PHE COVID-19 PROTOCOLS IN EDUCATION SETTINGS

1. The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia). If you have these symptoms, however mild, stay at home and do not leave your house for at least 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms). You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.

2. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that’s all you have access to.

3. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don’t have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.

4. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.
How NHS Test and Trace works for someone with coronavirus symptoms

1. Isolate: As soon as you experience coronavirus symptoms, you should self-isolate for at least 7 days. Anyone else in your household should self-isolate for 14 days from when you started having symptoms.

2. Test: You should order a coronavirus test immediately at nhs.uk/coronavirus or call 119 if you have no internet access.

3. Results: If your test is positive you must complete the remainder of your 7-day self-isolation. Anyone in your household should also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to isolate.

4. Share contacts: If you test positive for coronavirus, the NHS Test and Trace service will send you a text or email alert or call you within 24 hours with instructions of how to share details of people you have been in close, recent contact with and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be asked to do this online via a secure website or you will be called by one of our NHS contact tracers.
How NHS Test and Trace works for those contacted if you have been in close contact with someone who has tested positive for coronavirus

1. Alert: You will be alerted by the NHS Test and Trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will come either by text or email and you’ll need to log on to the NHS Test and Trace website, which is the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you need to do. Under 18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue.

2. Isolate: You will be asked to begin self-isolation for up to 14 days, depending on when you last came into contact with the person who has tested positive. It’s really important to do this even if you don’t feel unwell, because it can take up to 14 days for the symptoms to develop. This will be crucial to avoid you unknowingly spreading the virus to others. Your household doesn’t need to self-isolate with you, but they must take extra care to follow the guidance on social distancing and washing your hands.

3. Test if needed: If you develop symptoms of coronavirus, other members of your household should self-isolate at home and you should book a coronavirus test at nhs.uk/coronavirus or call 119 if you have no internet access. If your test is positive you must continue to stay at home for 7 days. If your test is negative, you must still complete your 14 day self-isolation period because the virus may not be detectable yet.
Testing and managing cases where symptomatic children/staff are in school

The guidance of what to do when symptomatic cases arise is as follows:

In the event that a child/staff member in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (Covid-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

In the event that a pupil/staff member tests negative, and if they feel well and no longer have symptoms similar to coronavirus (Covid-19), they can stop self-isolating and return to school when they feel well enough to do so.

In the event of a confirmed case and positive test result, the pupil/staff member must follow the “stay at home” government guidance and continue to self-isolate for at least 7 days from the onset of symptoms and not return to school until they do not have symptoms other than the cough or loss of sense of smell/taste. The school must immediately contact the Kent Health Protection Team upon notification of a positive test result, the Health Protection Team will provide advice on what actions need to be taken next:

- Kent Health Protection Team. Contact: 0344 225 3861 (option 0 then option 1)
- Out of hours advice: 0844 967 0085

It is likely that all members of the ‘bubble’ that the child/staff member was in at school (i.e. everyone they have been in close contact with) will be advised by the Health Protection Team to follow the “stay at home” government guidance and self-isolate for 14 days and arrange to have a test for Covid-19.

In the event of a child/staff member becoming symptomatic, we will follow government guidance and continue to allow the rest of the ‘bubble’ to attend school unless/until a positive test result is confirmed and/or the Kent Health Protection Team advises otherwise.

Pupils or staff should not be named in any communication.
Isolation Notes for Employees

Isolation notes have now been introduced in place of sick notes for any employees that fall within the categories outlined below:

- Those that have symptoms of coronavirus
- Those that live with someone who has symptoms of coronavirus
- Those who are in a support bubble with someone who has symptoms of coronavirus
- Those who have been told to self-isolate by a test and trace service

An Isolation note should now be requested by the employee via the NHS portal: https://111.nhs.uk/isolation-note/

Please note: Employers are also able to validate the details of an Isolation note via the above NHS portal.
DFE GUIDANCE: COVID-19 TESTING

The DfE has provided an update on how essential workers, including school staff, displaying Covid-19 symptoms can access priority testing. School staff can now request tests directly via GOV.UK using the following link https://self-referral.test-for-coronavirus.service.gov.uk/test-type. There are now testing facilities in Greenwich, London and Northfleet & Ashford in Kent; a test kit can also be delivered to your home.

The DfE guidance, which can be accessed here https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#list-of-essential-workers-and-those-prioritised-for-testing-england-only explains exactly who can access the priority tests and how.


