Date: DD/MM/YYYY

FOR STAFF WITH CONFIRMED CASE IN LEARNING BUBBLE

**Advice for staff to self-isolate for 14 days**

Dear

We have been advised by Telford and Wrekin Health Protection Hub that there has been a confirmed case of COVID-19 within your learning bubble.

Telford and Wrekin’s Health Protection Hub will be carrying out the necessary contact tracing and referring staff for testing if required via the single point of referral. If you like to contact them please email [healthprotectionhub@telford.gov.uk](mailto:healthprotectionhub@telford.gov.uk)

We have followed the national guidance and in line with this guidance we recommend that you 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 you are well at the end of the 14 days period of self-isolation, you can return to work.

Other members of your household can continue normal activities provided no one develops 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 you develop symptoms of COVID-19**

If you develop symptoms of Covid-19, you should remain at home for at least 10 days from the date when your symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119. Or can be referred by the Health Protection Hub’s single point of referral, which is the preferred route for Telford and Wrekin

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 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, 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:

* A 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**. Most people with coronavirus have at least 1 of these symptoms.

If you do 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

Do

* Wash your hands with soap and water often – do this for at least 20 seconds
* Use hand sanitiser gel (with 60% alcohol) if soap and water are not available
* Wash your hands as soon as you get home
* Cover your nose and mouth 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