



PHE South East Educational Settings Outbreak Pack

Version 06.00

9 September 2021

Version	Changes Made	Date	Changes By
V2.0	Updated escalation criteria, flowchart, added warn and inform letter where contact tracing no carried out	28.7.21	PHE SE education cell
V3.0	Updated to reflect change in government guidance from Aug 16th 2021 regarding changes to self-isolation for close contacts Flowchart updated Letters updated now one combined letter for staff and students over 18 years and six months. Test and Trace in the workplace guidance added	13.8.21	PHE SE education cell
V4.0	Updated to reflect updated Contingency Framework including updates to control measures, if any member of staff tests positive, and if people think they are a close contact but not been contacted by NHS test and trace. LFD supply links updated. Removed contact tracing letters to be sent separately by LA /HPT as required. Flowchart updated with threshold and control measures	27.8.21	PHE SE education cellV5.0
V5.0	Appendix B letter updated Updated links	08.09.21	PHE SE education cell.
V6.0	Updated links	09.09.21	PHE SE education cell.

Intended audience:

- Early years settings (including nurseries, childminders and out of school settings/holiday provision)
- Schools
- Special Schools
- Residential (boarding) schools
- FE colleges

Please note:

- This guidance is to assist in outbreak management and reflects the change in requirements for close contacts who are fully vaccinated and/or under 18 years and 6 months from 16th August 2021 and publication of the updated Contingency Framework for Education and Childcare settings:
 - Schools and other education settings are no longer being directed to keep those in the setting within “bubbles”.
 - Educational settings are no longer required to identify contacts but are recommended to do so for staff cases to identify staff contacts (section 3.4). There may be certain outbreak situations such as with variants of concern where the educational setting will be advised to contact trace with support from the local health protection team or local authority.
 - Lateral flow testing is still being encouraged in September,
 - There are additional control measures listed in this pack and in the contingency framework which may be recommended to reduce transmission risk.
 - If you have any questions about DfE policy in stage four, please contact: covid19.opscomms@education.gov.uk and see the google drive documents below.

- As COVID-19 is a rapidly evolving situation, guidance may change at short notice. Please check the date and version of this guidance on the footer.
- We advise that you refer to [Education and Childcare guidance](#) and [Contingency Framework: educational settings and childcare settings](#) and the DfE document google drive including FAQs:
 - [Early years and primary settings](#)
 - [Secondary schools and FE providers](#)

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1. Introduction, key principles for obtaining advice and contacts

1.1 The Educational Settings Outbreak Pack

Thank you for all the hard work educational settings have been doing to mitigate the risks of covid-19 in this pandemic. This guidance is to assist in outbreak management to be used alongside other guidance by the Department for Education (DfE) and Public Health England (PHE). It has been updated to reflect the updated DfE Contingency Framework. All guidance is subject to change so please review the links below. The latest flow chart to follow is shown in figure 1.

Please also review the relevant guidance for your setting.

For up-to-date COVID-19 guidance relevant to educational settings, please see:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

[Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

Early years setting

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Primary and Secondary

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

Further Education

[Further and higher education: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

SEND

[Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

[6. COVID-19 infection prevention and control guidance: aerosol generating procedures – procedures that create a higher risk of respiratory infection transmission - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

[The use of personal protective equipment \(PPE\) in education, childcare and children's social care settings, including for aerosol generating procedures \(AGPs\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

Out of School Settings

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

General Education Guidance for parents

[What parents and carers need to know about early years providers, schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

