COVID-19 Public Health Resource Pack for Educational Settings in Cumbria

Version 2

25 August 2020

This document has been created using information taken directly from the PHE (Public Health England) NW COVID-19 Resource Pack for Schools (Version 1 – 1 June 2020) and supplemented with additional information about the Cumbria local contact, test and trace systems. Additional sections have been added under FAQs where Cumbria County Council has received a number of queries from educational settings.

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* Contacting parent/carer when their child has suspected symptoms of COVID-19
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Please note that, as COVID-19 is a rapidly evolving situation, guidance may change with little notice.

Therefore we advise that, in addition to familiarising yourself with the content of this document, you refer to the relevant national guidance

(links provided in Section 7).

### Section 1: Local Area Key Contacts

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| --- |
| **For staff in Educational Settings with COVID-19 queries and to notify Cumbria County Council of a confirmed case**  |
| Cumbria COVID-19 Call Centre  Monday – Friday (0900 – 1700)Saturday and Sunday (1000 – 1400) | 0800 783 1968 |
| **OR suspected outbreaks (not single cases) can also be notified to Public Health England North West Health Protection Team** |
| Monday – Friday (0900 – 1700) | 0344 225 0562  |
| **Out of Hours PHE Contact:** Public Health England first on call via the Contact People | 0151 434 4819 |
|  |  |

### Section 2: COVID-19 Key messages

**What are the symptoms?**

The main symptoms of COVID-19 are:

new continuous cough and/or

fever (temperature of 37.8°C or higher)

Loss of or change in, normal sense of taste or smell (anosmia)

**What is the mode of transmission?**

COVID-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre). These droplets can be directly inhaled by the person, or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

**What is the incubation period?**

The incubation period (i.e. time between exposure to the virus and developing symptoms) is between 1 and 14 days (median 5 days).

**When is a person infectious?**

A person is thought to be infectious 48 hours before symptoms appear, and up to ten days after they start displaying symptoms.

**Are children at risk of infection?**

Children of all ages can catch the infection but children make up a very small proportion of COVID-19 cases with about 1% of confirmed cases in England aged under 19 years. Children also have a much lower risk of developing symptoms or severe disease.

**Can children pass on the infection?**

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease, but the evidence so far from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse. This is unlike ‘flu’.

### Section 3: Management of suspected or confirmed case

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| --- |
| 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** | **No** |
| * If the individual is still in the setting, isolate them and arrange for them to go home immediately. It is recommended that staff wear [Personal Protective Equipment](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) (PPE) if supporting a symptomatic child and 2 metres distance cannot be maintained. Send all siblings/other household members home too.
* Advise that individual needs to isolate at home for 10 days (other household contacts 14 days) from the day symptoms started and follow [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).
* Thoroughly [clean](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) any areas the individual has been in contact with
* Advise the staff member or parent/carer to arrange testing. They can book online via <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> or call 119.
* 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.
* Record absence details. Also 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.
* Contact parents of children who may have had close contact e.g. those in same bubble/class 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.

***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****.*  | * Contact staff member or parent/carer - ensure the individual is isolating at home (for 10 days, other household contacts 14 days) and advise to follow the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)
* Advise the staff member or parent/carer to arrange testing. They can book online via this [link](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/) or by calling 119.
* 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.
* Record absence details.
 |
| If you have a query about a suspected case, please contact the Cumbria County Council COVID-19 Call Centre on 0800 783 1968 |
|  |
| 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** | **Test result is negative** |
| * Advise that the individual needs to continue with their 10 day isolation at home. They can return to the setting after 10 days if they have not had a high temperature for 48 hours. Others in their household need to continue with their 14 day ‘isolation 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 offered to individuals who do not have symptoms, so contacts do not need to be tested, unless informed otherwise via health protection services.
* Contact the Cumbria County Council COVID-19 Call Centre on 0800 783 1968. Inform them of the test result and give details about the positive case so they can be followed up. A contact tracer from a local health protection service may then get in touch with you, the staff member or the parent/carer to provide advice and identify further contacts.  Further local follow up may take place in order to manage local incidents/outbreaks.
* 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 health protection services. They will contact you with advice.
* For confirmed staff cases of **work related** COVID-19: report via the accident/incident report form and submit to the Cumbria County Council health and safety team mail box healthandsafety@cumbria.gov.uk
 | * Inform staff and parents/carers 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  - have not been told to isolate because they have been identified as a close contact of a positive case or a household contact of a possible/ confirmed case.  |

