

NATIONAL LOCKDOWN 5 November to 2 December

CONTAIN FRAMEWORK SCHOOL TIER 1 – SETTINGS REMAIN OPEN

Flowchart 1: CASES. What to do if there is a suspected or confirmed case of COVID-19 in an education setting

Updated: 2 November 2020

Pupil or staff member develops symptoms of COVID-19 at home (fever > 37.8 OR continuous cough OR loss of taste and / or smell)

Pupil or staff member develops symptoms of COVID-19 in setting (fever > 37.8 OR continuous cough OR loss of taste and / or smell)

Suspected case, household and support bubble members:

- Suspected case, household and support members (including siblings) should [self-isolate](#) until they have the test result (of suspected case) .
- Suspected case must get tested immediately. In exceptional circumstances schools may provide a [home test kit](#).

See Action Card 1

Setting on the day:

- Send home suspected case.
- Send home siblings and household members of suspected case.
- No one else in the setting is required to self-isolate.
- If needed, [isolate pupil](#) (and siblings and household members of suspected case) within the setting until collected.
- [Clean the area](#) after suspected case has left.

See Action Card 1.

Settings include:
schools, colleges, early years setting and childcare (e.g. childminders)

Staff includes:
teaching, support, catering, transport, office, visiting support staff e.g. therapists, health visiting team, immunisation team.

Other setting actions:

- Inform school transport service where relevant passenger.transport@croydon.gov.uk
- Liaise with suspected case to encourage testing and self-isolation.
- If a pupil, ask about other siblings and ask the parents to inform any other settings.

See Action Card 1

Test Negative

What is the test result?

Test Positive

If no one in the household or support bubble has COVID-19 symptoms:

- Pupil or staff member can return when well and no fever for 48 hours.
- Household and support members can return to work or education setting

SETTING: Reporting and advice

1. All cases inform

- Croydon Director of Education and Director of Public Health shelley.davies@croydon.gov.uk and Rachel.flowers@croydon.gov.uk
- Your school link advisor
- Early Years and Childcare providers must inform Ofsted using the normal channels
- 2. Complete the school onsite risk assessment checklist (confirmed cases only, see LCRC resource pack)
- 3. One simple case in mainstream school settings can contact DfE for advice on 0800 046 8687
- 4. Special schools should contact LCRC for all cases
- 5. For complex or multiple confirmed cases in mainstream settings check the LCRC criteria included in the resource pack. Complete the LCRC risk assessment form and email it to LCRC@PHE.gov.uk to request a call back.

See Action Card 2

Confirmed case [must complete](#) 10 days self-isolation.

- After 10 days, if well and no fever for 48 hours pupil or staff member can return to the education setting.
- All other **household members** and **other contacts** must complete 14 days self-isolation.
- After 14 days, household members and other contacts can return if well and no one in their household has COVID-19 symptoms.

See Action Card 2



Flowchart 2: CONTACTS - What to do if a staff member or pupil in an educational setting is a contact - household or other

Updated: 2 November 2020

Pupil or staff member is a close contact of someone who has tested positive for COVID-19 and has been told to self-isolate via NHS Test and Trace or the school

Person in the household or support bubble of a pupil or staff member develops symptoms of COVID-19

The pupil or staff member must [Stay at home](#) for 14 days

• The symptomatic person must get [tested](#) and stay at home until they have the test result.
• Other household members including the pupil or staff member must [Stay at home](#) until the test result (of the person with symptoms)

After 14 days, if they remain well, the pupil or staff member can return to the setting. However, if they develop COVID-19 symptoms during the 14 days, they should:

- inform the setting
- get tested

What is the test result?

What is the test result?

Test negative
As a close contact

Test positive

Test negative

As a close contact still needs to self-isolate for **the full 14 days**.

• Confirmed case must complete 10 days self-isolation from symptoms onset.
• After 10 days, they can return to work/education setting **if** well and no fever for 48 hours.
• If there are other household and support bubble members, they **must** complete 14 days self-isolation

If no one in the household/support bubble has COVID-19 symptoms:

- Pupil or staff member can return when well and no fever for 48 hours.
- Household or support bubble members can return to work or education setting

What is a [contact](#)?

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). As a guide, this is likely to include being in contact with someone who tested positive for covid-19 in the following ways:

- Spending significant time in the same household
- Being coughed on
- Having face to face conversation within one metre
- Having skin to skin physical contact
- Contact within one metre for one minute or longer
- Contact within two metres for more than 15 minutes
- Travelling in a small vehicle for any amount of time

It is a legal duty to self-isolate if you have a positive test result for COVID-19 or if you are a contact of someone who has tested positive, and you are notified by NHS Test and Trace that you need to self-isolate. Failure to self-isolate may result in a fine.