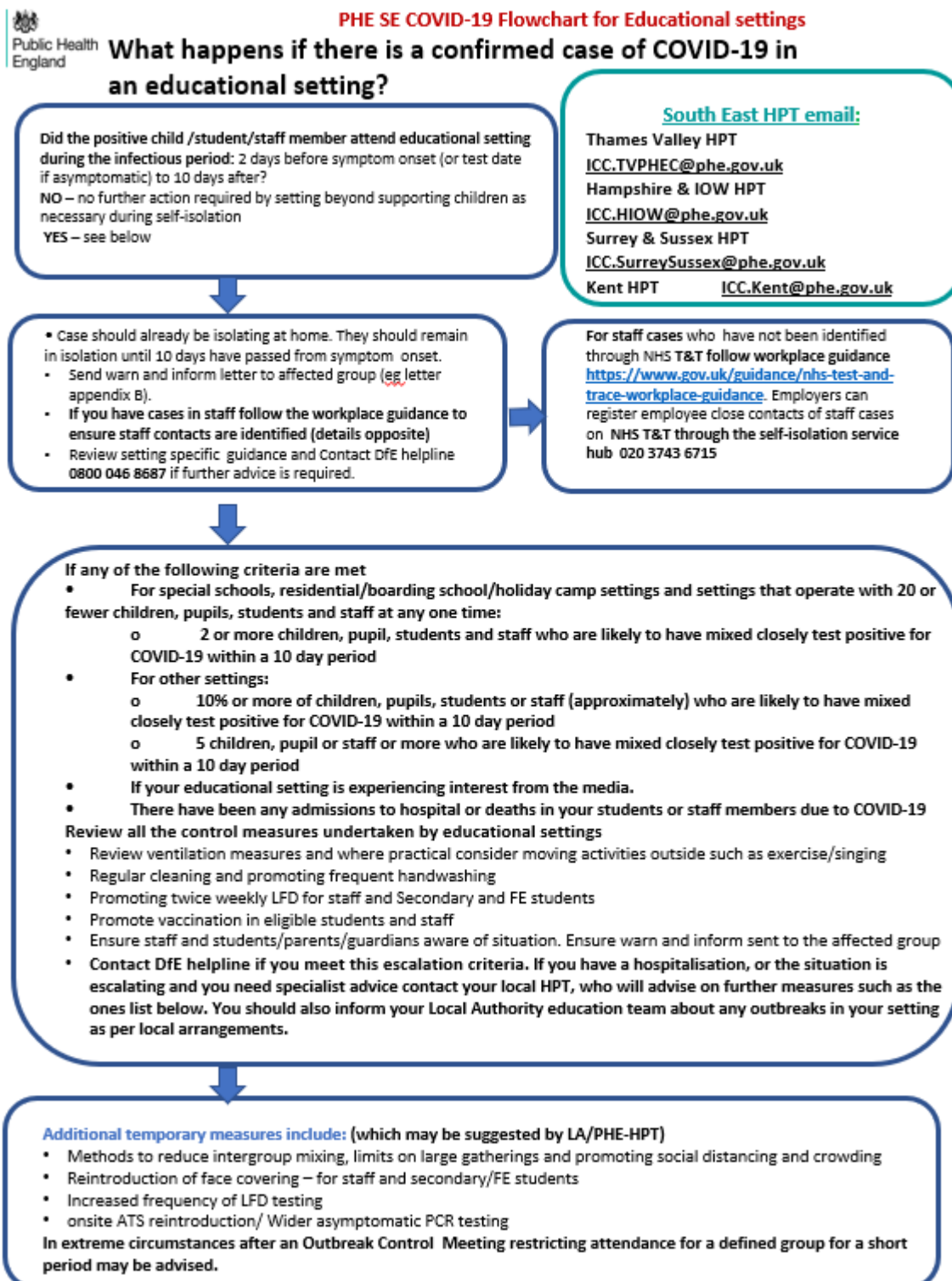
Out of School Setting parental guidance

[Out-of-school settings: COVID-19 guidance for parents and carers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

[providers of the DfE funded summer schools programme](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

Figure 1 SE Flowchart for Educational Settings

For settings testing pupils, students and staff in asymptomatic test sites after the summer holidays, this section only applies after the initial two tests are complete. Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline/HPT.



1.2 Contacting the DfE COVID-19 Helpline

The DfE helpline currently remains open for schools and other educational settings if they require advice about single or multiple cases of COVID-19 for assistance with undertaking risk assessments. However, if an education setting is comfortable managing their own cases and feel that they do not need to call the helpline for support then it is not mandatory to do so.

