

Appendices for COVID-19 Resource Pack for Educational Settings

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Appendix A. Checklist of information to gather before calling the DfE Helpline about a case/cases

Information required when phoning DfE Helpline about a case/s

Your name, position and contact details (phone and email)	
Name of education setting, address and postcode	
Details of which year groups attend the setting	
Local Authority	
Local Health Protection Team	
Date of onset of symptoms (or test date if asymptomatic)	
Dates in educational setting while infectious	
Year group/course of pupil who has tested positive OR role of staff member who has tested positive	
List of potential contacts in the setting (please see section 5 for contact definitions and description of who is likely to meet these in an educational setting). Please be aware that the entire pupil 'journey' or school day during the infectious period (2 days before date of symptom onset to 10 days after) should be considered – including school transport, breakfast or afterschool clubs, classes attended, break and lunchtime arrangements, etc.	

Appendix B. Social distancing reminder letter

The following is a template/example letter that can be used or adapted by settings to remind parents/carers of social distancing rules. This should come from the setting, and not from PHE or the local authority.

Date:

Dear Parent/Guardian,

Firstly, I want to thank you for adhering to the government stay at home guidance, which remains a key factor in allowing **schools/colleges/nurseries** to remain open.

I am writing to remind you of the important role you play in helping schools to remain open. It is vitally important that you and your family continue to follow [Guidance on social distancing for everyone in the UK](#) as this enables the measures that the school have put in place to be as effective as possible in addressing the challenges presented by coronavirus.

We can all help to control coronavirus if we all stay alert, this means:

- stay at home as much as possible
- limit contact with other people
- keep your distance if you go out (2 metres apart where possible)
- wash your hands regularly

Unfortunately, despite recent relaxation of social distancing measures, this still means that some traditional child activities, such as sleepovers should be avoided. I acknowledge that this is really hard for children but is an important part of your role in reducing transmission.

It is also important that people should avoid sharing a private vehicle with members of another household as you will not be able to keep strict social distancing guidelines. Please consider walking, cycling or using your own vehicle if you can and follow [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) if using public transport or a private vehicle.

You should try not to share a vehicle with those outside your household or support bubble. If you need to do this, try to:

- share the transport with the same people each time
- keep to small groups of people at any one time
- open windows for ventilation
- travel side by side or behind other people, rather than facing them, where seating arrangements allow
- face away from each other
- consider seating arrangements to maximise distance between people in the vehicle
- clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch
- ask the driver and passengers to [wear a face covering](#)

Yours sincerely,

Head teacher/ Manager

Appendix C. Template letters for parents following confirmed case/s

Dear Parents/guardians,

We have been advised by Public Health England that there **has been a confirmed case/ have been confirmed cases** of COVID-19 within the **nursery/school/college**.

We know that you may find this concerning, but we are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The small number of children who have been in close contact with the individual who has tested positive for coronavirus (COVID-19) have received a letter informing them that their child must stay at home for 10 days.

The school remains open and your child should continue to attend as normal if they remain well.

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they must not come to school and should remain at home for at least **10 days** from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/askfor-a-coronavirus-test> or by calling 119.

All other household members who remain well, must stay at home and not leave the house for 10 days. This includes anyone in your 'Support Bubble'. The 10-day period starts from the day when the first person in the house became ill. The isolation period includes the day their symptoms started and the next 10 full days. This means that if, for example, their symptoms started at any time on the 15th of the month, the isolation period ends at 23:59 hrs on the 25th. In the absence of symptoms, the isolation would start from the date of the test was taken and continue for ten days after this.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Further information is available at:

<https://www.gov.uk/government/publications/covid-19stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid19-infection>

If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from the nhs.uk website at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirussymptoms/>. If you are concerned about your child's symptoms, or they are worsening you can seek advice from NHS 111 at <https://111.nhs.uk/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19.

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

Headteacher/Manager

Appendix D: Template letter for parents/guardian of close contacts of covid-19

Advice for **Child/student** to Self-Isolate for 10 Days

Date: **DD/MM/YYYY**

Dear Parent/Guardian,

We have been advised by Public Health England that there **has been a confirmed case/ have been confirmed cases** of COVID-19 within the **nursery/school/college**.

