

Cumbria County Council – Public Health Advice to Educational Settings

Process for Managing Suspected Cases of COVID-19 – 1 page summary

Member of staff or child is showing one of more symptoms of COVID-19 (temperature of 37.8°C or above, new continuous cough, change to or loss of sense of taste/smell)

Has the individual been in the setting whilst a) showing symptoms or b) in the 48 hours beforehand?

Yes

- If the individual is still in the setting, isolate them and arrange for them to go home immediately. Send all siblings/other household members home too.
- Advise that individual needs to isolate at home for 7 days (other household contacts 14 days) from the day symptoms started and follow [stay at home guidance](#)
- Thoroughly [clean](#) any areas the individual has been in contact with
- Seek consent to share details with Cumbria County Council COVID-19 call centre. Call the centre on 0800 783 1968 and give details. The Call Centre can request a test at a local drive-through site for the staff member or child whilst you are on the phone (so ask staff member or parent/carer beforehand if they would like testing arranged).
- If the staff member or parent/carer does not want you to arrange local testing, advise them to book online and sent them the link: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>
- Ask the member of staff or parent/carer to keep you informed of when they have their test and also the result of the test.
- Contact all parents of children attending the school setting to make them aware staff/children have developed symptoms and remind them of the symptoms to look out for. Reassure that bubble/setting currently remains open pending test results
- Make a note of any staff or children who had close contact (e.g. within 2 metres for 15 minutes or more) with the individual whilst they were showing symptoms or during the 48 hours before they developed symptoms – this is your 'close contact list' and you will need it if a test comes back positive

Please note – you do not need to send any contacts home or shut any bubbles/the setting at this stage. You only need to consider further actions like this if a positive test result is reported. This is why it is important that individuals with symptoms get tested as soon as possible.

No

- Contact staff member or parent/carer - ensure the individual is isolating at home (for 7 days, other household contacts 14 days) and advise to follow the [stay at home guidance](#)
- Seek consent to share details with Cumbria County Council COVID-19 call centre. Call the centre on 0800 783 1968 and give details. The Call Centre can request a test at a local drive-through site for the staff member or child whilst you are on the phone (so ask staff member or parent/carer beforehand if they would like testing arranged).
- If the staff member or parent/carer does not want you to arrange local testing, send them the link to access national testing

Individual receives their test result (it is the decision of the Head Teacher/Setting Leader whether or not to request written confirmation of test results in line with their risk assessments)

Test result is positive

- The individual needs to continue with their 7 day 'stay at home' period. They can return to the setting after 7 days if they have not had a high temperature for 48 hours (and no-one else they have been in close contact with has had symptoms in the last 14 days). Others in their household need to continue with their 14 day 'stay at home' period and should get tested if they develop symptoms
- Close contacts from the bubble/setting will need to go home and isolate for 14 days from the date they were last in contact with the individual who has tested positive (their wider household do NOT need to isolate)
- Inform all parents within the bubble/setting to ensure they watch for symptoms
- Testing will not routinely be given to individuals who do not have symptoms, so contacts do not need to be tested unless informed otherwise via Public Health
- Contact the Cumbria County Council COVID-19 Call Centre and inform them of the test result. A contact tracer from an NHS or Local Authority in Cumbria may then get in touch with you, the staff member or the parent/carer to provide advice and identify further contacts (*please note, if the test has been arranged via the national NHS test and trace, a contact tracer from this service may get in touch via the following number 0300 013 5000*)
- If you have more than one individual in the setting with a positive test result, outbreak support will be provided to you via services coordinated through local Public Health services

Test result is negative

- Inform staff and parents/carers of the results
- Inform the Cumbria COVID-19 Call Centre of the result
- Agree the return date with the staff member/parent. The individual can return to the setting straight away as long as they:
 - have not had a high temperature for 48 hours
 - are not classed as a contact of a positive case (and/or a possible case if it is a household member)