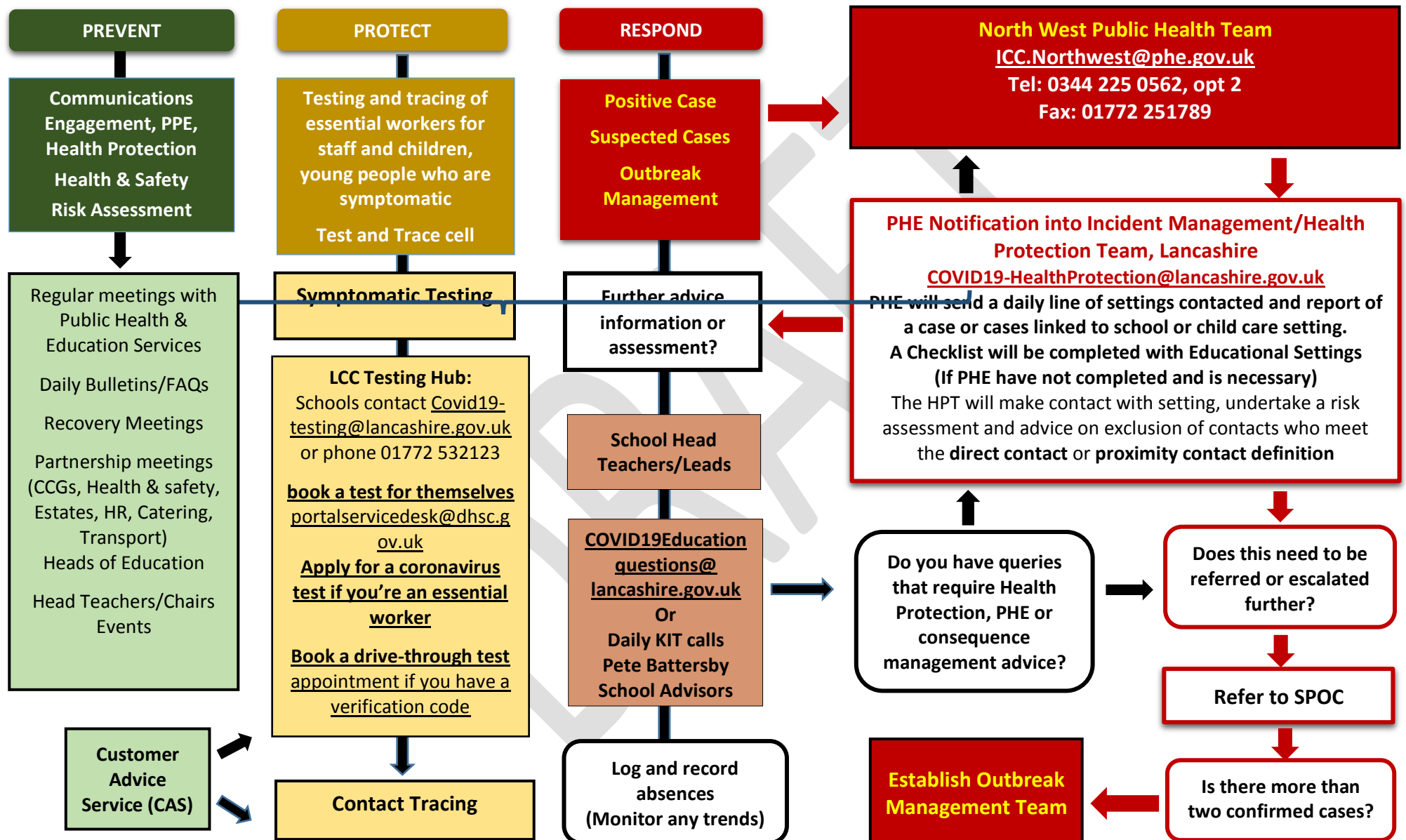


Schools & Education Settings Strategic Outbreak Control Plan - Who is involved and Key Contacts



A three step approach to managing Covid 19 in Education settings

STAGE 1 Prevent

- ❖ Communications and engagement
- ❖ Regular events and daily bulletins
- ❖ Identify **vulnerable staff and pupils** and undertake individual risk assessment
- ❖ Manage **Health and safety** in schools through **undertaking Risk Assessment** and mitigating risks
- ❖ Undertake **daily risk review**
- ❖ Ensure children/staff do not attend school **if they are symptomatic**
- ❖ Use **Covid 19 Education email** to highlight issues to be signposted to various teams