We have followed the national guidance and have identified that your child (name) has been in close contact with the affected child. In line with the national guidance we recommend that your child now stay at home and self-isolate until **ADD DATE (10 days after contact)**.

We are asking you to do this to reduce the further spread of COVID 19 to others in the community.

If your child is well at the end of the 10 days period of self-isolation, then they can return to usual activities.

Other members of your household can continue normal activities provided your child does not develop symptoms within the 10 day self-isolation period.

Please see the link to: Guidance for contacts of people with confirmed coronavirus (COVID-19) infection 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>

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least 10 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119 .

All other household members who remain well must stay at home and not leave the house for 10 days. This includes anyone in your 'Support Bubble'.

The 10-day period starts from the day when the first person in the house became ill. The isolation period includes the day their symptoms started and the next 10 full days. This means that if, for example, their symptoms started at any time on the 15th of the month, the isolation

period ends at 23:59 hrs on the 25th. In the absence of symptoms, the isolation would start from the date of the test was taken and continue for ten days after this.

Household members should not go to work, school or public areas and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

Please see the link to the PHE 'Stay at Home' Guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze

- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

The Headteacher / The Manager

Appendix E. Email template for contacting your local HPT for advice/support with COVID-19

You can often receive a quicker response from your local HPT by emailing them, with the completed form in this Appendix, to the following addresses:

Thames Valley HPT	ICC.TVPHEC@phe.gov.uk
Hampshire & Isle of Wight HPT	ICC.HIOW@phe.gov.uk
Surrey & Sussex HPT	ICC.SurreySussex@phe.gov.uk
Kent HPT	ICC.Kent@phe.gov.uk

Please include as much of this information as possible to inform our risk assessment and advice to you.

You are welcome to add any further details but **please do not include any information that could potentially be used to identify individuals**, including name, date of birth, or address. Any such information must be sent securely or provided over the phone. **Fields marked with a star* are always required**

Basic Information		
Date		
Name of educational setting*		
Your main reason for contacting the local HPT	For information <input type="checkbox"/>	
	SEND school <input type="checkbox"/>	
	Large number of cases in setting reaching threshold <input type="checkbox"/>	
	Specific query- please specify <input type="checkbox"/>	
What question/s would you like us to answer?*		
Have you contacted the local HPT before? If so, please give your reference number (HPZone reference)*		
Type of educational setting (please mark all that apply)	Early years / nursery	
	Primary school	
	Secondary school	
	SEND school	
	Further education college	
	Boarding school	

