**CHECKLIST FOR EDUCATIONAL SETTINGS**

**You do not need to complete this checklist**; but will be asked to provide the information verbally to our information officers who will input the data directly onto our secure system. Please try to have the information on hand for when they call. **Questions 6-21** need to be answered for each case

**About the school**

|  |  |  |
| --- | --- | --- |
| 1 | School Contact Name |  |
| 2 | School contact’s email address |  |
| 3 | School contact’s position |  |
| 4 | School URN |  |
| 5 | If you have reported any confirmed cases in the last 14 days, what date was it? |  |

**Case details (for confirmed cases only)**

|  |  |  |  |
| --- | --- | --- | --- |
| 6 | Name of confirmed case | |  |
| 7 | Date of birth | |  |
| 8 | Category:  Student / teacher / admin team / facilities / lunchtime supervisor / catering / other? | |  |
| 10 | Associated relationships in school?  (siblings, partners, other?) | |  |
| 11 | Any links to previous cases reported in past 14 days? | |  |
| 11a |  | If yes, what is the linked person’s name? |  |
| 11b |  | What is the linked person’s D.o.B? |  |
| 11c |  | Brief description of the link? |  |
| 12 | Year number and class | |  |
| 13 | Affected groups – do they interact with:   * Bubble – class only * Bubble – Year Group * Breakfast or After school club * School transport * Other? | |  |
| 14 | Date of onset of symptoms for case? (Or date of test if asymptomatic) | |  |
| 15 | Date tested? | |  |
| 16 | What were their symptoms?   * Asymptomatic * Fever * Cough * Loss of taste or smell * other | |  |
| 17 | Date last on premises | |  |
| 18 | Who does the case travel to the setting with?   * Car (sole occupant) * Public transport * Walk, cycle * Car share * Other? | |  |
| 19 | Do they visit multiple sites (excluding onsite blocks?) | |  |
| 20 | Number of pupils identified as contacts? (associated with this case) | |  |
| 21 | Number of staff identified as contacts?  Associated with this case) | |  |

**Setting information**

|  |  |  |  |
| --- | --- | --- | --- |
| 22 | Are there any additional symptomatic / suspected cases? | |  |
| 22a |  | If yes, how many pupils? |  |
| 22b |  | If yes, how many staff? |  |
| 23 | Total number of pupils confirmed positive (on this form / incident report) | |  |
| 24 | Total number of staff confirmed positive (on this form / incident report) | |  |
| 25 | Total number of pupils self-isolating  (on this form / incident report) | |  |
| 26 | Total number of staff self-isolating  (on this form / incident report) | |  |
| 27 | Are there any provisions for online teaching? | |  |
| 28 | Communication with students and staff so far? | |  |
| 29 | Communication planned to happen | |  |
| 30 | Any media interests? | |  |
| 30a |  | If yes, which establishment? |  |
| 31 | Any concerns from parents / pupils / staff / unions? If yes, what is the concern? | |  |

**Outbreak control & advice checklist**

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| --- | --- |
| Exclude symptomatic / confirmed cases for 10 days from onset of symptoms (Day 1 = onset of symptoms or date of test if asymptomatic) |  |
| Advise household contacts of cases to isolate for 14 days from start of cases symptoms |  |
| Advise anyone who has been identified as a contact in school to isolate for 14 days from their last day of contact with the case (the last contact day is Day 1, Return to school on Day 15)  See contact definitions below. |  |
| Testing: for symptomatic pupils: advise to book test via NHS website or call 119 if they have no internet access. |  |
| Testing for symptomatic staff: advise to book a test via online portal for essential workers |  |
| Check if staff work elsewhere (e.g. supply staff) |  |
| Were there any visitors / contractors on site that have had contact with case(s)? Are records kept of all visitors to the setting? |  |
| Please input your status directly with the DfE online via <https://form.education.gov.uk/service/educational-setting-status> |  |
| Please remember to contact **Travel Assistance Service (TAS)** so changes can be made to transport arrangements for students and implemented as quickly as possible; specifically any information that affects ‘transport bubbles’. Similarly, when pupils are due to return to school we require this date in advance to reinstate transport. [travel\_assistance@sandwell.gov.uk](mailto:travel_assistance@sandwell.gov.uk) |  |
| If you buy into the Council’s repair service for your School and you currently have any contractors on site that may have been in contact with a member of staff who has been confirmed as a positive case, or have any future scheduled contracted work that you need to cancel or rearrange, could you please let the PMA/Schools Property Care Help desk know on 0121 569 4539. |  |
| If you buy into the Council’s repair service for your School and you currently have any contractors on site that may have been in contact with someone in your school that has been confirmed as a positive case, or have any future scheduled contracted work that you need to cancel or rearrange, could you please let the PMA/Schools Property Care Helpdesk know on 0121 569 4539. Please also advise the helpline via email: [udbs\_customercontact@sandwell.gov.uk](mailto:udbs_customercontact@sandwell.gov.uk) |  |

**Any further information relevant to incident?**

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**FURTHER INFORMATION & GUIDANCE**

**Contact tracing in schools**

Please identify individuals that have had contact with the individual who tested positive in the following time period:

* If symptomatic: 2 days before onset of symptoms until 10 days after onset of symptoms
* If asymptomatic: 2 days before date of test until 10 days after date of test.

