COVID-19 Resource Pack for Schools

24/09/2020

Contents

[Section 1: Local Area Key Contacts 4](#_Toc51925126)

[Section 2: COVID-19 Key messages 4](#_Toc51925127)

[What are the symptoms? 4](#_Toc51925128)

[What is the mode of transmission? 4](#_Toc51925129)

[What is the incubation period? 4](#_Toc51925130)

[When is a person infectious? 4](#_Toc51925131)

[Are children at risk of infection? 6](#_Toc51925132)

[Can children pass on the infection? 6](#_Toc51925133)

[Why is PPE not recommended for teachers and children? 6](#_Toc51925134)

[Section 3: Management of a suspected case 6](#_Toc51925135)

[What to do if a child or staff member is unable to attend school because they have COVID-19 symptoms 6](#_Toc51925136)

[What to do if someone falls ill while at school 7](#_Toc51925137)

[Section 4: Management of a confirmed case 8](#_Toc51925138)

[Direct contact: 8](#_Toc51925139)

[Close contact 8](#_Toc51925140)

[Section 5: Arrangements for management of a possible outbreak 9](#_Toc51925141)

[Section 6: National Guidance Documents 9](#_Toc51925142)

[Social distancing for different groups 9](#_Toc51925143)

[Guidance for contacts 10](#_Toc51925144)

[Specific guidance for educational settings 10](#_Toc51925145)

[Testing 10](#_Toc51925146)

[Infection prevention and control 10](#_Toc51925147)

[Coronavirus Resource Centre posters 10](#_Toc51925148)

[APPENDIX 1 – Template to record school absences 11](#_Toc51925149)

[APPENDIX 2 – Template to record illness at school 12](#_Toc51925150)

Please note that, as COVID-19 is a rapidly evolving situation, guidance may change with little notice.

Therefore we advise that, in addition to familiarising yourself with the content of this document, you refer to the relevant national guidance

(links provided in Section 6).

Section 1: Local Area Key Contacts

|  |  |
| --- | --- |
| To notify us of confirmed cases and all other COVID-19 queries related to educational settings | |
| Please email: PHCovid19\_Enquiries@sandwell.gov.uk |  |
| For urgent advice | |
| Please phone our local hotline:  Monday – Friday (07.30am until 9.30am ) 0121 569 4719 |  |
|  |  |
| For FAQs and documents to download | |
| Please go to our local website <https://www.healthysandwell.co.uk/covid-19/schools/> |  |

**Section 2: COVID-19 Key messages**

What are the symptoms?

The main symptoms of COVID-19 are:

new continuous cough and/or

fever (temperature of 37.8°C or higher)

Loss of or change in, normal sense of taste or smell (anosmia)

Children may also display gastrointestinal symptoms.

Please see link for symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

What is the mode of transmission?

COVID-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre). These droplets can be directly inhaled by the person, or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

What is the incubation period?

The incubation period (i.e. time between exposure to the virus and developing symptoms) is between 1 and 14 days (median 5 days).

When is a person infectious?

A person is thought to be infectious 48 hours before symptoms appear, and up to seven days after they start displaying symptoms.

Are children at risk of infection?

Children of all ages can catch the infection but children make up a very small proportion of COVID-19 cases with about 1% of confirmed cases in England aged under 19 years. Children also have a much lower risk of developing symptoms or severe disease.

Can children pass on the infection?

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease but the evidence so far from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse. This is unlike ‘flu.

Why is PPE not recommended for teachers and children?

Transmission of COVID-19 is usually through droplets; the mainstay of control measures are minimising contact and thorough hand and respiratory hygiene. When these measures are maintained, and symptomatic persons are excluded, the risk is minimal.

**Section 3: Management of a suspected case**

**Please refer to our flowchart for further guidance** [**https://www.healthysandwell.co.uk/covid-19/schools/**](https://www.healthysandwell.co.uk/covid-19/schools/)

What to do if a child or staff member is unable to attend school because they have COVID-19 symptoms

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend school and should follow the steps below.

* Parent/Carer or staff member should notify the school of their absence by phone
* School should record and keep minimum dataset (see suggested template in Appendix 1): Reason for absence, date of onset of symptoms, symptoms, class etc.
* Direct to [Stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) for isolation advice for child/staff member and their households. The person with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days.
* Advise that the child should get tested via [NHS UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If a staff member or a member of their household develops symptoms, they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.
* There is no further action required by the school at this time, and no need to notify the Local Authority or Health Protection Team.

