REPORTING POTENTIAL OR CONFIRMED CASES OF COVID-19

Date Agreed:	**September 2020**
Review Date:	**as necessary**
Type of Policy:	**DCAT Statutory Policy**

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
1	May 2020	JS/MT	Trust Board		
2	August 2020	JS/MT			Updated to reflect Government guidance
3	September 2020	JS/MT			Updated to reflect Government guidance

Type of Policy	*Tick* ✓
DCAT Statutory Policy	
DCAT Non-statutory Policy	✓
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

Contents

This policy refers to the following government guidance in relation to COVID-19:
Guidance for schools: coronavirus (COVID-19)

1. Introduction

This policy sets out the action and reporting procedures where there is a suspected or confirmed case of COVID-19 in one of the Trust schools. The Trust is clear that information should be shared immediately through the channels detailed in this policy.

2. What to do if someone develops symptoms of coronavirus (COVID-19)

When a child, young person or staff member develops symptoms compatible with coronavirus, they or their parent, must inform the school as soon as possible:

a) Parents – please ring 01243 783987 and speak to a member of staff to report this.
b) Staff – please contact Head Teacher to report your symptoms.

The child / young person / staff member will be advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. You should apply within the first 24 hours of having symptoms.

The child / young person / staff member should follow the flow chart in Appendix 1 – Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings, suspected case. Schools should issue the letter in appendix 3 advising parents/carers and staff of the need for a test. Staff and parents/carers must keep the school informed of their/their child's symptoms and result of any test. If they test negative and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and can return to their setting. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If they test positive, the school will follow the flow chart in Appendix 1 – Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings, confirmed case / 2+confirmed cases, advising all necessary agencies.

What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting

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 using standard cleaning products before being used by anyone else.

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).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find guidance on cleaning in non-healthcare settings.

Communication
Where a there is a suspected case the following actions must be taken:
  a) Advise the Trust – Headteacher to advise DCAT Executive Team of the suspected case
  b) The school should contact Public Health England (PHE) Health Protection Team (HPT) on 0344 225 3861 to notify of the suspected case. PHE HPT will support risk assessment and follow up.

3. Confirmed COVID-19 Case:
Where the child, young person or staff member tests positive, the school will follow the flow chart in Appendix 1 – Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings, confirmed case / 2+confirmed cases, advising all necessary agencies. The school will follow the advice / risk assessment and put in the actions they need to take follow the definitive advice on who must be sent home.

Case confirmed during school day
The school will follow the flow chart in Appendix 1 – Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings, confirmed case / 2+confirmed cases, advising all necessary agencies.
  a) The school will follow the flow chart in Appendix 1 – Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings, confirmed case / 2+confirmed cases, advising all necessary.
  b) A letter, provided by DfE / PHE will be sent to all parents and staff if needed.
  c) Advise the Trust – Headteacher's to advise DCAT of the confirmed case.
  d) Trust Board, the Diocese, the RSC and the Local Authority and trade unions should be informed as soon as is practicable.

Case confirmed outside of school day
  a) The school will follow the flow chart in Appendix 1 – Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings, confirmed case / 2+confirmed cases, advising all necessary.
  b) Based on the advice the school will contact parents / carers via text to confirm of a case.
  c) Advise the Trust – Headteacher's to advise DCAT of the confirmed case
  d) A letter, provided by DfE / PHE will be sent to all parents and staff if needed.

e) Trust Board, the Diocese, the RSC and the Local Authority and trade unions should be informed as soon as is practicable.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Any advice from Public Health England will be communicated to the Trust CEO, or their deputies, in order that an informed decision can be made about whether it is appropriate for the school to close.

Cleaning
Where confirmed cases are identified schools will follow the guidance on cleaning in non-healthcare settings for cleaning and disinfection.

4. Whistleblowing

Employees

The Employee Handbook section 1.5 details the Trust's policy on whistleblowing. The Trust encourages employees to raise any concerns that they may have in the first instance with the Headteacher. If it is not appropriate to raise your concern with your Headteacher then you should contact the CEO, a member of the Trust's senior management team, the Chair of Local Governing Body or the Trust Board, who will ensure that your concern is properly addressed. Contact details for the Trust are on the Trust website.

Parents

Parents should raise any concerns that they may have in the first instance with the Headteacher, in line with the Trust complaints policy. If it is not appropriate to raise your concern with your Headteacher then you should contact the Chair of the Local Governing Body, whose contact details are on the schools' website. If the issue relates to a COVID-19 disclosure, then the timeframes within the Trust complaints policy will be waived in order that the matter can be investigated urgently.

