

SCHOOL BECOMES AWARE OF SUSPECTED CASE OF COVID-19

(Symptomatic* pupil or staff member)

* First stage COVID19 symptoms in young children can include gastrointestinal problems (e.g. diarrhoea of a persistent nature – not just one loose bowel movement). If the ONLY symptom is gastrointestinal, the child should be excluded for 48 hours and monitored for other COVID19 symptoms – if no other symptoms present, the child can return to EY/CM when they have been free of any symptom for 48 hours.

CASE ACTIONS

SCHOOL ACTIONS

HPH ACTIONS

SUSPECTED CASE
self isolates for 10
days & takes COVID-
19 test

HOUSEHOLD self
isolates for 14 days

Complete & Submit School Notification Form at

<https://www.telford.gov.uk/testandtrace>

If out of normal work hours, please call 07580 531257

If case is staff member advise HRHelpdesk@telford.gov.uk
& jo.beard@telford.gov.uk of the submission

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, if school
has a T&W
communication package

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
needed.

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 10 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, 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