Email: dfc.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687 (choose option 1 to notify of a case)

Helpline opening hours: Monday to Friday from 8am to 6pm (plus Saturday-Sunday 10am to 6pm for advice about cases or other COVID-19 related issues)

The DfE helpline has an escalation process with the PHE Health Protection Teams (HPT) and will notify them of situations meeting the escalation criteria on page 9 which might require their input.

1.3 Contacting your local HPT

There is no routine requirement to report COVID 19 cases, or COVID 19 related situations, to your local HPT. If you think you have an outbreak meeting the escalation criteria on page 9 contact the DfE helpline in the first instance if the situation is escalating, you have a hospitalisation or you need specialist advice contact your local HPT. You should also inform your Local Authority (LA) education team about any outbreaks in your setting as per local arrangements. Some of these situations may also require a multiagency response, where we will sometimes establish an Incident Management Team (IMT) to work closely with your LA, and other local organisations and partners to support you.

Contacting the HPT by email

You can often receive a quicker response from your local HPT by emailing them, with the completed form in Appendix C, at 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

Contacting the HPT by phone: All COVID-19 enquiry calls to your local HPT should be made via the main South East PHE Centre number (0344 225 3861) and select option for local health protection team.

1.4 Escalation criteria

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. Please note that Directors of Public Health and HPTs can advise a higher threshold for extra action based on the setting and background rate of COVID-19 in the local area.

- For special schools, residential/boarding school/holiday camp settings and settings that operate with 20 or fewer children, pupils, students and staff at any one time:
 - 2 or more children, pupil, students and staff who are likely to have mixed closely test positive for COVID-19 within a 10 day period
- For other settings:
 - 10% or more of children, pupils, students or staff (approximately) who are likely to have mixed closely test positive for COVID-19 within a 10 day period
 - 5 children, pupil or staff or more who are likely to have mixed closely test positive for COVID-19 within a 10 day period
- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your students or staff members due to COVID-19.

Please note: Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline/HPT.

For small settings where <50 closely mixing it is recognised you will reach the 10% threshold first so educational settings may exercise some judgement as to which of the thresholds are appropriate and consider the likelihood that transmission occurred within the educational setting rather than outside.

Close Mixing

Identifying a group that is likely to have mixed closely will be different for each setting. The definitions below give examples for each sector, but a group will rarely mean a whole setting or year group.

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:

- staff and students mixing in a form group or subject class
- a friendship group mixing at breaktimes (where the transmission is likely to have occurred in the school rather than a social event such as a sleepover)
- a sports team e.g. rugby 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 in a residential educational setting.

1.5 Reporting COVID-19 cases and situations to your local authority

Different authorities have different guidance on this, so please follow your local authority guidance on when to contact them.

2. Key documents and links

2.1 National guidance

Topic	Link to Guidance
Cleaning	COVID-19: cleaning of non-healthcare settings outside the home
Close contacts - Household	Stay at home: guidance for households with possible or confirmed coronavirus (COVID19) infection
Close contacts - Community	Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person
General	https://www.gov.uk/coronavirus
International travel	Red, Amber and Green list rules for entering England
Multilingual resources	<p>Stay at home guidance</p> <p>Available in Arabic, Bengali, simplified Chinese, traditional Chinese, French, Gujarati, Polish, Portuguese, Punjabi and Urdu</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Guidance for households with grandparents, parents and children living together where someone is at increased risk or has possible/confirmed COVID-19</p> <p>Available in Arabic, Bengali, simplified Chinese, traditional Chinese, French, Gujarati, Polish, Portuguese, Punjabi and Urdu</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/guidance-for-households-with-grandparents-parents-and-children-living-together-where-someone-is-at-increased-risk-or-has-symptoms-of-coronavirus-cov</p> <p>Information on different Covid-19 related topics including symptoms and staying safe: https://coronavirusresources.phe.gov.uk/</p> <p>Information in 60 different languages (please note at the time of writing this has not been updated with the 10 day isolation period for contacts): https://www.doctorsoftheworld.org.uk/coronavirusinformation/</p>
Restrictions	https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do