**Additional advice if someone has symptoms whilst in the setting**

**If anyone becomes unwell with a new continuous cough, a high temperature, loss of or change in their normal sense of taste or smell, they must be sent home as soon as possible.**

* If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area that is at least 2 metres away from other people**.**
* If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
* Personal Protective Equipment (PPE) should be worn by staff caring for the child while they await collection ONLY if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). A member of staff would NOT be classed as a close contact if they wore PPE for the whole time they were within 2 metres of an individual with symptoms (and had not been in close contact with them without PPE in the previous 48 hours).
* If a 2 metre distance cannot be maintained then the following PPE should be worn by the supervising staff member:
	+ Fluid-resistant surgical face mask
* If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following PPE should be worn by the supervising staff member
	+ Disposable gloves
	+ Disposable plastic apron
	+ Fluid-resistant surgical face mask
	+ Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting
* In the event that PPE is breached (e.g. bodily fluids enter the eyes, nose or mouth), the setting should record the incident and conduct a risk assessment to assess the potential impact. The individual whose PPE has been breached should be identified as a direct contact from that point forward. Contact the Cumbria County Council COVID-19 call centre on 0800 783 1968 who can put you in touch with infection control specialists within the public health team. They can offer further advice. The school should record and keep the details of the incident (see suggested template Appendix 2).

### Section 4: Additional information on managing a confirmed case

**If a child or staff member in an educational setting tests positive for COVID-19 then they will need to isolate at home for 10 days. The staff member or parent/carer (if a child) will be contacted by a contact tracer (if they have not been already).  A lead within the school may also be contacted by a contact tracer or other local public health/health protection professional in order to obtain further information or give advice if required**.

* The Head Teacher or appropriate member of the leadership team at the educational setting (and/or the staff member or parent/carer) may be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill, or whilst they were in the setting with symptoms. In educational settings, this is likely to be children and staff in the same bubble/class.  The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

* A**Direct contact** is defined as someone who has not worn Personal Protective Equipment (PPE) and had the following contact with the confirmed case:

* being coughed on, or
* having a face-to-face conversation within 1 metre, or
* having unprotected skin-to-skin physical contact, or
* travel in a small vehicle with the case, or
* any contact within 1 metre for 1 minute or longer without face-to-face contact

* A **Close contact** is defined as someone who has not worn Personal Protective Equipment (PPE) and had the following contact with the confirmed case:

* + Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

* All direct and close contacts should be asked to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school / other educational setting three days before this on the Monday, the first day of the 14 day period for contacts is that Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

* Contacts will not normally be asked to get tested unless they develop symptoms or are advised to do so directly as part of local outbreak control arrangements. If a contact does develop symptoms, then testing should arranged via the [NHS UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) website or by telephoning NHS 119 if they do not have internet access.

