

Process flowchart: suspected or confirmed case of COVID-19 in schools or Early Years (EY) settings - February 2021

START: Student or staff member..

1. tests positive from a PCR test or a lateral flow test at home, at school or in the community

2. is a close contact of someone who has tested positive for COVID-19 and has been told to isolate via NHS Test and Trace

3. develops symptoms of COVID-19 while at home

4. develops symptoms of COVID-19 while at school/EY setting

5. has a household member that develops symptoms of COVID-19

If tested positive via an **at home lateral flow test** the individual must also get a confirmatory PCR [test](#), but actions in the next step should still start immediately.

Do they develop symptoms during isolation?

YES

Individual must stay at home and not come to school/EY setting, and should follow [relevant guidance](#) including isolation for 10 days.

No further action: after the 10 days isolation, the student or staff member can return to school/EY setting

Individual: Isolate for at least 10 days from symptom onset (or from test date if asymptomatic), their household also isolates for 10 days

School/EY setting to:

- Use the [LCRC Resource Pack](#) to complete a risk assessment to identify close contacts.
- Complete the notification template and email to local Public Health (CIPHAdmin@Islington.gov.uk) and Schools/EY Team. Flag if you need urgent advice.
- EY settings must also [inform Ofsted](#) of any positive cases.
- Optional: contact the DfE Helpline on 0800 046 8687 (option 1) for advice

POSITIVE

Does the student or staff member test positive or negative for COVID-19?

NEGATIVE

Individual can return to school/EY setting if they are well, with the exception of those who have a household member who has tested positive and therefore must complete the full 10 days of isolation.

School/EY setting to:

- Follow [cleaning](#) guidance
- Ensure stock of PPE in case further symptomatic cases on site
- Await test results (48-72 hours)
- Can email local public health for advice CIPHAdmin@islington.gov.uk

Individual must:

- Individual must self isolate for 10 days from start of symptoms and not return to school, following [relevant guidance](#).
- Get [tested](#) (PCR) via the NHS

A lateral flow test should not be used if a person has symptoms. A negative lateral flow test in a symptomatic person should not be used to confirm their COVID status or to end their isolation.

Individual must be sent home and advised to follow the [relevant guidance](#). If a child is awaiting collection, follow relevant guidance for [school](#) or [EY setting](#), and [PPE](#) guidance.

YES

Do they develop symptoms during isolation?

NO

Child/staff member must stay home for the full 10 days before returning to school/EY setting*

POSITIVE

Does the household member test positive or negative for COVID-19?

NEGATIVE

No further action: the student or staff member can return to school/EY setting

- **Lateral Flow Device (LFD) test:** rapid testing for people without symptoms
- **PCR test:** for people with symptoms or to confirm a home-test LFD test

Any other students or staff members who go on to develop symptoms should inform the school/EY setting as soon as possible and the school/EY settings should return to the start of this flowchart.

After 10 days, if close contacts (children or staff members) do not develop symptoms, they can return to school/EY setting.

When to contact PHE London Coronavirus Response Cell (LCRC) on 0300 303 0450 / lcrc@phe.gov.uk:

- See the [LCRC Resource Pack](#) for the setting-specific threshold that require notification to LCRC (i.e. large outbreak)
- Any positive cases in a Special School
- A death

What is a close contact?

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- Direct contacts: Face to face contact with a case for any length of time, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer
- Proximity contacts: Extended close contact (within 2m for more than 15 minutes) with a case
- Travel contacts: Anyone who travelled in a small vehicle (car or people-carrier size) with a positive case