

# HBHS COVID-19 PROTOCOL IN LIGHT OF A POSITIVE TEST - STAFF

Guidance	HBHS actions at each stage of the guidance		Completed? <i>Initials/date</i>
TBA by the NHS – but likely to require ->	Mrs Molloy/Mrs Clifton to send letter home to those <u>staff</u> who have been in close contact with the member of staff that has tested positive for COVID-19 and send a letter home with the member of staff when they leave site – see PHE template, and tick the last column on the COVID-19 Contact Form when sent		
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TBA by the NHS – but likely to require ->	<p>*Contact with home to be made re. any child who has been in close contact with the member of staff that has tested positive for COVID-19 in order that they can be collected from school</p> <p>*Mrs Molloy/Mrs Clifton to send letter home to those <u>children</u> who have been in close contact with the member of staff that has tested positive for COVID-19 and send a copy of the letter home with the child when they leave site – see PHE template.</p> <p>*Mrs Molloy/Mrs Clifton to tick the last column on the COVID-19 Contact Form when sent</p>		
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TBA by the NHS – but likely to require ->	Mrs Molloy/Mrs Clifton to collate all the close contact information onto one COVID-19 Close Contact Form		
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TBA by the NHS – but likely to require ->	Mrs Molloy/Mrs Clifton to upload Post 1 to the Staff -General (portal)		
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To be advised (TBA) by the NHS – but likely to require ->	A systematic approach to the completion of the COVID-19 Close Contact Form to be undertaken – this should already have happened – see below re. Stage 2		
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The HPT will undertake an assessment to determine if any contacts in the setting need to self-isolate at home for 14 days. [The wider household will NOT need to isolate.]	The COVID-19 Close Contact Form should have been completed by Mrs Molloy/Mrs Clifton/staff member		
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Contact Public Health England South East Health Protection Team (HPT) on 03442 253861 to notify of single case so we can support risk assessment and follow up.	<p>Mr Boyes/Mr Harris to contact the DfE Corona Virus Helpline on: 0800 0468687 to notify them of the positive case.</p> <p>Mrs Molloy/Mrs Clifton to be in on conference call</p>	<p>Time and date of call to HPT:</p> <p>Who was spoken to at HPT?</p> <p><u>Feedback from HPT:</u> -</p>	
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↑	Mrs Molloy/Mrs Clifton to inform Mr Boyes of the situation and email SLT, Chair of Governors (CoG), KCC and Mr Eastwood to carry out enhanced cleaning of the rooms the staff member has been in	<p>SLT/CoG contacted? <b>Yes / No</b></p> <p>Mr Eastwood contacted? <b>Yes / No</b></p> <p>KCC contacted <b>Yes / No</b></p>	
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Ensure staff member isolates at home for 10 days (day of onset PLUS 9 days). The rest of the household need to isolate for 14 days.	Mrs Molloy/Mrs Clifton to establish in discussion with the staff member ...	<p><i>Is the staff member isolating for 10 days (day of onset PLUS 9 days)?</i> <b>Yes / No</b></p> <p><i>Is the household isolating for 14 days?</i> <b>Yes / No</b></p> <p><i>Are there family members who attend HBHS and are they isolating?</i> <b>Yes / No</b></p> <p><i>Staff member to be asked who they have been in close contact with – Mrs Molloy/Mrs Clifton to explain close contact and the 'COVID-19 Close Contact Form' to be completed (if the staff member comes in a shared car then this needs exploration)</i></p> <p><i>Has the COVID-19 Close Contact Form been completed in conjunction with the staff member to inc. all interaction inc. classes/ students/colleagues?</i> <b>Yes / No</b></p>	
↑	↑		
Confirmed COVID-19 case in a member of staff	Mrs Molloy to be passed the call or to phone staff member back for clarification. In Mrs Molloy's absence Mrs Clifton to take/make the call.	<p>What was the date of the onset of symptoms?</p> <p>Date of positive test:</p>	





## **Letter template: children in close contact**

Dear Parent,

### **Advice for Child to Self-Isolate for 14 Days**

We have been advised that there has been a confirmed case of COVID-19 within the school.

We have identified that your child has been in close contact with the affected case. In line with the national guidance we recommend that your child now stays at home and self-isolates until **ADD DATE (14 days after last contact)**. Your child must not go to school or any public areas: your child must remain at home. Further details of what your child needs to do are in NHS Guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact your local Council.

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

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

### **What to do if your child develops symptoms of COVID 19**

For most people, especially children, COVID-19 will be a mild illness.

The most common symptoms of 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)

If your child develops any of these symptoms of COVID-19, they should remain at home and arrangements should be made for them to be tested. At that time all other household members must also stay at home, not go to work, school or public areas, even for exercise.

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

When the result of the child's test is known further advice will be available.

### **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:

- 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 [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

Yours sincerely  
Headteacher

## **Letter template: staff in close contact**

Dear colleague,

### **Advice for to Self-Isolate for 14 Days**

We have been advised that there has been a confirmed case of COVID-19 within the school.

We have identified that you have been in close contact with the affected case. In line with the national guidance we recommend that you now stay at home and self-isolate until **ADD DATE (14 days after last contact)**. You must not go to work or other public areas. Further details of what you need to do are in NHS Guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact your local Council.

Other members of your household can continue normal activities provided you do not develop symptoms within the self-isolation period.

If you are well at the end of the period of self-isolation, you can return to usual activities.

### **What to do if you develop symptoms of COVID 19**

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

The most common symptoms of 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)

If you develops any of these symptoms of COVID-19, you must remain at home and make arrangements to be tested. At that time, all other household members must also stay at home, not go to work, school or public areas, even for exercise.

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

When the result of your test is known further advice will be available.

### **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:

- 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 [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

Yours sincerely

Headteacher

# Post 1 to the Staff - General (portal)

## Announcement – **STRICTLY CONFIDENTIAL**

The contents of this POST are strictly confidential and should not be discussed with anyone but Mr Boyes, Mr Harris, Mrs Molloy or Mrs Clifton.

We have been advised that there has been a confirmed case of COVID-19 within the school.

The staff member who has tested positive for COVID-19 is (name).

As part of the formal process to minimise any further spread of COVID-19 we have been instructed by Public Health England to establish those students and staff that have been in close contact with the child.

Please see below for the definition of close contact:

A close contact is a person that 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:

1. people who spend significant time in the same household as a person who has tested positive for COVID-19
2. sexual partners
3. a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - a. being coughed on
  - b. having face-to-face conversation within one metre
  - c. having skin-to-skin physical contact, or
  - d. contact within one metre or longer without face-to face contact
4. A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
5. A person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Please will you **email (by return)** to [k.molloy@hernebayhigh.org](mailto:k.molloy@hernebayhigh.org) whether you are aware or anyone including yourself that has been in *close contact* with the member of staff that has tested positive for COVID-19 (as per the definitions above).

The contents of this POST are strictly confidential and should not be discussed with anyone but Mr Boyes, Mr Harris, Mrs Molloy or Mrs Clifton.

Many thanks for your support

Mr Boyes