Shielding/ extremely clinically vulnerable	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19
Symptoms	https://www.nhs.uk/conditions/coronaviruscovid19/
Testing – symptomatic	https://www.gov.uk/get-coronavirus-test
Testing – asymptomatic	https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/
Travel and transport	Coronavirus (COVID- 19): safer travel guidance for passengers
Vaccination	https://www.gov.uk/government/collections/covid-19-vaccination-programme
Variants of concern	https://www.gov.uk/government/collections/new-sars-cov-2-variant
Ventilation	https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19 https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm https://www.cibse.org/coronavirus-covid-19
Workplace -test and trace guidance	NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)

2.2 Educational setting specific guidance

Topic	Link to Guidance
Aerosol generating procedures	Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)
Carbon dioxide monitors	https://www.gov.uk/government/news/all-schools-to-receive-carbon-dioxide-monitors
Contingency framework: education and childcare settings	Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)
Face coverings in educational settings	Incorporated in the specific setting type guidance e.g. guidance for schools
Isolation – in SEND residential settings	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4#residential-specialist-settings
Personal Protective Equipment (PPE)	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care
Quarantine – Arrangements for boarding school students travelling from red list countries	https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries
Teaching material – infection control	[Coronavirus Resource Centre posters Coronavirus resources education action cards E-bug hand hygiene teaching pack and poster links
Testing	https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings

3. Management of cases

3.1 Infectious period: Two days before the onset of symptoms to ten days after the onset of symptoms. If asymptomatic, two days before date first positive test was taken to ten days afterwards.

3.2 Isolation period for Cases

- Symptomatic: Your isolation period includes the day your symptoms started and the next 10 full days. E.g. if your symptoms started at any time on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th of the month.
- Asymptomatic: In the absence of symptoms, isolation starts from the date of the positive COVID-19 test and continues for ten full days after this. E.g. if positive test was taken any time on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th of the month. For self-administered LFD tests (i.e. tests taken at home rather than at school or other assisted testing site) the legal duty to self-isolate is from PCR test date which may result in cases isolating longer than ten days if the date of the positive PCR test was taken was after the LFD positive test. People should get a PCR test as soon as possible after an LFD test ideally on the same day where possible.

Staff/students/children who test positive for coronavirus should NOT attend the setting. They can return to their normal routine and stop self-isolating after 10 full days if their symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If they still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

3.3 What to do if children/students/staff become unwell whilst in the educational setting

Children/students/staff who develop symptoms at school/college/nursery/ out of school/holiday provision/childminder should self-isolate at home as soon as possible and should be advised to get a PCR test for coronavirus.

If a child/student is awaiting collection, older children/students should be left in a room on their own if safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children's social care settings](#) guidance. Any rooms they use should be cleaned after they have left.

3.4 If any of your staff members test positive

For cases relating to staff who were infectious whilst in work please refer to: [NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](#). Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.

Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside names of co-workers identified as close contacts. This will ensure all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate where required. NHS Test and Trace will also ascertain vaccination status of the contact to assess if the contact is exempt from isolation or not.

4. Management of contacts

Generally educational settings will not be expected to contact trace, with the exception of identifying staff close contacts of staff cases (see 3.4 for details). In exceptional circumstances such as for a variant of concern HPTs/LAs may advise educational settings to contact trace around student cases.

It is strongly recommended that the educational setting send a warn and inform letter (such as the one in template B) to the affected class or group so they are aware there are cases in the setting.

4.1 Exemptions from isolation

From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an [MHRA approved COVID-19 vaccine in the UK](#), and at least 14 days have passed since you received the recommended doses of that vaccine.

Anyone who has been notified by NHS Test and Trace that they are a close contact who meets the requirements not to self-isolate and is 5 years or over, is still advised to get a PCR test, however, they do not need to isolate, whilst waiting for the result, unless they develop symptoms. They should not arrange to have a PCR test if they have previously received a positive PCR test result in the last 90 days, unless they develop any new symptoms of COVID-19. It is possible for PCR tests to remain positive for some time after COVID-19 infection. If they test positive they need to isolate as explained in 3.2. There may be certain circumstances, detailed below, where staff such as health and social care staff may be unable to return to the workplace until additional steps have been taken (however, outside of work, they will not be required to self-isolate if fully vaccinated).

