

## **Checklist for educational settings: Reporting positive cases.**

The public health team at Cumbria County Council is available to support you if you have a positive case within your setting. The checklist below aims to help these discussions by providing a guide of what actions should be taken and any considerations to support these.

### **Inform the Cumbria County Council Call Centre (0800 7831 968; Mon-Fri 9-5 and Sat-Sun 10-2)**

The call centre will request some information from you, which is listed on page 2. This information is collected to help monitor the number of cases and contact tracing.

### **The positive case must stay home for the day that symptoms started (or test date if asymptomatic) and the following 10 days (please see information on page 2).**

- Everyone else in the household and wider support bubble must stay at home for the next 10 days after the onset of symptoms (or test date if asymptomatic).
- The household should follow the national 'Stay at Home' guidance, available from: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- The call centre can provide template letters to share with the family.
- If the positive case is a vulnerable child, please inform their social worker of the positive test.

### **Consider close contacts if the case has been in the setting during the infectious period (whilst symptomatic or 48hours before symptoms; 48hours before test if asymptomatic).**

A close contact is someone who has:

- Had face-to-face contact with the case from within one metre, including conversation, physical contact, being coughed on, or proximity within 1 meter for  $\geq 1$  minute
- Been within 2 metres of case for  $>15$  minutes
- Travelled with case in a small vehicle (e.g. private care or taxi)
- Travelled near the case in a larger vehicle (e.g. school bus)

*Think about:*

- *Travel to school (If the case used school transport please email [school.transport@cumbria.gov.uk](mailto:school.transport@cumbria.gov.uk))*
- *Before/after-school care at private homes/breakfast club/after-school clubs*
- *Contacts within bubbles/classrooms and at lunchtime/breaktime*
- *Contact with support staff eg. Reading volunteers, speech and language therapists*

### **All contacts should be sent home immediately. Discuss when they were last in contact with the positive case and explain that they must stay at home for the next 10 days.**

- Household members who are not contacts do not need to isolate
- The call centre can provide template letters to share with the families of close contacts
- Additional cleaning is required in areas where the positive case has been <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

### **If the case is a member of staff, consider whether the staff member caught Covid-19 at work.**

- If yes, email [educationIPC@cumbria.gov.uk](mailto:educationIPC@cumbria.gov.uk) with details

If the case is a member of staff from a contracted company e.g. catering, cleaning, ensure the employer is contacted and notified

### **Consider the number of other positive cases within the setting, either currently or previously and whether any cases are linked (i.e. have they had contact with each other)**

Additional considerations for linked cases:

- *Were social distancing practices in place and could any close contact have been avoided?*
- *Do individuals within that team/bubble have access to hand hygiene?*
- *Was any PPE used?*
- *What arrangements are in place for others in the same team/bubble?*
- *Were cases and close contacts isolated and sent home straight away?*
- *Are other symptomatic individuals isolating and getting tested?*
- *How many students and staff are isolating due to each case?*

### **Minimum Data Set for the Call Centre.**

The call centre will collect the following information as part of their conversations with you. This information is collected so that the number of cases can be monitored and to allow local contact tracing. The call centre can help to confirm the numbers of close contacts if you have any queries regarding this.

<b>Setting details</b>	<b>Notes</b>
Name of setting	
Location	
Postcode	
Name of person speaking to	
Contact number	
Date/time spoken to	

<b>Case details</b>	<b>Notes</b>
Name of case	
Date of birth	
Address	
Contact details	
Role (e.g. student/teacher/administration)	
Class/bubble	
Year group	
Reason for testing	
Details of main symptoms	
Date/time of symptom onset if symptomatic	
Date/time of Covid-19 test if asymptomatic	
Date/time of last attendance at setting	
Covid-19 test results	
# Close contacts identified within setting (students)	
# Close contacts identified within setting (staff)	
Other household members within setting	

### **Calculating Isolation Periods.**

The guidance regarding isolation periods changed on 14/12. This change is due to evidence suggesting people are more likely to isolate for 10 days, rather than 14 days. It also takes into account findings that suggest only a small number of people (around 2%) will go on to develop symptoms after day 10.

The key points are as follows:

- From Monday 14 December, close contacts only need to isolate for 10 day
- The 10 day isolation period now starts from the day AFTER the exposure, onset of symptoms or test for both close contacts and positive cases (previously, day 1 was counted as the day of exposure, onset of symptoms or positive test). This is to ensure a full 10 days isolation is completed.

Any queries, please email [EducationIPC@cumbria.gov.uk](mailto:EducationIPC@cumbria.gov.uk)