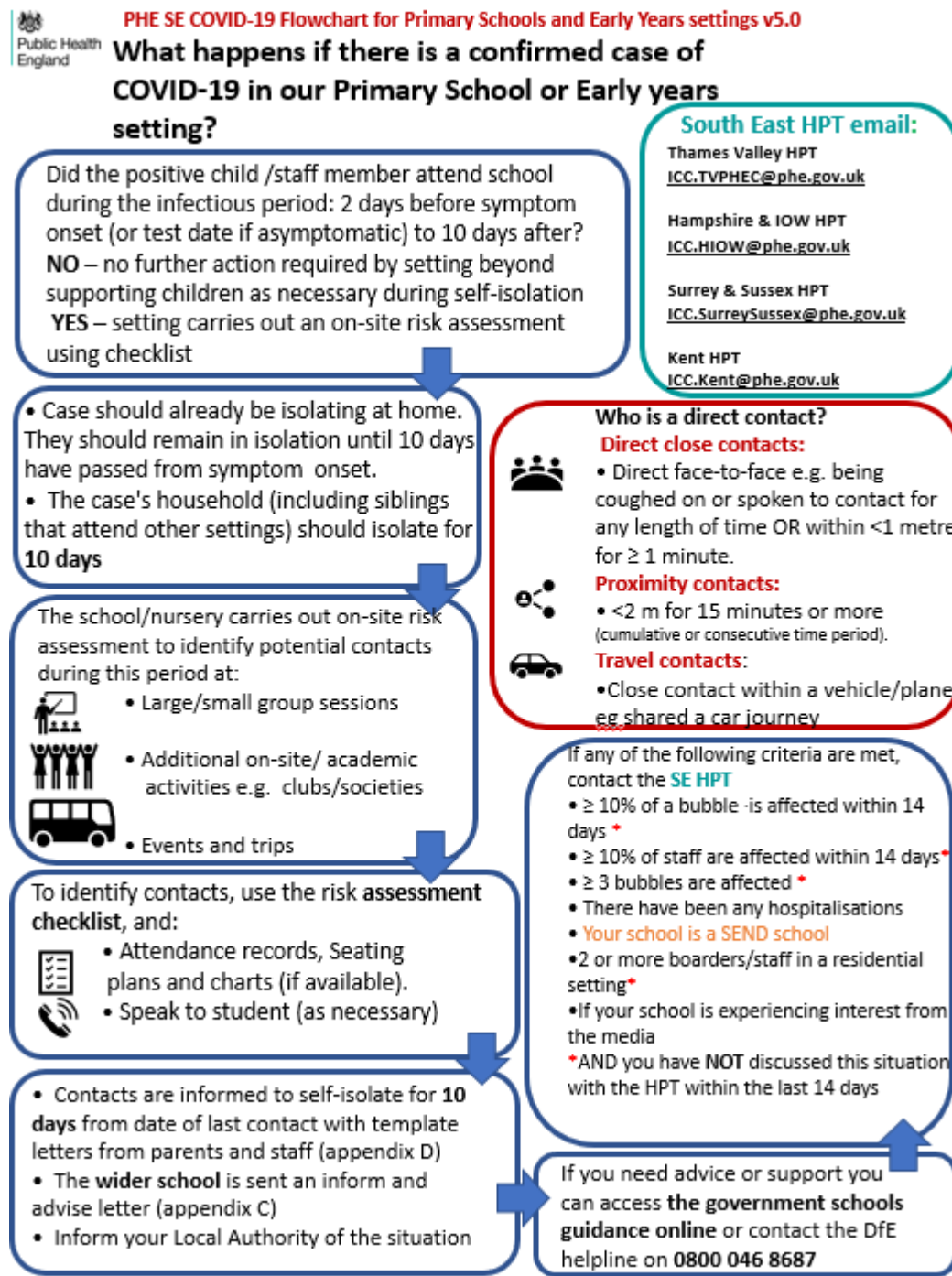
Address	
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Post code*	
Total number of staff in school	
Total number of students in School	
Contact details	
Main contact person* - name	
Main contact person – role	

Contact telephone number* (if including a mobile number please let us know what times are ok to call, as we work past the end of the school day)		
Email address for our reply*		
Other point of contact and contact details		
Situation information		
Total number of students with a positive test result in the previous 14 days		
For boarding schools only: Please specify case numbers for boarding and/or day pupils	No. of cases in boarding pupils	No. of cases in in day pupils
Which years/classes are these students in? Please let us know how many confirmed Cases in each.		
How many households are affected? (Are there any Siblings amongst the confirmed cases)		
Total number of staff with a positive test result in the previous 14 days		
Staff and children identified as close contacts and advised to self-isolate		
Early years settings- How many individual children or bubbles have been excluded? For each bubble, please give the approx. number of students and staff excluded		
Primary schools – how many bubbles have been excluded? For each bubble, please give the number of students with a Positive test		
Secondary schools – how many students have been excluded as contacts? Please give this by year if several years are affected		

