days.

The DfE/HPT will undertake an assessment to determine if any contacts in the setting need to self-isolate at home for 14 days. Please do not send a class home until you have discussed the situation.

The headteacher or appropriate member of the leadership team will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to them becoming ill. See p16 in resource pack for questions to help this process.

All direct and close contacts will be advised not to attend school and to self-isolate for 14 days starting from the day they were last in contact with the case during the cases infectious period. The other household members do not need to self-isolate at this point.

If a contact develops symptoms of coronavirus during self-isolation, other members of the household must then self-isolate at home for 14 days and the contact must get tested.

- If the test is positive, they must continue to stay at home for at least 10 days.
- If the test is negative, they must still complete the 14-day self-isolation period because the virus may not be detectable yet. Household members can stop self-isolating if they do not have symptoms.

Cases and contacts can return once their isolation period is complete - only if they do not have symptoms other than a cough or loss of sense of smell/taste (these can last for several weeks once the infection has gone).

### 2 or more children or staff who test positive or increase in absences where COVID-19 is suspected

Headteacher to call Health Protection Team (HPT) on 0113 386 0300 (out of hours 0151 909 1219), then your Local Authority Link Worker and email [publichealthoncall@nelincs.gov.uk](mailto:publichealthoncall@nelincs.gov.uk) IMMEDIATELY.