**POSITIVE COVID 19 CASE NOTIFICATION / OUTBREAK ASSESSMENT FORM**

***If sending this form to*** ***EducationIPC@cumbria.gov.uk*** ***please password protect and send the password in a separate email (or send via encrypted email if your IT system supports this). See page 4 for instructions on how to password protect a document.***

**SETTING NAME: DATE:**

**DfE REFERENCE NO:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Date of Birth** | **Staff / Child/ Pupil / Student**  | **Date of test** | **Type of test** **PCR / LFD** | **Date last in setting** | **Fully vaccinated****Yes / No** | **Symptoms****Yes / No** | **Date symptoms started** | **Description of symptoms** | **Year Group / Class / Bubble** | **CEV?****Pregnant?****Has individual been hospitalised?** |
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**Have any of the positive cases mixed closely with any individuals aged 18 years + 6 months or older who are NOT fully vaccinated? YES / NO**

***(See page 3 for examples of close mixing. Fully vaccinated means they have had two doses of the COVID-19 vaccine administered within the UK and the second dose was given more than 14 days ago)***

**If yes, please provide details here:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Date of Birth** | **Staff / Child/ Pupil / Student**  | **Date of last exposure to positive case** | **Is individual pregnant?****Yes / No / Don’t Know** | **Is individual Clinically Extremely Vulnerable?****Yes / No / Don’t Know** | **Year Group / Class / Bubble** |
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**OUTBREAK ASSESSMENT FORM**

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| --- |
| For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting and there is a possible outbreak. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice about additional infection prevention measures that should be considered. Contact the Cumbria County Council Education IPC team via email: EducationIPC@cumbria.gov.uk who can provide advice. They can also help you work through this form if you need support.For most education and childcare settings, whichever of these thresholds is reached first:* 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

or * 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
* If a pupil, student, child or staff member is admitted to hospital with COVID-19

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day periodIdentifying a group that is likely to have mixed closely will be different for each setting. **Page 3** gives examples for each sector, but a group will rarely mean a whole setting or year group |

Including the cases you have listed on page 1, how many individuals have tested positive for COVID-19 via PCR across affected close contact groups in the last **10 days**? Complete table below:

**Today’s date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **B** | **C** | **D** |
| **Description of group / class who have had close contact**  | **Total number in group / class (including staff)** | **Total number of individuals in group testing positive for COVID-19 via PCR within past 10 days*****(also include those testing positive via LFD if they have not had a negative PCR test within 2 days of the LFD)*** | **% group / class testing positive in last 10 days** |
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Have any of the individuals testing positive been hospitalised due to COVID-19? **YES / NO**

**Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.**

**For early years, this could include:**

• a childminder minding children, including their own

• childminders working together on the same site

• a nursery class

• a friendship group who often play together

• staff and children taking part in the same activity session together

**For schools, this could include:**

• a form group or subject class

• a friendship group mixing at breaktimes

• a sports team

• a group in an after-school activity

**For boarding schools, this could include:**

• staff and children taking part in the same class or activity session together

• children who share the same common space in a boarding house

• children who have slept in the same room or dormitory together

**For FE, this could include:**

• students and teachers on practical courses that require close hands-on teaching, such as hairdressing and barbering

• students who have played on sports teams together

• students and teachers who have mixed in the same classroom

**For wraparound childcare or out-of-school settings, this could include:**

• a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time

• staff and children taking part in the same class or activity session together

• children who have slept in the same room or dormitory together

**For higher education institutions, this could include:**

• students in the same household, sharing living, washing and cooking facilities

• students who take part in sporting or social activities together.

• students taking part in the same seminar or group learning activity such as a presentation

***Thank you for completing this form. Please email it securely to*** ***EducationIPC@cumbria.gov.uk***

***There are two ways in which you can send the form securely:***

1. ***If your IT system gives you the option to send an encrypted / securely marked email – please use this function***

***OR***

1. ***Password protect this word document and send the password in a separate email***

**HOW TO PASSWORD PROTECT DOCUMENTS**

Select ‘File’ from the menu

Select ‘Info’ from the options

Select ‘Password Protect’

Select ‘Encrypt with Password’

You will now be asked to type in your password and select OK. You will be asked to do this twice to ensure the password matches.

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