Close contacts who are exempt from isolation are advised to limit contact with anyone who is clinically extremely vulnerable for the ten days from exposure and wear a face covering in enclosed spaces outside of educational settings. Face coverings may be advised for staff and secondary/FE provider students, in outbreak situations and for contacts of cases if there are extremely clinically vulnerable people in the setting. Further guidance on this and other precautionary measures they can take can be found here

<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/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Health and social care workers and students who are on placement in health and social care settings and have been identified as close contacts have additional measures to take which are outlined here, including getting a PCR test and the result of this should be negative before returning to the workplace: [COVID-19: management of staff and exposed patients or residents in health and social care settings guidance](#).

4.2 Isolation period for close contacts who are not exempt from isolation

Household contacts who are not exempt from isolation need to complete ten full days from first onset of symptoms in the household. Onset of symptoms is day 0. See this [illustrative guide](#) and the [Stay at Home](#) guidance.

Household contacts includes anyone who lives/sleeps in the same home as a person who has tested positive for coronavirus or are symptomatic awaiting a test result.

Non household contacts who are not exempt from isolation need to complete ten full days from last date of exposure. E.g. if your exposure date is 15th of the month, you should isolate for ten full days after this to 23:59 hrs on the 25th of the month. See the [Guidance for contacts of people with confirmed covid infection who do not live with the person](#).

If an asymptomatic and non-exempt close contact tests negative (by LFD or PCR test) during their isolation period they must still complete 10 full days isolation from the last exposure date before returning to the educational setting.

4.3 If a member of staff / student thinks they are a close contact but has not been identified by NHS test and trace

They should be advised to get a PCR test. Following the guidance outlined here: <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/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#i-think-i-have-had-contact-with-someone-who-has-tested-positive-for-covid-19-but-i-have-not-been-notified-and-advised-to-self-isolate-what-should-i-do> They do not need to isolate whilst awaiting the test result if they do not have symptoms, but should avoid contact with extremely vulnerable people health and social care workers should follow their guidance: [COVID-19: management of staff and exposed patients or residents in health and social care settings guidance](#).

4.4 Contact definition

A contact is a person who has had close contact with a confirmed case of COVID-19 during their infectious period (2 days before to 10 days after onset of symptoms, or 2 days before date positive test was taken to 10 days afterwards if asymptomatic). A contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane*

An interaction through a Perspex (or equivalent) screen with someone who has tested

positive for COVID-19 is not usually considered to be a contact, if there has been no other contact such as those in the list above.

**If travelling in the same car as a case, people would generally be considered close contacts due to the proximity of the passengers in a car/van and would ordinarily be expected to be identified through NHS Test and Trace. You may also be identified as a close contact if in the same section as a case in a larger vehicle such as a plane.*

5 LFD and PCR tests

Two types of test are currently being used within education settings to detect if someone has COVID-19:

- Polymerase Chain Reaction (PCR) tests
- Lateral Flow Device (LFD) tests (asymptomatic testing)

PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus. PCR tests are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory.

LFD tests detect proteins in the coronavirus and work in a similar way to a pregnancy test. They are simple and quick to use but should not be used for symptomatic people who should have a PCR test.

PCR tests are used for people with symptoms and are also recommended to test asymptomatic close contacts and in certain outbreak situations. LFD tests are used for routine asymptomatic testing.

Twice weekly LFD testing is recommended for everyone aged 11 and above (in secondary education). All people testing positive by LFD should self-isolate along with adults in their household who are not exempt from close contact isolation and get a follow up PCR test as soon as possible and within two days of the positive LFD test.

Testing with LFD is not recommended within 90 days of a positive PCR test, however if this is carried out and the test is positive the case should self-isolate and follow national guidance. **Anyone with symptoms should get a PCR test regardless of when they last had a positive result:** <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.