* Leaders within educational settings have been advised to notify the Cumbria County Council COVID-19 call centre on 0800 783 1968 if they have a child or staff member in their setting who tests positive.  They will be asked to provide the following details about the individual:

* Name
* Date of Birth
* Address and contact telephone number (if the individual is a child, the caller will be asked to give the parent or carers name and telephone number)
* Symptoms and the date the symptoms started
* Date the individual was tested and test result
* When the individual was last in the school / other educational setting

As this information will be asked for, educational leaders have been asked to ensure they have consent to share details before calling.  Personal details may be shared between Cumbria County Council, the NHS, District Councils (Environmental Health) and Public Health England (PHE)/National Institute for Health Protection in order to support testing, contact tracing and outbreak management**.** Suggested wording for obtaining consent proactively from parents has been provided in Appendix3.

 of a confirmed case

### Section 5: Arrangements for management of a possible group of cases (cluster) or an outbreak

**If there are more confirmed cases linked to the school / other educational setting, the local Health Protection Team (HPT) at Public Health England (PHE) / National Institute for Health Protection in conjunction with local Incident Managers from Environmental Health and Public Health Teams will work with the setting to investigate and advise on any other actions that may be required.**

* If a school / other educational setting has come across two or more confirmed cases, or there is a high reported absence which is suspected to be COVID-19 related, then the Cumbria County Council COVID-19 call centre should be notified promptly on 0800 783 1968.  Following this call the school / other educational setting will be advised what additional action may be taken (if required in addition to ensuring suspected or confirmed cases are isolating for 10 days and contacts are isolating for 14 days).

* However, it is probable that some clusters or outbreaks will be identified by either the local Health Protection Team (HPT) at Public Health England (PHE) / National Institute for Health Protection or the local authority public health team. If this is the case, the school / other educational setting will be contacted by one of these teams and an outbreak control team will be convened to support the setting and manage any action required to reduce the risk of further transmission. This may inclide for example offering additional temporary testing sites, developing communication messages or advising on the closure of settings.
* In addition, if the Director of Public Health starts to see numerous clusters or outbreaks occurring across a range of educational settings, a general ‘Outbreak Control Team for Educational Settings’ will be convened, which will meet daily if required to review all active clusters and outbreaks.

### Section 6: Frequently asked questions

**Cases and contacts**

**Should a child/staff member come to school if a member of their household is unwell?**

No. If a member of the household is unwell with COVID-19 symptoms then the child/staff member should isolate for 14 days starting from the day the household member(s) became ill. The household member(s) should be tested within 5 days of symptom onset. Testing can be arranged via the link [here](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/) or by calling 119. On days 1 to 4 of symptoms, people can get tested at a local walk-in/drive-through site or at home. If they’re ordering a home test kit on day 4, do it by 3pm. On day 5, they need to go to a test site. It's too late to order a home test kit.

If the test result is negative, the child/staff member who is a household member can return to work.

If someone has not had symptoms, but tests positive for COVID-19, the individual and their household members should isolate from the date that the test was carried out.

See [Stay-at-home-guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) for more information.

**If I am notified by a parent that their child is ill do I need to ask other children in their class/bubble to isolate at home?**

No, classmates and staff can attend school as normal. The child who is ill should stay at home ([Stay-at-home-guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)) and be advised to get tested. If the child has any siblings or other household members who attend the school they should also be self-isolating at home for 14 days.

If the child tests positive for COVID-19, that is when you need to ask other children and staff identified as close or direct contacts to isolate at home for 14 days. See section 4 for definitions of close/direct contacts.

The staff member or parent/carer of the child who has tested positive will be contacted by contact tracers to identify community contacts. The school may also be contacted to support contact tracing where required. If you are notified of a child or staff member from your setting testing positive for COVID-19, please provide their details to the Cumbria County Council COVID-19 call centre on 0800 783 1968. The information required by the call centre is listed under section 4.

**I have a child who attends my setting who has been told to isolate for 14 days because they have been identified as a close contact of someone who has tested positive. Can the siblings of the child still attend school?**

Yes, as long as the siblings have not also been identified as a close contact of a positive case, they can attend the setting. It is only identified contacts who need to isolate (not contacts of contacts).

If the child who is isolating because they are a contact goes on to develop symptoms, then the siblings should then isolate.