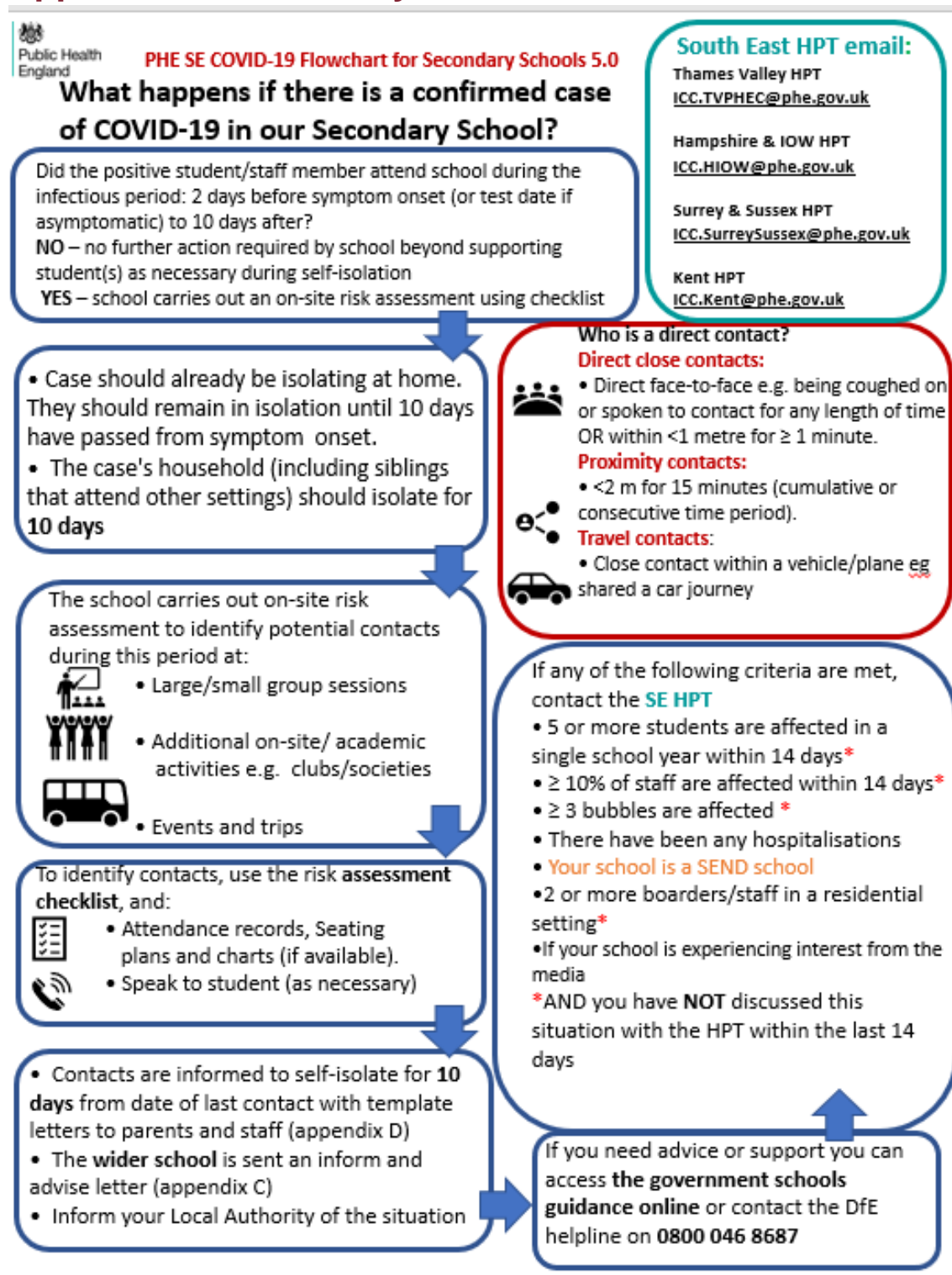
Hospital admissions	
Have any students or staff been admitted to hospital?	
Have there been any admissions to intensive care or deaths?	
Actions taken	
Have you had any support already from DfE helpline/local public health-please specify	
Please tell us what actions you have already taken	

Appendix F. Early years and Primary School Guideline Flowchart



For full guidance please refer to PHE SE educational settings pack, [Schools coronavirus operational guidance](#) and [Early Years guidance](#).

Appendix G. Secondary School Guideline Flowchart



For full guidance please refer to PHE SE educational settings pack and [Schools coronavirus operational guidance](#)