

CORONAVIRUS IN SCHOOL SETTINGS: MANAGEMENT OF KNOWN OR SUSPECTED CASES		TICK
Please consider all the actions below (mark as not applicable [NA] as necessary)		
1.	Inform Public Health England (PHE) if there is a possible or confirmed case. For information on the current case definition please see here . If there are 2 or more possible or confirmed cases this needs to be reported as an outbreak. Cases can be reported using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l or by telephone to 0344 225 3560 (opt 0 opt 2)	
2.	Any suspected case (anyone showing symptoms) needs to arrange to have a test as soon as possible (within 3 days and no later than 5 days of having symptoms for the test to be most accurate). All suspected and confirmed cases need to also be reported to: CovID19testing@coventry.gov.uk	
3.	Key Contacts for Early Advice and Support include: <ul style="list-style-type: none"> <input type="checkbox"/> Public Health England – Tel: 0344 225 3560 (Option 0, Option 2) <input type="checkbox"/> 111 online Coronavirus advice services is available here or you can call 111 if you are unable to access the online platform. 	
4.	In the interim: <ul style="list-style-type: none"> <input type="checkbox"/> Contact parents or carers of the children/young person affected to arrange for them to be collected. <input type="checkbox"/> Whilst the child/young person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Any adult who becomes unwell should also be isolated separately. <input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. <input type="checkbox"/> In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital, but they should call these services, or 999 in an emergency. 	
5.	Implement infection prevention & control precautions: <ul style="list-style-type: none"> <input type="checkbox"/> Good hand hygiene should be implemented before entering and after leaving the setting – see hand hygiene <input type="checkbox"/> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. <input type="checkbox"/> Ensure that everyone (staff and pupils) catch coughs and sneezes in tissues. If you do not have a tissue to hand then use the crook of your elbow rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene. 	
6.	Cleaning All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> <input type="checkbox"/> objects which are visibly contaminated with body fluids <input type="checkbox"/> all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells 	
7.	Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below (when there has been a symptomatic case in the school): <ul style="list-style-type: none"> <input type="checkbox"/> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or <input type="checkbox"/> a household detergent followed by disinfection (1000 parts per million av.cl.). 	

	Note: if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.	
8.	<p>Waste Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should be put in a plastic rubbish bag and tied when full. <input type="checkbox"/> The plastic bag should then be placed in a second bin bag and tied. <input type="checkbox"/> It should be put in a suitable and secure place and marked for storage <input type="checkbox"/> Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas for at least 72 hours. 	
9.	Staff with symptoms should be excluded from work, get tested and should self-isolate for at least 7 days from the onset of symptoms following the current advice in the staying at home guidance . Their household contacts should isolate for at least 14 days. Recommended isolation periods may change depending on test results (see Sections 11 and 12)	
10.	Children/young people with symptoms should be excluded from the setting, get tested and should self-isolate for at least 7 days from the onset of symptoms following the current advice . Other members of the family (siblings/parents/guardians) will also need to self-isolate for 14 days. Recommended isolation periods may change depending on test results (see Sections 11 and 12)	
11.	Where a child or teacher/staff member tests positive , the children and teachers in their bubble need to isolate for 14 days – they are close contacts. The household members of these close contacts don't need to isolate, unless anyone in the household develops symptoms. Close contacts of the confirmed case, who then go on to develop symptoms, should book a test as soon as possible. If they test negative – they still need to continue isolating because they have been in contact with a confirmed case, but their household contacts can stop isolating if they are well. If they test positive, they should then start a further 7 days of isolation from the onset of symptoms and their household contacts should isolate for 14 days from the onset of symptoms (following the national stay at home guidance)	
12.	<p>Where a child or teacher tests negative, they are allowed to return to school if:</p> <ul style="list-style-type: none"> <input type="checkbox"/> they are well, <input type="checkbox"/> have not had a temperature for 48 hours <input type="checkbox"/> all in their household who have COVID symptoms have also tested negative <input type="checkbox"/> they are not a contact of a positive case (in which case they have to isolate for the full 14 days) 	
13.	<p>Siblings: If a child has tested positive, please ask about siblings in other classes so that we can watch this class for future symptoms (noting that the sibling will be isolating)</p>	
14.	<p>Daily actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nominate a named staff member to co-ordinate & communicate outbreak information <input type="checkbox"/> Maintain & update any Outbreak Chart that may be in place, recording affected children / staff 	

This version is correct as of 21 July 2020.

Further updates and versions will follow as appropriate.