Staff who develop Covid-19 symptoms

If a member of staff develops symptoms of Covid-19 either at home or in the workplace they will be required to self-isolate for 7 days and arrange a test for Covid-19. Often staff do not want to tell their employer they are unwell or try and work through it. Therefore, to minimise the risk of spreading Covid-19 in the workplace remind staff of the need to advise the school if they start to feel unwell in the workplace. The school and its employees should follow the guidelines from Public Health England with regards to self-isolation and arranging a test for Covid-19.

Staff who live with someone with Covid-19 symptoms

If a member of staff lives with someone who develops symptoms of Covid-19 they will be required to self-isolate for 14 days from when the symptomatic person first had symptoms. To minimise the risk of spreading Covid-19 in the workplace remind staff of the need to advise the school if any member of their family starts to feel unwell with Covid-19 symptoms. The school and its employees should follow the guidelines from Public Health England with regards to self-isolation and arranging a test for Covid-19.
What to do when a pupil develops COVID-19 symptoms at school?

**COVID-19 symptom reported**

- **Cough**
  (a new, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours)

- **Fever**
  (hot to touch on chest or back – no need to measure temperature)

- **Loss of, or change in normal sense of taste or smell (anosmia)**
  (cannot smell/taste anything or things smell/taste different to normal)

**Send to Office immediately**

On their own or if assistance is required get someone to bring them?

Clean area that this pupil has been.

**At the Office**

- Isolate pupil in the Covid isolation room behind a closed door or at least 2 meters apart from others
  - Keep the room ventilated (open any windows)
  - Staff tending to pupil must wear appropriate PPE
- Pupil to use designated bathroom (this must be cleaned and disinfected before use by another person)

- Contact parents/carer to come and collect this pupil and their siblings immediately
  - Inform Executive Principal, Academy Principal and Senior Vice Principal

- Follow the Test and Trace Protocol
**Test and Trace Protocol**

**COVID-19 symptom reported**

**Book a COVID-19 Test**

- **Book a test online using NHS Testing and Tracing**

- **School provides a Home Testing Kit**
  - If available, the school will provide individual with a COVID-19 Home Testing kit to complete at home.

**Isolate whilst waiting for the results**

The person who has the test and their family members must isolate following the COVID-19 stay at home guidance.

**Positive Test Result**

- Inform school immediately. Isolate for 7 days and family members isolate for 14 days from the first sign of symptoms.

**After 7 Days**

- **No COVID-19 symptoms (apart from a cough and change in taste/smell)**
  - Return to school.

- **Still have COVID-19 symptoms including a high temperature.**
  - Continue to isolate until high temperature has gone.

**Negative Test Result**

- Family members can stop isolating immediately.

**Still feeling unwell and have COVID-19 symptoms.**

- **No COVID-19 symptoms and feeling well.**
  - Return to school.

- **Continue to isolate until feeling better.**

- **No COVID-19 symptoms (apart from a cough and change in taste/smell)**
  - Return to school.
COVID-19 Stay at Home Guidance for Households

Criteria and guidance applied as of 17/03/2020:
Incubation period = maximum 14 days
Day 1 is the first day of symptoms
The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days
If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.
Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person
Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation

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Key: X = when illness started - first day of symptoms
✓ = allowed to go out again

School Response to COVID-19 Positive Test Results

COVID-19 positive test result reported

Initiate Track and Trace within School

Find out who has been in close contact with this individual in the last 48 hours.

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Contact Local Health Protection Team
Kent Health Protection Team
0344 225 3861 (option 0, then option 1)
Out of hours: 0894 967 0085

Contact teachers/staff/pupils
Get list of pupils or staff who have been in close contact with this individual in last 48 hours

Contact infected person/family member
Ask for list of pupils or staff who they have been in close contact with in the last 48 hours.

The identified individuals must isolate immediately for 14 days from contact with the infected person.

Their family members do not need to isolate.

Develops COVID-19 symptoms
Book a test and follow Test and Trace Protocol.
Family members isolate for 14 days from the first symptoms.

Does not develop COVID-19 symptoms
After 14 days of isolation can return to school.
School Response to **two or more** COVID-19 Positive Test Results

Two or more COVID-19 positive test results reported

Liaise further with Local Public Health Protection Team
  Kent Health Protection Team
  0344 225 3861 (option 0, then option 1)
  Out of hours: 0894 967 0085

Initiate consultation with Local Director of Public Health
  Several options will be considered.

- Isolation of Larger Groups/Whole Bubble
- Whole School Closure
- Mobile Testing Unit Dispatched
  Direct contacts, the wider bubble and whole school testing to occur.