Important Contacts

Covid Education Email
COVID19Educationquestions@lancashire.gov.uk

Pete Battersby - Schools Advisors

Health & Safety Team
health.safety@lancashire.gov.uk
01772 538877

STAGE 2 Protect

- ❖ Ensure appropriate use of **PPE**
- ❖ Ensure **social distancing** in place
- ❖ Ensure Schools, staff and families aware of local **testing and tracing** protocols
- ❖ Contact Health Protection Team for advise on **infection prevention**
- ❖ **Outbreaks to be reported to PHE**
- ❖ Use **daily KiT calls** to report suspected cases and absences to **Schools Advisors, Leads**
- ❖ Activate C19 Comms plan and alert LA Comms Team via Adviser

Important Contacts/links

Covid19-testing@lancashire.gov.uk or
phone 01772 532123

portalservicedesk@dhsc.gov.uk
Apply for a coronavirus test if you're an essential worker

Book a drive-through test appointment if you have a verification code
<https://www.healthierlsc.co.uk/CoronavirusTesting>

STAGE 3 Respond

- ❖ **Alert PHE** of any positive cases
- ❖ Confirm **absence data** in daily KiT call
- ❖ Support pathway into **incident management team**
- ❖ Ensure checklist or information sent to **LA incident Management Team** is completed by relevant lead (Advisors)
- ❖ LA data team will manage query or escalate to **PHE or SPOC**
- ❖ PHE will notify follow up response with schools re **contacts/ trace and test**
- ❖ **Appropriate Lead** to take part in **outbreak management team** if there is an **outbreak in educational setting**

Important Contacts/Details

PHE
ICC.Northwest@phe.gov.uk
Tel: 0344 225 0562, opt 2
Fax: 01772 251789

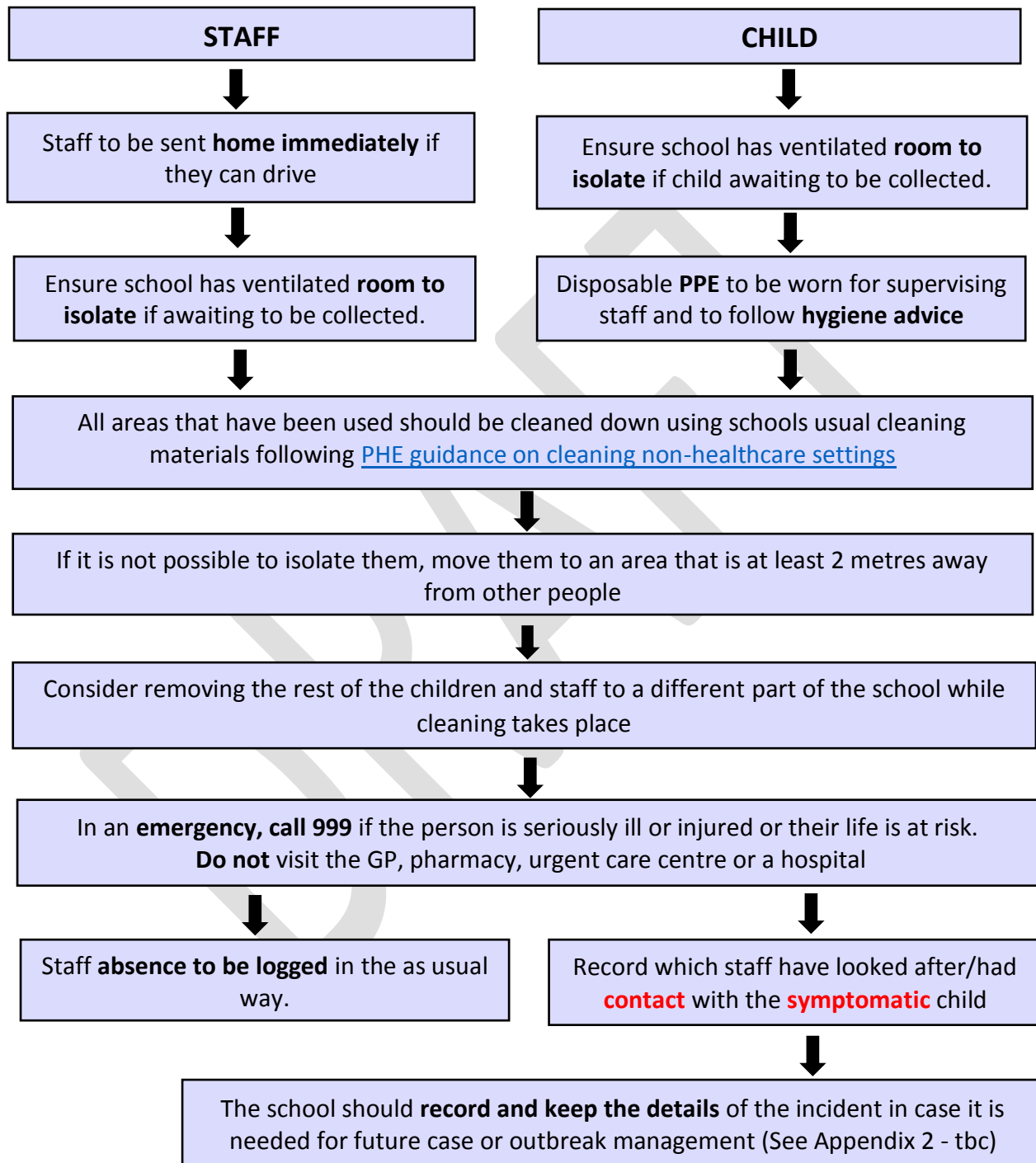
Incident Management Team
[Details here - tbc](#)

