

Management of Suspected and Confirmed Cases of COVID-19 in Educational Settings Advice from Cumbria County Council's Public Health Team

Member of staff or child is showing one of more symptoms of COVID-19 (temperature of 37.8°C or above, new continuous cough, change to or loss of sense of taste/smell)

Has the individual been in the setting whilst a) showing symptoms or b) in the 48 hours beforehand?

Yes

No

- If the individual is still in the setting, isolate them and arrange for them to go home immediately. It is recommended that staff wear **Personal Protective Equipment (PPE)** if supporting a symptomatic child and 2 metres distance cannot be maintained. Send all siblings/other household members home too.
- Advise that individual needs to isolate at home for 10 days (other household contacts 14 days) from the day symptoms started and follow **stay at home guidance**.
- Thoroughly **clean** any areas the individual has been in contact with
- Advise the staff member or parent/carer to arrange testing. They can book online via <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> or call 119.
- Ask the member of staff or parent/carer to keep you informed of when they have their test and also the result of the test.
- Record absence details. Also make a note of any staff or children who had close contact (e.g. within 2 metres for 15 minutes or more) with the individual whilst they were showing symptoms or during the 48 hours before they developed symptoms – this is your 'close contact list' and you will need it if a test comes back positive.
- Contact parents of children who may have had close contact e.g. those in same bubble/class to make them aware staff/children have developed symptoms and remind them of the symptoms to look out for. Reassure that bubble/setting currently remains open pending test results.

Please note – you do not need to send any contacts home or shut any bubbles/the setting at this stage. You only need to consider further actions like this if a positive test result is reported. This is why it is important that individuals with symptoms get tested as soon as possible.

- Contact staff member or parent/carer - ensure the individual is isolating at home (for 10 days, other household contacts 14 days) and advise to follow the **stay at home guidance**
- Advise the staff member or parent/carer to arrange testing. They can book online via [this link](#) or by calling 119.
- Ask the member of staff or parent/carer to keep you informed of when they have their test and also the result of the test.
- Record absence details.

If you have a query about a suspected case, please contact the Cumbria County Council COVID-19 Call Centre on 0800 783 1968

Individual receives their test result (it is the decision of the Head Teacher/Setting Leader whether or not to request written confirmation of test results in line with their risk assessments)

Test result is positive

Test result is negative

- Advise that the individual needs to continue with their 10 day isolation at home. They can return to the setting after 10 days if they have not had a high temperature for 48 hours. Others in their household need to continue with their 14 day 'isolation at home' period and should get tested if they develop symptoms.
- Close contacts from the bubble/setting will need to go home and isolate for 14 days from the date they were last in contact with the individual who has tested positive (their wider household do NOT need to isolate).
- Inform all parents within the bubble/setting to ensure they watch for symptoms.
- Testing will not routinely be offered to individuals who do not have symptoms, so contacts do not need to be tested, unless informed otherwise via health protection services.
- Contact the Cumbria County Council COVID-19 Call Centre on 0800 783 1968. Inform them of the test result and give details about the positive case so they can be followed up. A contact tracer from a local health protection service may then get in touch with you, the staff member or the parent/carer to provide advice and identify further contacts. Further local follow up may take place in order to manage local incidents/outbreaks.
- If you have more than one individual in the setting with a positive test result, outbreak support will be provided to you via services coordinated through local health protection services. They will contact you with advice.
- For confirmed staff cases of **work related** COVID-19: report via the accident/incident report form and submit to the Cumbria County Council health and safety team mail box healthandsafety@cumbria.gov.uk

- Inform staff and parents/carers of the result.
- Agree the return date with the staff member/parent. The individual can return to the setting straight away as long as they:
 - have not had a high temperature for 48 hours
 - have not been told to isolate because they have been identified as a close contact of a positive case or a household contact of a possible/confirmed case.