5. Links to other policies

- Attendance Policy (COVID-19 annex)
- Complaints Policy
- Employee Handbook – Staff absence (COVID-19 annex)

Appendix 1: Flow Chart
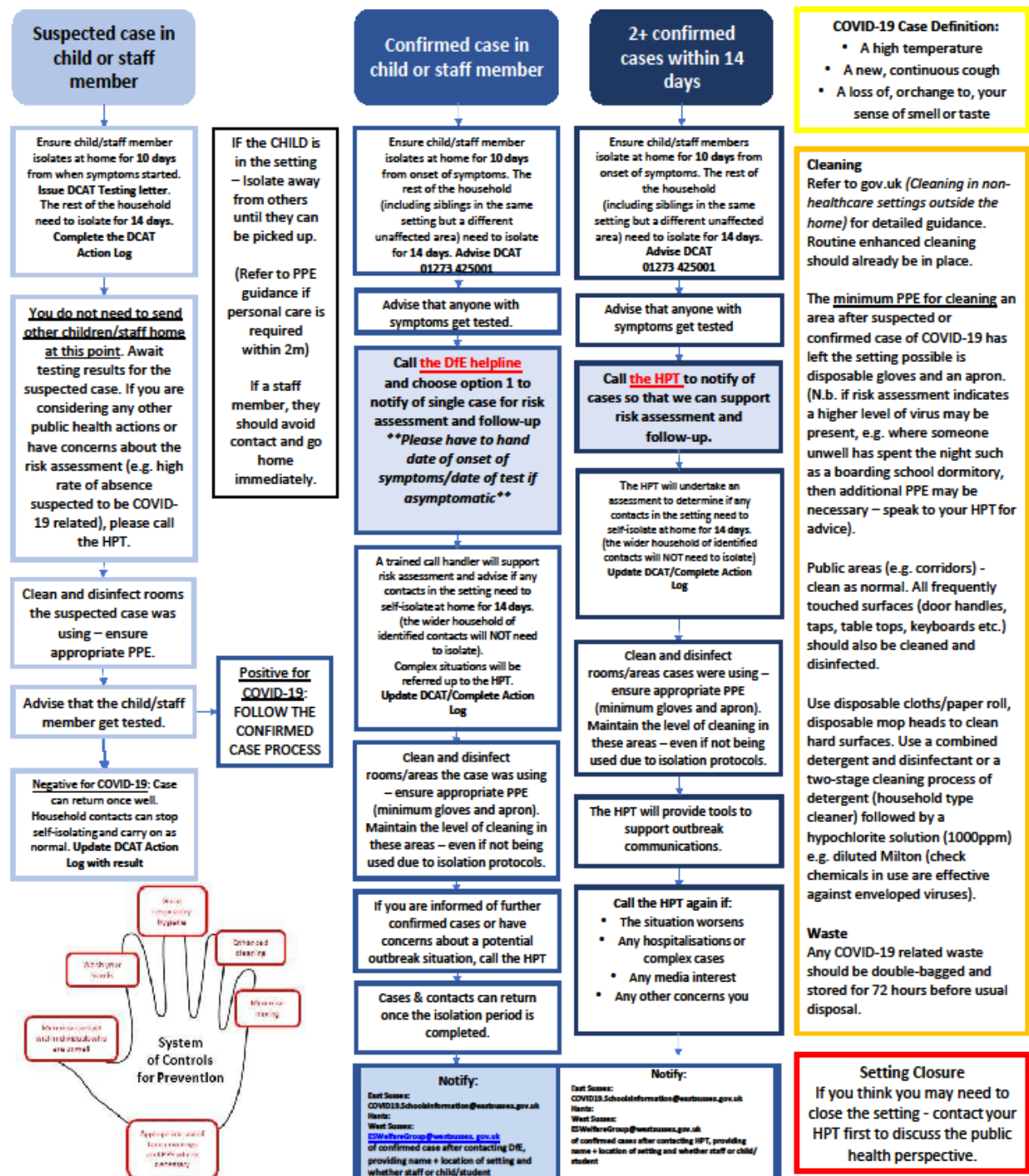
PHE South East Health Protection Team:
Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings
Version 4.2 Date 28/9/2020

DCAT
DIOCESE OF CHICHESTER
ACADEMY TRUST

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces.

- To notify of 2+ confirmed cases or for advice about a potential outbreak situation, call Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours). If the matter is not urgent you can email SSHPU@phe.gov.uk
- For general queries about COVID-19 in educational settings, or to notify of a single confirmed case, contact the DfE Helpline on 0800 046 8687 (option 1 for confirmed cases). The line is open Monday-Friday 8am-6pm and Saturday-Sunday 10am-4pm.
- For detailed COVID-19 guidance for educational settings, see www.gov.uk/coronavirus/education-and-childcare
- To book a coronavirus test, see www.nhs.uk/ask-for-a-coronavirus-test (call 119 if you don't have internet access)

Suspected case in child or staff member

Ensure child/staff member isolates at home for 10 days from when symptoms started. **Issue DCAT Testing letter.** The rest of the household need to isolate for 14 days. **Complete the DCAT Action Log**

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You do not need to send other children/staff home at this point. Await testing results for the suspected case. If you are considering any other public health actions or have concerns about the risk assessment (e.g. high rate of absence suspected to be COVID-19 related), please call the HPT.