Definitions

Suspected Case (COVID-19)	A person with a new continuous cough OR fever OR loss of/ change in smell or taste.
Confirmed Case (COVID-19)	A person with laboratory confirmation of virus causing COVID-19 infection, irrespective of clinical signs and symptoms.
Outbreak	The occurrence of two or more cases of suspected or confirmed COVID-19 arising within the same 14-day period in a shared setting.
Contact	A contact of a COVID-19 case is any person who has had contact with a COVID-19 case within a timeframe ranging from 48 hours before the onset of symptoms of the case to 14 days after the onset of symptoms. If the case had no symptoms, a contact person is defined as someone who has had contact with the case within a timeframe ranging from 48 hours before the sample which led to confirmation was taken, to 14 days after the sample was taken.
High-risk contact	A contact of a COVID-19 case who came within 1 metre of the case for more than 1 minute, or within 2 metre for more than 15 minutes.

1. What to do if someone falls ill while at school

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible



There is no need to notify the Local Authority or the Health Protection Team of the management of the case but **Appendix 2 must be safely stored** and sent to the Schools Advisors via the COVID 19 email address:
COVID19Educationquestions@lancashire.gov.uk (*stating Covid Reporting*)

2. What to do if a child or staff member is unable to attend school because they have COVID-19 symptoms

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate.
They should not attend school and should follow the steps below

Parent/Carer or staff member should **notify the school** of their absence by phone immediately.

School should **record reason for absence**, date of onset of symptoms, symptoms, class etc. (See dataset in Appendix 1)

Child/staff member **should get tested** via **NHS UK** or by contacting **NHS 119** via telephone

This would also apply to any **parent or household member who develops symptoms**.

If any **staff contact** develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Direct to **stay at home** guidance for isolation advice for child/staff member and their households.

The **person with symptoms** should **isolate for 7 days** starting from the first day of their symptoms

Rest of their household **isolates for 14 days**

School to **contact Schools Advisors** with the absence information (Appendix 1)

School to **follow up if the test** has taken place and inform Schools Advisors of the outcome

If a parent or carer does not engage with the testing process – school to request support from Schools Advisors and support parent or carer with the process

The school should contact the Schools Advisors via the COVID 19 email address: COVID19Educationquestions@lancashire.gov.uk (stating Covid Reporting) if they are informed of a **positive test** result by a parent or other source.
If further advice is required please contact the **Health Protection Team**

3. What to do if there is an Outbreak in school

If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team

The School will be asked to work with the contact tracer to identify **direct and close contacts** of the case **during the 48 hours prior** to the child or staff member falling ill

This is likely to be the classmates and teacher of that class

The social distancing measures put in place by educational settings outside the classroom should reduce the number of other **direct/close contacts**.

Close contact (without PPE):

- Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

Direct contact without PPE:

- being coughed on, or
- having a face-to-face conversation within 1 metre, or
- having unprotected skin-to-skin physical contact, or
- travel in a small vehicle with the case, or
- any contact within 1 metre for 1 minute or longer without face-to-face contact

All **direct** and **close** contacts will be **excluded from school** and advised to **self-isolate for 14 days** (starting from the day they were last in contact with the case).
Household members of contacts do not need to self-isolate unless they develop symptoms.

