

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

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 child 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 ->	*Contact with home to be made re. the child being collected to go home. *Mrs Molloy/Mrs Clifton to send letter home to parents/carers of those <u>children</u> who have been in close contact with the child 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. *Mrs Molloy/Mrs Clifton to tick the last column on the COVID-19 Contact Form when sent		
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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 namely the: -feedback from child -feedback from staff		
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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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TBA by the NHS – but likely to require ->	Mrs Molloy/Mrs Clifton to ask Mrs Wheeler/Mr Jones to print the child's timetable. Mrs Molloy/Mrs Clifton to email those teachers who have taught the child – see email 1 below		
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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 – see above:		
↑	↑		
NHS 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.]	It is likely that the HPT will instruct the school to establish who the child has been in <i>close contact</i> with ~ if so the COVID-19 Close Contact Form should be further completed by Mrs Molloy/Mrs Clifton		
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Contact the Department for Education (DfE) on 0800 046 8687 to notify of single case so we can support risk assessment and follow up. The DfE will direct the call to the dedicated NHS advice team for schools.	Mr Boyes/Mr Harris to contact the DfE Corona Virus Helpline on: 0800 0468687 to notify them of the positive case.  Mrs Molloy/Mrs Clifton to be in on conference call	Time and date of call to HPT:  Who was spoken to at HPT?  <u>Feedback from HPT:</u> -	
↑	↑		
↑	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 child has been in	SLT/CoG contacted? <b>Yes / No</b> Mr Eastwood contacted? <b>Yes / No</b> KCC contacted / <b>No</b>	
↑	↑		
Ensure child 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 parent/carer...	<i>Is the child isolating for 10 days (day of onset PLUS 9 days)?</i> <b>Yes / No</b> <i>Is the household isolating for 14 days?</i> <b>Yes / No</b> <i>Are there other people in the household who attend HBHS and are they isolating?</i> <b>Yes / No</b> <i>Does the child catch public transport to school?</i> <b>Yes / No</b> <i>Child to be asked who they have been in close contact with – Mrs Molloy/Mrs Clifton to explain <b>close contact</b> and complete the 'COVID-19 Close Contact Form' (if the child catches the bus/train or comes in a shared car then this needs exploration)</i>  <i>Has the COVID-19 Close Contact Form been completed in conjunction with the child?</i> <b>Yes / No</b>	
↑	↑		
Confirmed COVID-19 case in a child	Mrs Molloy to be passed the call or to phone parent/carer back for clarification. In Mrs Molloy's absence Mrs Clifton to take/make the call.	What was the date of the onset of symptoms? Date of positive test:	





Public Health  
England

## **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://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://nhs.uk/coronavirus)

During your child's period of isolation, it is expected that they will continue with their learning and as such must access Microsoft Teams and engage with the library of work related to the lessons they study.

Yours sincerely  
Headteacher

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

Dear colleague,

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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.

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- 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.

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

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Yours sincerely  
Headteacher

# Email 1

Dear teacher of (name)

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

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

The child who has tested positive for COVID-19 is (name) in class ().

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 – *this will include students that sit next to the child, and may also include those students that sit in front and behind the child please refer to your seating plan*
4. A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes – *this will include all students who have sat next to, in front and behind the child for more than 15 minutes – please refer to your seating plan*
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 a reply back (by return) whether you are aware or anyone including yourself that has been in *close contact* (as per the definitions above) with the child by completing the table below:

Name of person that the child has been in close contact with (as per the definitions above)	Person's name that identified the close contact	Is the close contact a <u>student</u> or member of <u>staff</u> ?	Which of the elements of close contact (see above) are relevant? (note down the relevant no. ie. 1, 2, 3a, 4b, 3c, 3d, 4, 5)	Date of last close contact

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

Thanks for your support

Mr Boyes

# Post 1 to the Staff -General (portal)

## Announcement – **STRICTLY CONFIDENTIAL**

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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
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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 of anyone including yourself that has been in *close contact* (as per the definitions above) with the child – please note that classroom teachers will have been emailed separately to complete their return and do not need to resend their response.

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