NHS Test and Trace only initiate contact tracing after a positive PCR result, unless it is an LFD test conducted at an assisted test site. If contact tracing is carried out following an LFD test and the follow up PCR comes back negative, the case and non-exempt contacts can end their isolation provided they are not also a close contact of a PCR confirmed case and the PCR test is taken within two days of the positive LFD test. See [stay at home guidance](#) for more information.

Guidance on tests that are void can be found here: [Coronavirus \(COVID-19\) test sample could not be read \(void\) - NHS \(www.nhs.uk\)](#)

For any queries or issues with the supply, ordering or delivery of test kits, please contact NHS Test and Trace on 119 for further support and advice. The helpline is open 7:00am till 11:00pm Monday to Sunday.

If you wish to reorder test kits - the reordering service can be accessed at: <request-testing.test-for-coronavirus.service.gov.uk>

For all other enquiries about the rapid testing programme in education, please contact the DfE Coronavirus Helpline on 0800 046 8687. The helpline is open 8:00am till 6:00pm Monday through to Friday, and 10:00am till 6:00pm on Saturdays and Sundays.

6 Infection prevention and control (IPC)

The following document offers up to date guidance on effective IPC in educational settings. Please refer to details on ventilation, handwashing, respiratory hygiene and cleaning. Although personal protective equipment (PPE) is not recommended for general use in educational settings, this document offers advice on the small number of situations where this is recommended.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

More detailed guidance on cleaning and disinfection in non-healthcare settings can be found here:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

You may also find PHE's 'e-Bug' series helpful. Information and resources can be found at:

<https://campaignresources.phe.gov.uk/schools>

7 Special Educational Needs and Disability (SEND) settings

SEND settings may have children attending who are clinically extremely vulnerable to COVID-19. [Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19) describes the conditions which make a person clinically extremely vulnerable. In addition, [JVCI guidance](#) states that the following groups should be vaccinated:

- 12 to 15 year olds with the following health conditions:
 - severe neuro-disabilities
 - Down's syndrome
 - underlying conditions resulting in immunosuppression
 - those with profound and multiple learning disabilities, severe learning disabilities or who are on the learning disability register
- adults aged 16 years and over who are immunosuppressed
- adults aged 16 years and over who are clinically extremely vulnerable
- adults aged 16 years and over who are in an influenza or COVID 19 at-risk group

There may be clinically vulnerable children in the setting who are not yet fully vaccinated, or too young for vaccination. Therefore, as part of their COVID-19 risk assessments and plans, SEND settings should identify those children who are clinically vulnerable to COVID-19 and identify actions that will protect them. This may mean that in the event of a COVID case or outbreak in the setting, more of the control measures will need to be implemented more quickly.

Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) and [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19) both state that if a child or adult is exempt from self-isolation as a close contact they should limit contact with anyone who is clinically extremely vulnerable for 10 days. Therefore, SEND settings may ask parents (and/or students) and staff to inform them if they have been in close contact with a positive case so they can ensure they are not mixing with extremely clinically vulnerable children in the setting. Please note we are awaiting the publication of further guidance for SEND schools.

8 Outbreak Management

- If you think you have an outbreak contact the DfE helpline in the first instance if the situation is escalating or you need specialist advice contact your local HPT. You should also inform your Local Authority education team about any outbreaks in your setting as per local arrangements.
- From the 19th of July DfE policy changed and educational settings are not expected to contact trace cases, however current workplace requirements for staff cases should be completed (e.g. for eligibility for payment if they need to self-isolate as unvaccinated. NHS test and trace will undertake contact tracing of cases to include social contacts in addition to household contacts. If you have a confirmed staff case who has attended your setting whilst infectious you should follow workplace guidance: [NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/nhs-test-and-trace-in-the-workplace). See section 3.4.
- It is recommended you send a warn and inform letter to the affected group/class/year and the relevant staff so they are alert to signs and symptoms (appendix B). You may want to also add to this letter additional measures the educational setting is taking.
- You should clean and disinfect rooms/areas the suspected case was using – please follow [COVID-19: cleaning of non-healthcare settings outside the home](#) and ensure appropriate PPE (minimum gloves and apron).
- Baseline outbreak measures should be in place for all outbreaks that meet the threshold for extra action set out in the [Contingency Framework](#).
- In some circumstances, an Outbreak Management Team meeting may be convened to agree further actions, or further testing arranged in the setting.