The contact tracer will provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts

Contacts will **not be tested** unless they **develop symptoms**

- If a **contact should develop symptoms**, then the parent/carer should arrange for the child to be tested via [NHS UK](https://www.nhs.uk) or by contacting NHS 119 via telephone (if no have internet access)
- This would also apply to any **parent or household** member who develops **symptoms**.
- If any **staff contact** develops symptoms then they can apply for a **test** via <https://www.gov.uk/apply-coronavirus-test-essential-workers>

The school should contact the Schools Advisors via the COVID 19 email address: COVID19Educationquestions@lancashire.gov.uk (stating Covid Infection) if they are informed of a **positive test** result by a parent or other source.
If further advice is required please contact the Health Protection Team

A) DIRECT CLOSE CONTACTS OF COVID

Date: DD/MM/YYYY

FOR PARENTS OF DIRECT CLOSE CONTACTS OF COVID 19 at XXXXX

Advice for Child to Self-Isolate for 14 Days

Dear Parent,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We have followed the national guidance and have identified that your child (name) has been in close contact with the affected child. In line with the national guidance (ref) we recommend that your child now stay at home and self-isolate until **ADD DATE (14 days after contact)**.

We are asking you to do this to reduce the further spread of COVID 19 to others in the community.

If your child is well at the end of the 14 days period of self-isolation, then they can return to usual activities. A negative test does not mean that your child can return to school earlier than 14 days.

Other members of your household can continue normal activities provided your child does not develop symptoms within the 14 day self-isolation period.

Please see the link to the PHE Staying at Home Guidance

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

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least 7 days from the date when their symptoms appeared as advised in

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

You should arrange for testing for your child via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or 111.nhs.uk or primary care

All other household members who remain well 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 house became ill.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

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

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely,

Headteacher

B) Outbreak Letter for School – Advice to Parents

Dear Parents,

Over the last xxx weeks we have been made aware of several children in our school community who have tested positive for COVID 19.

We are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The school remains open and providing your child remains well they can continue to attend school as normal. We will keep this under review.

What to do if your child develops symptoms of COVID-19

If your child develops symptoms of COVID-19, they should remain at home for at least 7 days from the date when their symptoms appeared as advised in

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

You should arrange for testing for your child via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or 111.nhs.uk or primary care.

All other household members who remain well must stay at home and not leave the house for 14 days.

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If your child does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

Headteacher

Coronavirus case for School – Advice to Parents

Dear Parents,

Over the last week we have been made aware of one member of **our staff** in our school community who has tested positive for COVID 19.

We are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The school remains open **(if that is the case)** and providing your child remains well they can continue to attend school as normal. We will keep this under review.

What to do if your child develops symptoms of COVID-19

If your child develops symptoms of COVID-19, they should remain at home for at least 7 days from the date when their symptoms appeared as advised in

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

You should arrange for testing for your child via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or 111.nhs.uk or primary care.

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For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

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- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

Headteacher

APPENDIX 1 – Template to record school absences

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Reason for absence*	Date of onset of symptoms	Symptoms **	Has the child/staff been assessed by GP, NHS 111 etc? Y/N/NK	Has the child/staff been tested? Y/N/NK	Is the child/staff reporting a positive test result? Y/N/NK	Is the child/staff in hospital? Y/N/NK

Reason for absence*: Ill, Household member ill, Contact of a confirmed/suspected case, Shielding, Other e.g. dental appointments

Symptoms *: T = Temp (≥ 37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

APPENDIX 2 – Template to record illness at school

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Date/Time of onset of symptoms	Symptoms*	Time between detection of symptoms and isolation at school	Did staff member wear PPE? ** Y/N

Symptoms * T = Temp (≥ 37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

**** Only required if social distancing could not be observed**

COVID-19 Outbreak Management Tier 1 checklist for Childcare and Educational Settings

Date of Outbreak/Incident:	
Actions for the Health Protection Team	Comments
Date completed:	11/06/2020
Contact details for the setting	
Name:	
Position	
Number	
Email	
Address	
Local authority	
Checklist completed by:	
Type of setting: Please tick ☐ Early Years ☐ Nursery ☐ Primary – Primary (keyworkers) ☐ Secondary ☐ College ☐ Other:	
Use https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance for specific guidance for different types of setting.	
Background information on Educational Setting	
1. What is the size of the school (total number of staff and number of pupils)	
2. What is the size of year group(s) affected if illness is limited to specific years?	
3. Is this school for day pupils only or boarders or both?	
4. Layout of the school i.e. is the nursery attached to the primary school	
Details of the outbreak	
1. How many children are affected?	
2. Are all affected in the same class or year group?	
3. What was the date of onset in first case?	
4. What date of onset in most recent case	
5. What is the nature of the symptoms (Example: fever, cough, shortness of breath etc.)	
6. What is the number of staff affected?	
7. Did the staff/child affected have any underlying health conditions?	
8. How many are hospitalised (staff and students)	
9. What is the number of deaths?	
10. What is the number of laboratory confirmed cases among pupils or staff?	
Events	
• Have there been any events at the setting within the last 7 days?	
• Are there any upcoming planned events?	
Additional Notes:	