Practical examples where 'contact' has happened in the last half-term:

- In staff rooms and offices
- At lunch and social gatherings
- At inset days
- Sharing cars
- Learning support staff moving across the schools
- Unsupervised study groups
- Seating plans not followed

Support bubbles

Anyone in your support bubble should self-isolate if they have been in close contact since the symptoms started or during 48 hours before they symptoms started

NATIONAL LOCKDOWN Contain Framework Education setting Tier 1

The only difference in education settings is that in year 7 and above face coverings should be worn by adults and pupils outside of classrooms, such as in corridors and communal areas.

All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.

Action Card 1 – SUSPECTED CASE	Progress
1. If suspected case is a pupil, isolate them in a safe space until taken home by parent or carer. If they cannot be collected by parent/carer, ask their transport provider to collect them	
2. Adults who accompany or care for a suspected case in isolation and coming within 2m distance of them should wear a mask if no contact, and if contact, mask, gloves and apron. If there is a risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) eye protection should also be worn	
3. If suspected case is a member of staff, send them home immediately, minimising contacts and surfaces touched while still on the premises	
4. Ask the staff or parent/carer to book a COVID-19 test.	
5. In exceptional circumstances give the staff member or parent / carer a COVID-19 testing kit from school stock. See guidance here	
6. If a staff or parent/carer cannot book a COVID-19 test in the NHS test and trace website because of system capacity issues, staff or parent/carer should be advised to self-isolate for 10 days. All other household members should self-isolate for 14 days. Staff and parent/carer should be encouraged to continue trying to book a COVID-19 test.	
7. Clean the surfaces touched by the suspected case according to guidance .	
8. Contact suspected case (or their parent/carer) to: <ul style="list-style-type: none"> • Encourage them to follow guidance: suspected case to stay at home for 10 days; suspected case to request a test; household members to stay at home for 14 days. • Ask parent/carer to inform other education settings if siblings attend other settings • Encourage parents/carers to let contacts know to be very diligent in handwashing and social distancing 	
9. Inform transport provider passenger.transport@croydon.gov.uk , specialist support staff, social care, LAC team as appropriate	
10. Follow up parent/carer after 24 hours to see if they have requested a test	
11. If a pupil is off sick, and a parent has not been in contact, the education setting should contact the parents to find out if the pupil has COVID-19 symptoms	
12. If there is an overall increase in sickness absence reporting where parents report illness with suspected COVID-19 (but where no tests have been done or results are available) email Education on educationenquiries@croydon.gov.uk , Public Health on covid-19@croydon.gov.uk and the PHE Health Protection team (LCRC) on 0300 303 0450 or LCRC@phe.gov.uk LCRC will provide a reference number for the incident.	
13. Ensure stock of PPE in the event of further suspected cases	

Action Card 2 - CONFIRMED CASE	Progress
1. Inform the Director of Education Shelley.Davies@croydon.gov.uk , the Director of Public Health Rachel.Flowers@croydon.gov.uk and your link advisor of the positive test, providing LCRC or DfE reference number if available	
2. Complete the onsite risk assessment checklist (see LCRC resource pack) to identify potential contacts	
3. Schools - If only ONE simple case can contact the DfE helpline 0800 046 8687	
4. Special schools should contact LCRC for any cases	
5. Early Years – any confirmed cases in the setting either child or a staff member must inform Ofsted through the usual channels	
6. For complex or multiple confirmed cases in mainstream settings check the LCRC criteria included in the LCRC resource pack. Complete the LCRC risk assessment form and email it to LCRC@PHE.gov.uk to request a call back.	
7. Only staff and pupils who have COVID-19 symptoms should be asked to get a COVID-19 Test.	
8. Contact confirmed case (or their parent/carer) to: <ul style="list-style-type: none"> a. Offer support b. Ask for an update on other members of the household especially those who are at other educational settings c. Ask parents to inform other settings d. Check that the rest of household are self-isolating e. Gather relevant information 	
9. Inform transport provider, specialist support staff, social care, LAC team as appropriate	
10. Send letters (based on template letters A and B) to identified contacts and their parents/carers. The letters do not identify individuals	
11. Review the implementation of prevention and control measures within the setting	