8.3 Standard and additional measures in outbreaks in educational settings

At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place including the following below:

- Ensuring good ventilation in spaces and looking at ways to improve ventilation (where this would not significantly impact thermal comfort), particularly where activities such as singing, shouting or exercise may be taking place. Carbon dioxide monitors can be used to assess ventilation.
- Regular cleaning of frequently touched surfaces and any shared equipment.
- Promoting good hygiene, including handwashing.
- Promoting vaccination for eligible staff and young people.
- Delivering strong messaging about signs and symptoms of COVID-19, isolation and testing advice to support prompt identification and isolation of cases. This includes sending a warn and inform letter to the affect group and may include the whole educational setting if cases are dispersed.
- Engagement and strengthened communications to encourage secondary school/FE students and educational setting staff to undertake twice weekly rapid asymptomatic home testing and reporting.
- Ensure that workplace guidance has been followed for staff cases and any staff close contacts have been identified.

Further measures may also be advised in discussion with HPT/LA where transmission is likely occurring within the setting including:

- Promoting social distancing and reducing crowding. This may include reducing the number of children gathering (for example in assemblies and review mode of meeting delivery for staff) and minimising pinch points in the school day
- Temporary reintroduction of 'bubbles' or other methods to reduce intergroup mixing
- Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools and FE settings, and for staff in primary, early years, out-of-school, and specialist settings
- Increased frequency of LFD testing
- PCR test for the affected group
- Settings may also be advised to limit / stop large gatherings whilst the outbreak is ongoing which would include (residential educational visits, open days, transition or taster days, parental attendance in settings, live performances in settings)

- Reinstating on-site rapid LFD testing in secondary schools and colleges for a defined group for a two-week period to encourage uptake of twice weekly testing. This measure is only likely to be introduced after an Outbreak Management Meeting with LA and HPT

In very exceptional circumstances the educational setting may be advised on attendance restrictions for the affected group for a short period of time or contact trace around individual student/child cases (for example if a variant of concern) and as directed by HPT/LA. Contact tracing letters will be provided to the educational setting in this event.

8.2 Communication with stakeholders

- Depending on local arrangement, we ask that you contact your local authority to update them on the situation.
- It is recommended you send a warn and inform letter to parents/guardian/staff in the affected group/class/whole school (see letter in appendix B). You may want to edit to include any additional measures the educational setting is introducing and include updates if you have a progressing outbreak.
- In outbreak situations in specific circumstances where contact tracing has been agreed with the local authority or health protection team contact tracing letters will be provided.

9 Appendices

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	

Appendix B. Template letter for parents following confirmed covid-19 case/s

Dear Parents/guardians,

We are writing to inform you that the **nursery/school/college** has COVID-19 **case/cases** in **XXX year/group/setting**.

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 children, coronavirus (COVID-19) will be a mild illness.

The setting remains open and your child should continue to attend as normal if they remain well. All students and staff, regardless of year group, should remain vigilant regarding COVID-19. All parents are advised to continue with the routine twice weekly asymptomatic LFD COVID-19 testing of those in year 7 and above in the household.

If you think your child is a close contact but has not been contacted directly by NHS Test and Trace then they should take a PCR test via [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#) or by calling 119.

Further guidance can be found at [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](#)

What to do if your child develops symptoms of coronavirus (COVID-19) or tests positive for COVID-19

The main symptoms of coronavirus (COVID-19) are a new, continuous cough, or a high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia). If your child develops symptoms of coronavirus (COVID-19), they should get a PCR test via [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#) or by calling 119 and remain at home at least until the result is known. If negative, the child can end self-isolation; if positive, the child should isolate until at least 10 days after their symptoms appeared. They can return to their normal routine and stop self-isolating after 10 full days if their symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If they still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

If the child has a positive test result but do not have [symptoms](#), they should stay at home and self-isolate for 10 days from the date the positive test was taken. This isolation period will be extended if they go on to develop symptoms by counting 10 full days from the day following their symptom onset.