**A child/parent reports to us that they have had contact with someone with symptoms – what should we do?**

There is no action required by the school / setting unless you have reason to believe the person with symptoms is in the setting. No-one with symptoms should be attending school and anyone who develops symptoms whilst at school should be isolated and sent home as soon as possible. Schools should regularly remind parents of the government guidance on staying at home and the importance of a households self-isolating if anyone in the household develops symptoms.

If the person with symptoms goes on to test positive for COVID-19 and the child/parent is defined as a close or direct contact, then they would need to self-solate at home for 14 days from the point they were last in contact with the person with symptoms.

**If a child has COVID-19 symptoms, gets tested and tests negative, can they return to school even if they still have symptoms?**

They can return as long as they:

* have not had a high temperature for more than 48 hours. They can return if they have other symptoms such as a cough. Of course, if they have had vomiting or diarrhoea indicating a possible gastrointestinal viral infection, they should not return to school until they have been clear of any symptoms for 48 hours.
* Have not been identified as a contact of a positive case or a household member of a suspected/positive case (and isolating for 14 days as a result).

If the child is a contact of a confirmed case, they must stay off school for the 14 day isolation period, even if they test negative. This is because they can develop the infection at any point up to day 14 (the incubation period for COVID-19), so if a child tests negative on day 3 for example, they may still go on to develop the infection.

**If a child who was a contact of a confirmed case gets tested and tests negative, can they return to school?**

No, the child should complete 14 days of isolation.

**If I get confirmed cases does the whole school need to close?**

The whole school does not need to close on public health grounds. It is expected that only the class/bubble of a confirmed case will need to be asked to isolate for 14 days.

Schools will generally only need to close completely if:

* they have staff shortages due to illness or staff being identified as close contacts.
* you are a small setting and all staff and children are part of the same bubble.
* there are a number of confirmed cases across different classes and year groups at the same time. In this instance, Public Health England / National Institute for Health Protection and local Public Health teams in Local Authorites will work closely with you to make any decisions and provide support.

**Testing**

**How can a parent, carer or staff member arrange testing?**

Parents, carers and staff can arrange a test via [NHS UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/) or by contacting NHS 119 via telephone if they do not have internet access.

**Will the school / educational setting be informed of any test results?**

No, you will not routinely be informed of individual test results via test and trace systems. We recommend you ask parents and staff to inform you of any test results directly. It is up to each setting to decide whether or not to request written evidence of test results in line with your risk assessments.

If two or more positive cases (linked by time, person or place) are identified in your setting, you will be informed by health protection professionals from either Public Health England / National Institute for Health Protection or local authority public health teams.

**Can staff and children be tested if they do not have symptoms?**

Not routinely. Occassionally we may ask people who do not have symptoms to get tested if we are trying to manage an outbreak in a specific group of people, setting or community. If this is the case, the school will be contacted with specific details.

**Is testing available for children under the age of five?**

Yes, testing can be arranged for younger children via [NHS UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/) or by contacting NHS 119 via telephone if a family does not have internet access.

**Staff and PPE**

**We have had a child confirmed as a case and had contact with other staff, including catering staff at lunch, do they need to be asked to isolate?**

It depends on the level of contact. Staff would need to be excluded only if they had face to face contact with a case for any length of time, including being coughed on or talked to. This includes exposure within 1 metre for 1 minute or longer OR the staff member had extended close contact (within 2 metres for more than 15 minutes) with the case. See section 4 for more details on defining contacts.

**Can the school still have supply teachers come in if there has been multiple cases in the setting?**

Local risk assessments should be undertaken and supply staff asked to isolate if they are in direct contact with a symptomatic case according to the national guidance.

If a supply teacher has not been identified as a close contact in any of their workplaces then isolation will not be necessary and they should be able to work.

[Schools are being advised](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) to adopt preventative measures including small class sizes and social distancing to minimise contact between students and teachers. Where possible, supply teachers should try to minimise the number of settings they are working across at any one time.