What to do if someone falls ill while at school

**If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible**

* If a child 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**.**
* 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 before it is used by anyone else (see cleaning section on page 17).
* PPE should be worn by staff caring for the child while they await collection ONLY if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
* If a 2 metre distance cannot be maintained then the following PPE should be worn by the supervising staff member:
  + Disposable gloves
  + Disposable plastic apron
  + Fluid-resistant surgical face mask
  + Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting
* The school should record and keep the details of the incident in case it is needed for future case or outbreak management (see suggested template Appendix 2)

**Section 4: Management of a confirmed case**

**For urgent enquiries:**

**Monday – Friday 07.30am until 9.30am 0121 569 4719**

If you are informed by either a parent, staff member, NHS Test and Trace or a Public Health agency that a child or staff member who works at your setting tests positive for COVID-19 take the following steps:

1. Identify the contacts of the case (see definitions below) so that they can isolate at home for 14 days. Standard letters for informing parents are available here <https://www.healthysandwell.co.uk/covid-19/schools/>
2. Inform the Local Authority Public Health Team know by emailing:[**PHCovid19\_Enquiries@sandwell.gov.uk**](mailto:PHCovid19_Enquiries@sandwell.gov.uk)**.**

A member of the team will get back to you, gather information about the situation and provide further advice. Please refer to the Schools Checklist <https://www.healthysandwell.co.uk/covid-19/schools/> as you will be asked to provide this information**.** You are not required to complete this form as our information officers will input the information directly onto our system.

**Please do not send** **any personal identifiable data by email.** The information officers will you to provide names and dates of birth over the phone, which we will save securely.

**About Contacts**

A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 10 days after onset of symptoms (or test) This is likely to be the class/bubble and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

Direct contact:

* + being coughed on, or
  + having a face-to-face conversation within 1 metre, or
  + having unprotected skin-to-skin physical contact, or
  + any contact within 1 metre for 1 minute or longer without face-to-face contact

Close contact

* + Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case
  + 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
  + People who spend significant time in the same household as a person who has tested positive for COVID-19

A person who maintained social distancing over 2 metres, or who wore appropriate PPE while managing a child with symptoms would not be considered a contact.

All direct and close contacts must be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14 day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

Contacts will not be tested unless they develop symptoms (advisor may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via [NHS UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

**Section 5: Arrangements for management of a possible outbreak**

**If there are more confirmed cases linked to the school the local Health Protection Team and/or local authority team will investigate and will advise the school on any other actions that may be required.**

If a school has come across two or more confirmed cases, or there is a high reported absence which is suspected to be COVID-19 related, then the local health protection team or the local authority public health team should be notified promptly see page 8

However, it is probable that some outbreaks will be identified by either the local health protection team or the local authority public health team and the school will then be contacted by one of these teams.

**Section 6: National Guidance Documents**

This local guidance document has been based on national PHE, NHS and government guidance. Hyperlinks to key national guidance are displayed here for reference (click on the link to be taken to the relevant guidance/information online).

Social distancing for different groups

* [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#ending-isolation)
* [Guidance on social distancing for everyone in the UK](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing)
* [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

Guidance for contacts

* [Guidance for contacts of people with possible or confirmed COVID19](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person)

Specific guidance for educational settings

* [Guidance for schools and other educational settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)
* [Guidance for full opening of schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)
* [Opening schools and educational settings to more pupils: guidance for parents and carers](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june#how-will-risks-to-children-teachers-and-families-be-managed)
* [COVID-19: implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)
* [Safe working in education, childcare and childrens social care settings including the use of PPE](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)
* [Guidance on isolation for residential educational settings](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings)

Testing

* [NHS: Testing for coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/)

Infection prevention and control

* [Safe working in education, childcare and childrens social care settings including the use of PPE](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)
* [5 moments for hand hygiene: with how to hand rub and how to handwash. Posters](https://www.who.int/infection-prevention/campaigns/clean-hands/5moments/en/)
* [Catch it. Bin it. Kill it.](https://campaignresources.phe.gov.uk/resources/campaigns/34/resources/2665) Poster

[Coronavirus Resource Centre posters](https://coronavirusresources.phe.gov.uk/)

* [available here](https://coronavirusresources.phe.gov.uk/).

APPENDIX 1 – Template to record school absences

|  |
| --- |
| In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Name | Class | Reason for absence\* | Date of onset of symptoms | Symptoms \*\* | Has the child/staff been assessed by GP, NHS 111 etc? Y/N/NK | Has the child/staff been tested?  Y/N/NK | Is the child/staff reporting a positive test result? Y/N/NK | Is the child/staff in hospital? Y/N/NK | Action taken including who and which organisation notified |
|  |  |  |  |  |  |  |  |  |  |  |
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**Reason for absence\*:** Ill, Household member ill, Contact of a confirmed/suspected case, Shielding, Other e.g. dental appointments

**Symptoms \*** T = Temp (>=37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

APPENDIX 2 – Template to record illness at school

|  |
| --- |
| In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Name | Class | Date/Time of onset of symptoms | Symptoms\* | Time between detection of symptoms and isolation at school | Did staff member wear PPE?\*\*  Y/N |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Symptoms \*** T = Temp (>=37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

\*\* Only required if social distancing could not be observed