**Management of Suspected and Confirmed Cases of COVID-19 in Educational Settings**

**Advice from Cumbria County Council’s Public Health Team – Updated 16 Sept 2020**

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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). *Check wider description of symptoms\** |
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| Has the individual been in the setting whilst a) showing symptoms or b) in the 48 hours beforehand? |
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| **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 the individual needs to isolate at home along with all other household contacts and follow [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 via <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> or by calling 119 if no internet access. If numerous attempts made and no testing available, Head Teachers and Line Managers can call the Cumbria County Council COVID-19 Call Centre on 0800 783 1968 to arrange a referral to local testing *– please read testing into below first.*
* If individual does not get tested they need to isolate for 10 days from the time they developed symptoms (and their household members for 14 days).
* Thoroughly [clean](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) any areas the individual has been in contact with.
* 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 info. Also make a note of staff and children who had close contact (e.g. within 2 metres for 15 minutes or more) with the individual whilst they were a) showing symptoms, or b) during the 48 hours before they developed symptoms (or during the 48 hours before they had their test if no symptoms) – this is your ‘close contact list’ and you will need it if a test comes back positive. Remember to think of possible contacts at break times, on school transport and on the way to and from school

***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.*** | * Contact staff member or parent/carer - ensure the individual is following the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and arranging testing. No testing available after numerous attempts? Follow process below for local testing options.
* 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.
* No testing? Advise of need to isolate for 10 days from the time they developed symptoms (and their household members for 14 days).
* Record absence info
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| If you have a query about a suspected case, please email EducationIPC@cumbria.gov.uk (inbox monitored by CCC Public Health team Monday to Friday) |
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| 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)  |
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| **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 or gastrointestinal symptoms for 48 hours. Others in their household need to continue with their 14 day ‘isolation at home’ period and should only get tested if they develop symptoms of COVID-19. *Check wider description of 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.
* 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 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
 | * 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. * Other household contacts can also come out of isolation
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| **\*COVID-19 Symptoms**Most people with coronavirus have at least 1 of these symptoms. •a high temperature – measured as 37.8°C or above. If you don’t have a thermometer, feeling hot to the touch on your chest or back is a good indicator of a high temperature•a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)•a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal**It is vital that educational settings only recommend children or staff to get a test if they develop these symptoms - the capacity of the NHS Test and Trace system must be protected for those with symptoms of the virus.** |

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| **Accessing testing for children or staff: Important! Demand for testing is currently very high. Please follow the process below:**

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| Step 1 | Check that the child or staff member has symptoms of COVID-19 and definitely needs to isolate and access testing:Only children and adults with one or more of the symptoms described above needs to get tested.  |
| Step 2 | Firstly, advise the parent or staff member to try and arrange testing via one of the following routes:* The testing website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
* Telephone – by dialling 119 if the family do not have access to the internet
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| Step 3 | If parents or staff members have not been able to access testing as advised under step 2, encourage them to keep trying because testing slots and home testing kits are released in batches at regular intervals.  |
| Step 4 | If the parent or staff member has been unable to access testing as advised under steps 2/3 above, the child’s teacher, staff member’s line manager or a head teacher can call the Cumbria County Council COVID-19 Call Centre on 0800 783 1968. The Call Centre can refer the individual for testing at an NHS site in Cumbria (please be aware this testing is limited and subject to availability).**Please note this call centre number is for staff use only. Please do not share with parents or wider public.** Parents and staff should only attend NHS testing sites if they have a pre-booked appointment.In order to arrange testing the call centre will need the following information: Child’s/staff member’s name, date of birth, address, contact details for parents (if child), date of onset of symptoms, description of symptoms, child or staff member’s GP practice. Testing cannot be arranged without these details.Let the parent or staff member know you have referred them. If the local testing sites are very busy, it may take a while for the parent or staff member to be contacted. If you think the family will find it difficult to attend an NHS site for testing, consider providing them with one of the swab kits that the school holds. Schools and FE providers should order additional test kits if they have run out or are running out of test kits.From 16 September, you can [order additional tests kits online](https://request-testing.test-for-coronavirus.service.gov.uk/). Kits will be supplied in boxes of 10.You will be able to make a new order for test kits 21 days after you receive a delivery confirmation email telling you that your previous supply of test kits has been sent.Schools and FE providers will need a Unique Organisation Number (UON) to place orders for test kits. This will be emailed to you by the Department of Health and Social Care (DHSC) on or before 16 September. After this date, please call the Test and Trace helpdesk on 119 if you have not received your UON.More information [here](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers). |

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