People who are considered to have had contact are:

* Those who have been within a meter for a minute or more, **or** had face-to-face contact with a case for any length of time within 1m, including being coughed on, a face-to-face conversation, unprotected physical contact (skin to skin).
* Those who have been within 2m of a person who tested positive, for more than 15 minutes
* Anyone who has travelled in a vehicle with the individual who tested positive for COVID-19
* Anyone who has been working in the same classroom for the duration of a lesson, regardless of seating position is potentially a contact. Please contact us to discuss the mitigations you have in place.
* Face coverings and visors reduce risk of airborne transmission but do not eliminate it. This does not prevent you being identified as a contact. (Exception would be healthcare workers trained in correct use of PPE wearing medical grade equipment)

Anyone meeting these definitions must isolate for 14 days (Day 1 is the last day they were in contact with the confirmed case) and can return to school on Day 15.

Household contacts and contacts in settings other than the school will be traced and given advice by the Test and Trace system.

Please consider the following groups to ensure all contacts linked to the school are identified

* Travel to and from school
* Classroom time
* Meetings (if the case is a staff member)
* Breaks/lunchtime (including staffrooms)
* Before and after school clubs
* Extra-curricular activities

**Control measures**

Highlighted sections are required control measures. Please refer to [**Guidance for full opening: schools**](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) for more details and links to further guidance.

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| --- | --- |
| Hand & Respiratory Hygiene |  |
| Are there appropriate facilities for handwashing – hand sanitisers, liquid soap & paper towels/tissues & Pedal operated bins? Hand wash and ’Catch it. Bin it. Kill it ‘posters displayed. For teaching children use [e-Bug coronavirus (COVID-19) website](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) |  |
| Are younger children and children with complex needs supervised, helped with hand hygiene? |  |
| Classrooms |  |
| Are classrooms clutter free? Soft furnishings, soft toys and toys that are hard to clean should not be in use. |  |
| No sharing of stationery-pens &pencils. |  |
| Resources such as games shared within the bubble; should be cleaned regularly. Equipment shared between bubbles to be cleaned frequently and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) |  |
| Staff in secondary schools to maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2m distance from each other, and from children. (distancing maybe difficult for staff working with younger children and children with complex needs) |  |
| Social distancing measures |  |
| Are staggered drop off and pickup times as well as at break and lunch times in place. |  |
| Is the setting able to maintain consistent groups (bubbles), that do not mix with other groups? Large gatherings to be avoided (assemblies) |  |
| Pupils are encouraged and reminded to socially distance e.g. desks set apart and seating pupils side by side and facing forwards, rather than face to face or side on. |  |
| Movement around the school site kept to a minimum, avoiding creating busy corridors, entrances and exits. |  |
| Use outdoor spaces where possible for education, exercise and breaks. |  |
| Avoid groups of staff having face-to-face meetings in enclosed spaces, use virtual meetings instead. |  |
| Avoid staff congregating in staff rooms, keep staff bubbles as far apart as possible, stagger breaks, limit the number of people in a room as much as possible |  |
| Face coverings |  |
| Does the school have a process in place to inform staff/parents & pupils in the event of new local lockdowns or restrictions being imposed that, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas, where social distancing is difficult to maintain. [Face coverings in education](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education) |  |
| School to be aware that some individuals are [exempt from wearing face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) |  |
| Children and young people aged 11 and over to wear a face covering when travelling on dedicated and public transport |  |
| Children/ staff must be clear on [how to put on, remove, store and dispose of face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own). |  |
| Toilet facilities |  |
| Increase cleaning frequency of staff and pupil’s toilet facilities, touch points and Nappy changing areas required, disinfect with a bleach-based solution e.g. Milton (1,000ppm available chlorine) |  |
| PPE |  |
| Have staff been trained in the donning and doffing of PPE. Are staff clear about what PPE should be worn based on a risk assessment? PPE guidance for [non-aerosol procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) |  |
| For Children with complex medical needs: Is there any respiratory procedures e.g. suction performed on site? PPE for [AGP procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures) Have staff been FFP3/FFP2 fit tested. Is there a designated room for procedure? [AGP in school’s guidance](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) |  |
| Is there adequate supplies of PPE, gloves, aprons, masks and eye protection? |  |
| Food/Drinks |  |
| Drinking utensils are for individual use only |  |
| Special precautions and supervision in filling water bottles to ensure taps are not contaminated |  |
| Discourage use of water fountains for drinking water. |  |
| Crockery and cutlery to be dishwasher washed and stored in cupboards |  |
| Keep all food in cupboards or in a lidded wipeable container, do not use shared fruit bowls etc |  |
| Caring for a symptomatic child |  |
| If a child develops COVID-19 symptoms whilst at school and is awaiting collection isolate the child in a ventilated room with staff supervision or move them to an area which is at least 2 metres away from other people. |  |
| PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). |  |
| Cleaning & disinfection |  |
| Cleaning schedules to be in place to ensure enhanced cleaning of: frequently touched surfaces, rooms and shared areas used by different groups |  |
| Advice on [cleaning](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) after a suspected/confirmed case has left setting:  Clean surfaces with a household detergent followed by disinfection (1000 ppm available chlorine or a disinfectant that works against enveloped viruses). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants |  |
| Single use disposable cloths and mop heads to be used, if not available cloths and mop heads to be laundered after use |  |
| Spray into a cloth not onto surfaces, avoid creating splashes and spray when cleaning |  |
| When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used |  |
| Handling of Waste |  |
| Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, mop heads. PPE used, and tissues used by case etc.): to be double bagged and tied. Stored in a locked area for 72hrs away from children before disposal into domestic waste. |  |
| If case’s test result is negative, the waste can be disposed of before 72hr period |  |