

SCHOOL BECOMES AWARE OF POSITIVE CASE OF COVID-19

(Pupil or staff member)

(Please do not notify HPH of suspected cases, symptomatic individuals should be sent home, instructed to isolate and to go get a test ASAP. If this result comes back positive please then notify HPH)

CASE ACTIONS

SCHOOL ACTIONS

HPH ACTIONS

Complete & Submit School Notification Form at

www.telford.gov.uk/testandtrace

81800 line will be available from 8am – 5pm Monday to Friday - If out of normal work hours (5-7pm Monday to Friday, 10am-5pm Saturday and Sunday) please call 07580 531257

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

Positive CASE self isolates for 10 days from symptom on set (or if asymptomatic 10 days from day of the test) ***

HOUSEHOLD self isolates for 14 days from this date. *

Contacts school & assists in management of situation, as needed

Contacts +ve case and carry out contact tracing

Send isolation emails to identified contacts to instruct/enforce on isolation period/rules

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

Assists with preparing COVID-19 communication, if school has a T&W communication *narkane*

Identify contacts** of +ve case and begin communication with staff and parents of pupils affected.

Make a list of contacts together with emails and send into Health Protection Hub with information on isolation dates (last date +ve case in setting, Isolation Start, Isolation end, & Date they will return to school)

Identified contacts are to isolate for 14 days from point of contact *

All identified contacts (e.g. collapsed bubbles) to isolate for 14 days from last contact. *

Follow actions in Cleaning Guidance document

Review school risk assessment

Prepare general & media statements with HPH, as needed

Work with HPH team to manage the ongoing situation

*14 day isolation period must be completed regardless of whether contact goes for a test and receives a negative result.

**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 following isolation period, staff & children can return to school if they are medically fit as these symptoms are known to persist for several weeks in some cases