**Can non-teaching staff, for example cleaners and caterers, work for 2 or more schools?**

Local risk assessments should be undertaken and staff asked to isolate at home for 14 days if in direct contact with a symptomatic case according to the national guidance. Non-teaching staff working across 2 or more sites should notify all the settings they work at if they are isolating due to symptoms or if they test positive for COVID-19.

[Schools are being advised](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) to adopt preventative measures including small class sizes and social distancing to minimise contact between students and teachers.

**Why are staff and children not advised to wear PPE all of the time?**

The majority of staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work. This is because transmission in school settings is low and other infection control measures are in place such as:

* Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.
* Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
* Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
* Cleaning frequently touched surfaces often using standard products.
* Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

On the 25 August, it was announced that children in Year 7 and above in lockdown areas should wear face coverings in communal school spaces. Outside of lockdown areas, face coverings will not be required in schools, but schools have the flexibility to introduce measures if they believe it is right in their specific circumstances. Email Public.HealthEnquiries@cumbria.gov.uk if you would like public health advice regarding face coverings.

**Cleaning and facilities**

**What additional cleaning is necessary following a symptomatic or confirmed case?**

This guidance will inform you on what cleaning you need to undertake: [COVID-19: cleaning in non-healthcare settings outside the home.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)

It is important to concentrate on regular cleaning of frequently touched items / surfaces. This is likely to be highly effective as high contact surfaces will present the main risk in terms of indirect transmission. So long as regular cleaning is thorough and maintained at all times there is no need for additional cleaning.

* Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
* Wear disposable or washing-up gloves and aprons for cleaning.
* Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
* If an area has been heavily contaminated, such as with visible bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
* If the spilt fluid is urine, it should be soaked up first using paper towels and washed with detergent before disinfectant being applied. If possible the room should be ventilated by opening a window during this.
* When COVID-19 is suspected, all the disposable materials should be double-bagged, the bags tied, stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished.
* Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

**Do toilets need to be cleaned after every use?**

Toilets are frequently touched surfaces, so they need to cleaned frequently throughout the day, but not after every use (except if used by a symptomatic person whilst waiting to go home).

Increase the frequency of cleaning toilets to at least five times a day where possible:

* before school starts
* after morning break
* after lunch
* after afternoon break
* at the end of day.

**Do toilets need to have toilet lids?**

We are not aware of any evidence-based guidance stating that toilets need to have toilet lids. Where toilet seats are in place, it is good practice to close the lids before flushing. Where they are not in place, good practice would mean stepping away from the toilet as soon as the flush is pulled/pressed. The most important measure when using the toilet is good hand hygiene – ensuring that children are encouraged to wash their hands thoroughly for at least 20 seconds after using the toilet using soap and water, and drying their hands well afterwards.

**Can we use water fountains?**

Consideration has been given to the use of communal water fountains by the Health & Safety and Public Health teams at Cumbria County Council. Public drinking water supplies are safe to drink, however the surfaces around the fountain including the spout, button/leaver and nozzles could pose a risk for the transmission of COVID-19. Therefore, if other sources of drinking water are readily available (especially where staff and children can use individual cups/bottles), we recommend not using water fountains in order to minimise the risk for the transmission of COVID-19.

If there is no alternative option but to use water fountains, we recommend that the setting carries out a risk assessment and takes measures to mitigate against the risk of transmission of COVID-19. Consideration should be given to maintaining good practice, which includes:

* More regular cleaning of water fountains
* Advising users not to place their mouths on the spout of the fountain (ideally fill a bottle instead). Don’t allow their water bottle to come into contact with the nozzle when refilling
* Advising users to test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking
* If the fountain requires you to push a button or lever, advising users to clean the surface before and after (e.g. make wipes available)
* Advising users to wash their hands before and after use (or make hand sanitiser available if required)

### Section 7: National Guidance Documents

This resource pack has been informed by national Public Health England, NHS and government guidance. Hyperlinks to key national guidance are displayed here for reference (click on the link to be taken to the relevant guidance/information online).

