

# SCHOOL BECOMES AWARE OF SUSPECTED CASE OF COVID-19

(Symptomatic pupil or staff member)

## CASE ACTIONS

## SCHOOL ACTIONS

## HPH ACTIONS

SUSPECTED CASE self isolates for 7 days & takes COVID-19 test

HOUSEHOLD self isolates for 14 days

Complete School Notification Form & send to [HealthProtectionHub@telford.gov.uk](mailto:HealthProtectionHub@telford.gov.uk) If out of normal work hours, please call 7580 531257

Notify PHE 0344 2253560 (opt 0, 2). If out of normal work hours, please call 01384 679031.

If case is at school, isolate and send home ASAP with advice to self-isolate & wait for HPH to contact them

Contacts school & assists in management of situation, as needed

Contacts suspected case & arranges testing

Follow actions in Cleaning Guidance document

Review school risk assessment

Assists with preparing COVID-19 communication, as needed

Make list of all people in direct or close contact with the case without PPE (bubbles, office etc.)\*

NEGATIVE

Household stops self-isolating

Suspected case stops self-isolating when symptom free for 48 hours\*\*

Return to normal – staff or pupil can return to school. No further action

Closes case & notifies PHE

POSITIVE

Household completes 14 days self-isolating

ALL people on the contact list self-isolate for 14 days

Suspected case completes 7 days self-isolating & returns to school when symptom free for 48 hours\*\*

Instruct ALL on contact list to self-isolate for 14 days.

Prepare general & media statements with HPH, as needed

Work with HPH team to manage the ongoing situation

Assists school with control of outbreak communication of situation, as needed

\*Contacts include those who have had: **Direct contact:** Face to face contact with a case for any length of time, within 1m, including: being coughed on, a face to face conversation, having a face-to-face conversation, within one metre, or having skin-to-skin physical contact, or any contact within one metre for one minute or longer without face-to-face contact. **Close contact:** a person who has been within 2 metres of a case for more than 15 minutes.

\*\*if a cough or a loss or change in normal sense of smell or taste is the only persistent symptom, staff & children can return to school if they are medically fit as these symptoms are known to persist for several weeks in some cases