Instructions for people who live in the same household as someone with COVID-19 (tested positive or symptomatic awaiting a test result)

Please see the [stay at home guidance](#) with information of what the household should do and who is exempt from isolation as a close contact. Even if you are exempt it is recommended that contacts get a PCR test, and undertake other measures outlined in the guidance such

as limiting contact with anyone who is extremely clinically vulnerable and wearing a face covering in enclosed spaces while the person in your household with COVID-19 is self-isolating.

If you / your child develop [symptoms](#) at any time, even if these are mild, self-isolate immediately, [arrange to have a COVID-19 PCR test](#) and follow the [guidance for people with COVID-19 symptoms](#).

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-coronavirus-symptoms/>. 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.

Contacts who are not required to self-isolate from 16 August 2021

From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an [MHRA approved COVID-19 vaccine in the UK](#), and at least 14 days have passed since you received the recommended doses of that vaccine.

If you are a health or social care worker or student working in health and social care settings who has been identified as a household contact and are exempt from self-isolation, there is [additional guidance available](#) that you should follow to reduce the risk of spread of COVID-19 in these settings including not returning to work until you have a negative PCR test.

Students who are under the age of 18 years and 6 months or older students who are fully vaccinated can still attend the educational setting if identified as a close contact. They are recommended to get a PCR test* if 5 years and older (for household contacts there is no lower age restriction), avoid anyone who is extremely clinically vulnerable for the time they would have isolated and follow additional measures outlined below.

*They should not arrange to have a PCR test if they have previously received a positive PCR test result in the last 90 days, unless they develop any new symptoms of COVID-19. It is possible for PCR tests to remain positive for some time after COVID-19 infection.

How to stop coronavirus (COVID-19) spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus (COVID-19): [guidance on how to stay safe and help prevent the spread](#)

- get vaccinated – everyone aged 18 and over can [book COVID-19 vaccination appointments](#) now. Those aged 16 and 17 will be invited to book an appointment: [Who can get the coronavirus \(COVID-19\) vaccine - NHS \(www.nhs.uk\)](#). [Those who are aged 12-15 who are themselves clinically extremely vulnerable or live with](#)

[someone who is clinically extremely vulnerable or meet JCVI recommendations \(JCVI statement\) are also eligible.](#)

- wash your hands with soap and water or use hand sanitiser regularly throughout the day
- 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
- meet people outside and avoid crowded areas
- open doors and windows to let in fresh air if meeting people inside
- wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places
- participate in twice weekly LFD testing following national guidelines (recommended for 11 years and over). We encourage you to log your results here:
<https://www.gov.uk/log-test-site-covid19-results>

Further Information

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

Yours sincerely
Headteacher/ The manager

Appendix C. 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		
HPZone Number		
Name of educational setting*		
Your main reason for contacting the local HPT*		
Have you contacted the local HPT before? If so, please give your reference number*		
Type of educational setting (please mark all that apply)	Early years / nursery	
	Primary school	
	Secondary school	
	SEND school	
	Further education college	

	Boarding school	
	Holiday club (residential)	
	Holiday club (non-residential)	
Post code*		
Total number of staff in educational setting		
Total number of students in educational setting		
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		
Date of first case's onset of symptoms (or date the positive test was taken if no symptoms) *		

<p>Please note the number of cases in staff and students which year group they are in. If this is a boarding school, please note whether this is a residential or day student. (please also include the total numbers in each group*</p>	
<p>Have any students or staff been admitted to hospital?</p>	
<p>Have there been any admissions to intensive care or deaths?</p>	
<p>Actions taken</p>	
<p>Have you had any support already from DfE helpline / local public health- please specify</p>	
<p>Please tell us what actions you have already taken</p>	