**Social distancing for different groups**

* [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
* [Guidance on social distancing for everyone in the UK](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing)
* [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

**Guidance for contacts**

* [Guidance for contacts of people with possible or confirmed COVID19 who do not live with the person](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person)

**Specific guidance for educational settings**

* [Education and Childcare guidance](https://www.gov.uk/coronavirus/education-and-childcare)

**Testing**

* [NHS: Testing for coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/)

**Infection prevention and control**

* [Safe working in education, childcare and childrens social care settings including the use of PPE](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)

[**Coronavirus Resource Centre posters**](https://coronavirusresources.phe.gov.uk/)

* [available here](https://coronavirusresources.phe.gov.uk/).

|  |
| --- |
| **APPENDIX 1 – Template to record school absences** In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Name  | Class | Reason for absence\* | Date of onset of symptoms | Symptoms \*\* | Has the child/staff been assessed by GP, NHS 111 etc? Y/N/NK | Has the child/staff been tested?Y/N/NK | Is the child/staff reporting a positive test result? Y/N/NK | Is the child/staff in hospital? Y/N/NK |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Reason for absence\*:** Ill, Household member ill, Contact of a confirmed/suspected case, Shielding, Other e.g. dental appointments

**Symptoms \*\*** T = Temp (>=37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

|  |
| --- |
| **APPENDIX 2 – Template to record incidents where a child develops symptoms whilst at school** In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Name  | Class | Date/Time of onset of symptoms | Symptoms\* | Time between detection of symptoms and isolation at school | Did staff member wear PPE?\*\*Y/N |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Symptoms \*** T = Temp (>=37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

**\*\* Only required if social distancing could not be observed**

### Appendix 3 – Background information and suggested wording for proactively seeking consent to share personal information with the Cumbria County Council COVID-19 call centre and local Test and Trace system

**COVID-19 and Educational Settings: Consent to share information**

The Public Health team at Cumbria County Council has developed local COVID-19 Outbreak Control arrangements, which covers educational settings.

When there is a **confirmed** case of COVID-19 in an educational setting, Head Teachers and other setting leaders should contact the Cumbria County Council COVID-19 Call Centre on 0800 783 1968 with details about the individuals involved. This information is then used to support settings, staff and families with advice, carry out contact tracing if required, and manage possible outbreaks.

Before contacting the call centre, it is important that the parent/carer has given consent for details to be shared. Consent can be requested at the time, but please consider proactively varying/updating your consent arrangements to specifically mention data sharing for the purposes of COVID-19.

If you would like to contact parents specifically in relation to COVID-19 data sharing consent, we suggest using the following wording on the next page.

Test results: It is up to each individual setting to decide whether or not to request written proof of a test result when a child has been tested. Parents and carers are not obliged to disclose this information, but you can ask for it.

If you have any queries, please email Public.HealthEnquiries@cumbria.gov.uk

**COVID-19: Consent to share information if your child tests positive for COVID-19**

If your child tests positive for COVID-19 we have been asked to inform the Cumbria County Council COVID-19 call centre. This information will be used to help:

* Support us and you with advice and information
* Contact you to identify possible close contacts (if a test result is positive)
* Prevent wider spread of the virus

This support is coordinated across a range of teams. Therefore these details may be shared with Environmental Health teams in District Councils, the Public Health team at Cumbria County Council and the Local Health Protection Team at Public Health England / National Institute for Health Protection.

