

COVID-19 School / Setting Response Procedure

The following actions should be completed when a pupil/staff member develops COVID-19 symptoms OR if they report to have tested positive for COVID-19.

Is the pupil/staff member displaying COVID-19 symptoms?

- High temperature
- New persistent, dry cough
- Loss or change in taste or smell

1. Arrange for the symptomatic individual to go home.
2. (If applicable) If a pupil is awaiting collection, move them to a room where they can be isolated behind a closed door or, if not possible, somewhere that is at least 2 meters away from other people and ensure appropriate adult supervision. Ideally, a window should be opened for ventilation. Staff caring for the pupil should wear appropriate PPE¹. The individual with symptoms may need access to the toilet. This should not be used by others and cleaned in line with guidance following the individual leaving the school.
3. Send the symptomatic individual home, instructing:
 - a. The symptomatic individual to get tested for COVID-19 and report the result to the school once known.
 - b. The symptomatic individual to self-isolate for 7 days (or until a negative result has been reported).
 - c. Fellow members of their household to self-isolate for 14 days.
4. Arrange for areas where the symptomatic individual has been to be cleaned and disinfected². Areas that they have passed through (e.g. corridors) should be cleaned thoroughly as normal. Any surfaces that the symptomatic person has come into direct contact with must be cleaned and disinfected e.g. high-contact areas such as handles, grab-rails.

Result of the COVID-19 test

Positive

1. If informed by pupil/parent/staff member, check authenticity of test results e.g. contact parents.
2. Notify the Local Authority and Public Health via the online form (<https://schools.leicester.gov.uk/informtheLA>).
3. Identify and arrange for pupils/staff members who have been in the same class or group ('bubble')³ with the symptomatic individual to go home.
4. Send letter/email to parents of pupils who have been in contact with the symptomatic individual advising that the pupil should:
 - a. Self-isolate for 14 days (guidance states that other household members do not need to self-isolate unless the pupil they live with develops symptoms.)
 - b. Get tested for COVID-19 if they develop symptoms and inform the school of their results.N/B the name of the pupil should not be shared with pupils and parents.
5. Record absences with appropriate code.

Negative

Pupil/staff member can return to school but only if they feel well and no longer have symptoms of coronavirus, and their fellow household members can end their self-isolation.

Notes:

1. Source: What to do if someone develops coronavirus whilst in an educational setting
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

2. Source: COVID-19 decontamination in non-healthcare settings
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area>

3. When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.