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Clean and disinfect rooms the suspected case was using – ensure appropriate PPE.

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Advise that the child/staff member get tested.

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Negative for COVID-19: Case can return once well. Household contacts can stop self-isolating and carry on as normal. Update DCAT Action Log with result

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IF the CHILD is in the setting – Isolate away from others until they can be picked up.

(Refer to PPE guidance if personal care is required within 2m)

If a staff member, they should avoid contact and go home immediately.

Positive for COVID-19: **FOLLOW THE CONFIRMED CASE PROCESS**

Confirmed case in child or staff member

Ensure child/staff member isolates at home for 10 days from onset of symptoms. The rest of the household (including siblings in the same setting but a different unaffected area) need to isolate for 14 days. Advise DCAT 01273 425001

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Advise that anyone with symptoms get tested.

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Call the DfE helpline and choose option 1 to notify of single case for risk assessment and follow-up **Please have to hand date of onset of symptoms/date of test if asymptomatic**

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A trained call handler will support risk assessment and advise if any contacts in the setting need to self-isolate at home for 14 days. (the wider household of identified contacts will NOT need to isolate). Complex situations will be referred up to the HPT. Update DCAT/Complete Action Log

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Clean and disinfect rooms/areas the case was using – ensure appropriate PPE (minimum gloves and apron). Maintain the level of cleaning in these areas – even if not being used due to isolation protocols.

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If you are informed of further confirmed cases or have concerns about a potential outbreak situation, call the HPT

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Cases & contacts can return once the isolation period is completed.

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Notify:
East Sussex:
COVID19.SchoolsInformation@eastsussex.gov.uk
Hants:
West Sussex:
ESWelfareGroup@westsussex.gov.uk
of confirmed case after contacting DfE, providing name + location of setting and whether staff or child/student

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2+ confirmed cases within 14 days

Ensure child/staff members isolate at home for 10 days from onset of symptoms. The rest of the household (including siblings in the same setting but a different unaffected area) need to isolate for 14 days. Advise DCAT 01273 425001

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Advise that anyone with symptoms get tested.

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Call the HPT to notify of cases so that we can support risk assessment and follow-up.

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The HPT will undertake an assessment to determine if any contacts in the setting need to self-isolate at home for 14 days. (the wider household of identified contacts will NOT need to isolate) Update DCAT/Complete Action Log

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Clean and disinfect rooms/areas cases were using – ensure appropriate PPE (minimum gloves and apron). Maintain the level of cleaning in these areas – even if not being used due to isolation protocols.

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The HPT will provide tools to support outbreak communications.

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Call the HPT again if:
- The situation worsens
- Any hospitalisations or complex cases
- Any media interest
- Any other concerns you

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Notify:
East Sussex:
COVID19.SchoolsInformation@eastsussex.gov.uk
Hants:
West Sussex:
ESWelfareGroup@westsussex.gov.uk
of confirmed cases after contacting HPT, providing name + location of setting and whether staff or child/student

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COVID-19 Case Definition:
- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

Cleaning
Refer to gov.uk (Cleaning in non-healthcare settings outside the home) for detailed guidance. Routine enhanced cleaning should already be in place.

The minimum PPE for cleaning an area after suspected or confirmed case of COVID-19 has left the setting possible is disposable gloves and an apron. (N.b. if risk assessment indicates a higher level of virus may be present, e.g. where someone unwell has spent the night such as a boarding school dormitory, then additional PPE may be necessary – speak to your HPT for advice).

Public areas (e.g. corridors) - clean as normal. All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths/paper roll, disposable mop heads to clean hard surfaces. Use a combined detergent and disinfectant or a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton (check chemicals in use are effective against enveloped viruses).

Waste
Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

Setting Closure
If you think you may need to close the setting - contact your HPT first to discuss the public health perspective.

System of Controls for Prevention

Appendix 2: Letter for confirmed COVID-19 case

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. The school must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Appendix 3: Letter to parents/carers and staff re testing

Dear

Further to [NAME] being sent home from school today with (a) symptom(s) compatible with coronavirus, I wanted to confirm the following:

- [NAME] is advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.
- All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. You should apply within the first 24 hours of having symptoms. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.

We ask that you must keep the school informed of their/their child's symptoms and result of any test, by contacting the school office on 01243 783987. If [NAME] tests negative, they can return to their setting and their fellow household members can end their self-isolation, if they test negative and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and can return to their setting. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.0 If they test positive, the school will follow the school policies on attendance and confirmed COVID-19 cases, which includes contacting Public Health England