

FLOWCHART FOR A **CONFIRMED** CASE OF COVID-19

SCHOOL RECEIVES NOTIFICATION OF A POSITIVE TEST RESULT

'Contact' is defined as:

- Face to face contact at 1 metre or within
- Contact face to face for 1 minute or longer
- Being coughed on
- Skin to skin contact
- Being within 2 metres for a period of 15 minutes or more

**ESTABLISH KEY INFORMATION
(THIS MAY REQUIRE CALLING THE PARENT BACK)**
When did they first display symptoms?
When did they take the test?
When were they last in school?
Who are likely to be classed as contacts?
(SEE BOX TO THE LEFT)

INFORM SV / TF

**CALL
0800 0468687
Choose option 1**

Questions to answer:
What is the name of school?
Which LA?
What is your name?
Are you a boarding school or a SEND setting?
Is it a pupil or staff member who has tested positive?
Which bubble / year group are they in?
When did they display symptoms / get tested?
What is the earliest date of possible infection for others in 'contact'?
What is the latest date of possible infection for others in 'contact'?
How many pupils and staff has the confirmed case been in 'contact'?

**CALCULATE DATE OF RETURN FOR CONTACTS
14 DAYS FROM LAST CONTACT WITH CONFIRMED CASE**

**INFORM LA HEALTH
PROTECTION / INFECTION
CONTROL**
infection.control@kirklees.gov.uk
healthprotection@wakefield.gov.uk

**INFORM CHAIR OF
GOVERNORS**

**INFORM PARENTS OF
'CONTACTS' AND
ARRANGE COLLECTION**
Text, E:mail or Telephone

INFORM 'CONTACTS'
Depending on age of

**USE FOGGING MACHINE ON
POSSIBLE AFFECTED AREAS**

**PREPARE LETTERS
FOR 'CONTACTS'**

**SEND LETTERS
FOR 'CONTACTS'**

**PREPARE LETTERS
FOR REST OF SCHOOL**

**SEND LETTERS FOR
REST OF SCHOOL**

INFORMATION TO BE SHARED WITH ANY 'CONTACTS'

- All 'contacts' need to self-isolate at home for 14 days from the last point of contact with the confirmed case;

SHARE THE DATE FOR RETURN TO SCHOOL ON LETTER AND ALSO IN TEXT, E:MAIL OR ON TELEPHONE SO THIS IS CLEAR

- The 'contact' should be monitored for development of any symptoms of high temperature, new, continuous cough, loss of taste / smell;
- If the 'contact' displays symptoms a test should be arranged for them by parents / carers as soon as possible and they should follow isolation guidance
- If there is no development / displaying of symptoms that no test is required;
- Other members of the household don't need to self-isolate, meaning siblings can still attend school;
- If other members of the household develop symptoms, they should arrange to get tested as soon as possible and follow isolation guidance.

What to do if we have a positive case:

Phone: 0800 046 8687 – option 1 to report a positive test within your setting

Opening hours: Monday to Friday from 8am to 6pm; Saturday and Sunday from 10am to 4pm

Fill in this before ringing:

The number of positive cases in your setting _____

Whether the person who tested positive is displaying symptoms (Yes / No)

the date of the onset of the symptoms (if known) / or the date the test was taken: ___ / ___ / ___

The dates the person who tested positive was in attendance

Make sure to have:

- The timetable of the person who tested positive (did they teach in any classes etc) _____ tick when to hand
- The seating plans for any classes where the person who tested positive had taught _____ tick when to hand
- Records of any close contact with any other staff or students _____ tick when to hand

If the person is a pupil, you will also need:

records of any definite face to face contact with the individual and details of their friendship group within the setting