The call centre will ask us to provide the following details about your child:

* Name
* Date of Birth
* Address and parent/carers contact telephone number
* Symptoms and the date the symptoms started, date of test
* When the individual was last in the school setting

If you are happy to give consent for details to be shared, please complete the section below and return it to school

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event that my child tests positive for COVID-19, I consent to details about my child (and my contact details) being shared with Cumbria County Council and partner organisations supporting the management of COVID-19.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Appendix 4: Letter templates: Communicating information to parents/carers in the following circumstances

|  |  |
| --- | --- |
| Letter template: Contacting parent/carer when their child has suspected symptoms of COVID-19 |  |
| Letter template: Contacting a parent/carer when their child tests positive for COVID-19 |  |
| Letter template: Contacting parents/carers when their child is a close contact of a suspected case of COVID-19 |  |
| Letter template: Contacting parents/carers when their child is a close contact of a confirmed case of COVID-19 |  |
| Letter template: Contacting parents/carers of close contacts – when a negative test result is confirmed |  |
| Letter template: Contacting parents/carers when the whole school needs to close due to a COVID-19 outbreak |  |

### Appendix 5: COVID-19 Prevention and Early Intervention Pathway

**** **SCHOOL PATHWAY – COVID 19**

**This pathway provides an easy read guide to your school’s prevention and early intervention approach to COVID-19.   Full national and local Government guidance can be found [HERE](https://www.gov.uk/coronavirus)**

**[Prevention and Early Intervention](https://www.gov.uk/coronavirus)**

Any staff or pupils who have [symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) of Covid 19 to stay at home

Handwashing facilities and opportunities to wash/sanitise hands to be increased

Children and staff to wash hands at breaks, lunchtime and after close contact activities.

Where possible wash hands rather than use hand sanitiser

Ensure younger children are supervised using sanitiser and observe for skin sensitivity

Robust hand & respiratory hygiene

Key messages - “[Catch it/Bin it](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf) [Adult washroom poster](https://www.nsft.nhs.uk/Find-help/Documents/Coronavirus%20Print%20Friendly%20A4%20Poster.pdf) [Adult Handwashing poster](https://www.berkshirehealthcare.nhs.uk/media/33429304/nhs-hand-wasing-technique.pdf)

[Pupil Handwashing poster](https://www.e-bug.eu/downloads/english/posters/Hand%20Hygiene%20Poster%202020.pdf) [Elbow sneeze](https://www.e-bug.eu/downloads/english/posters/Respiratory%20Hygiene%20Poster%202020.pdf) [How to wash your hands | NHS](https://www.youtube.com/watch?v=aGJNspLRdrc)

[How to wash your hands NHS song](https://www.youtube.com/watch?v=S9VjeIWLnEg)

Enhanced cleaning arrangements throughout school paying attention to frequently touched surfaces

Staff to consider PPE for close or 1:1 activities

Policy and guidelines in place which are reviewed regularly i.e. at each Government review/update - [Guidance for Schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) [Cumbria Education Guidance & Updates](https://cumbria.gov.uk/coronavirus/education.asp)

Consider how to reduce contacts and maximise social distancing:

* Children in groups
* Keeping groups separate
* Forward facing desks
* Staff maintaining social distance
* Staggered start/finish/break times

Awareness of links to local and NHS Track & Trace [Cumbria Track & Trace Information](https://cumbria.gov.uk/coronavirus/latest.asp)

[NHS Track & Trace](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)

Pupils & staff to be encouraged to walk/cycle to school.

Encourage pupils using public transport to wear face masks and adhere to good hand hygiene

Provide information and teaching through a spiralling curriculum that includes covid 19, personal hygiene, mental health, vaccination programmes.

<https://www.e-bug.eu/> [How to wash your hands NHS song](https://www.youtube.com/watch?v=S9VjeIWLnEg) [PSHE Association](https://www.pshe-association.org.uk/advice-addressing-coronavirus-covid-19-pshe)

Identify reluctant, anxious or vulnerable children who may require extra support

[Anna Freud](https://www.annafreud.org/coronavirus-support/support-for-schools-and-colleges/) [**Public Health 5-19 Service**](https://www.cumbria.gov.uk/ph5to19/default.asp)[**E-School Nurse Clinics**](https://www.cumbria.gov.uk/ph5to19/priorities.asp)

Public Health 5-19 Nursing Service. NCIC 08/2020