

**St Andrew's CE Primary School**  
**Action Plan for single positive COVID result in school**

	TASK	WHO?
1	Inform SLT and organise meeting to assign action plan tasks	HT
2	Gather information from the infected person including case number List all people in contact with infected person on the day the symptoms started and the <b>two days before</b> that - <u>complete form below</u>	
3	Inform Chair of Governors	HT
4	Inform Local Authority	HT
5	Once information complete CALL Lancashire HPT <a href="mailto:clhpt@phe.gov.uk">clhpt@phe.gov.uk</a> 0344 225 0562 Out of hours 0151 434 4819 PHE.clhpt@nhs.net	HT
6	Following advice - SLT meeting and decide on actions	HT/SLT
7	Inform Staff of situation and action plan - meeting or email as appropriate	
	<b>IF REMAINING OPEN:</b>	
8	Inform those who must self-isolate - <b>letter D provided by PHE below. Email and Text</b>	
9	If teacher absence, organise cover where needed	
10	Write, check and publish <b>letter F to Bubble below. Email and Text</b>	
11	Write, check and <b>publish letter F/email to All Parents. Email (text if significant)</b>	
12	Publish letter on website	
	<b>IF PART OR FULL CLOSURE:</b>	
13	Write, check and publish letter to those affected by closure. Email and Text	
14	Write, check and publish letter to rest of the school	
15	Add a Q&A section on website common questions can be answered.	
16	Organise any additional cleaning required	TW
17	Reflect on incident and whether any changes are needed to Systems of Control, Advice to Staff and School Organisations/Procedures	HT/SLT
18	For staff who are self-isolating - consider their direct work for the period of isolation	
19	Organise home learning for any pupils who are self-isolating	
20	Organise welfare calls where appropriate during isolation period	
21	Update governing body	HT

**COVID CASE**  
Reference Number (from PHE) :

Person infected	
Name	
Date of Birth	
Contact Number	
Address	

Timings	
First Day of Symptoms	
Test Date	
Reference Number	
Result Date	

Known Contacts
On the first day of symptoms and the previous two days

**Contact definitions:**

- **Direct close contacts:** Direct face to face to face contact with a case for any length of time, including being coughed on or talked to. This will also include exposure within 1 metre for 1 minute or longer.
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- **Proximity contacts:** Extended close contact (within 1-2m for more than 15 minutes) with a case

Name	Pupil/Staff/Other	Direct Contact	Proximity Contact	Contact Details

Known Contacts
On the first day of symptoms and the previous two days

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We are asking you to do this to reduce the further spread of COVID 19 to others in the community.

If your child is well at the end of the 14 days period of self-isolation, then they can return to usual activities.

Other members of your household can continue normal activities provided your child does not develop symptoms within the 14-day self-isolation period.

Please see the link to the PHE Staying at Home Guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayat-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

## **What to do if your child develops symptoms of COVID 19**

If your child develops symptoms of COVID-19, they should remain at home for at least **10 days** from the date when their symptoms appeared.

All other household members who remain well must stay at home and not leave the house for 14 days.

The 14-day period starts from the day when the first person in the house became ill.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

## **Symptoms of COVID 19**

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia).

**For most people, coronavirus (COVID-19) will be a mild illness.**

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

## **How to stop COVID-19 spreading**

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

## *Do*

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

## **Further Information**

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely  
Mrs C Wilkinson  
Headteacher

## **Letter F - Single case in a school Advice to parents or carers**

Dear Parents,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The school remains open and providing your child remains well they can continue to attend school as normal. We will keep this under review.

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Yours sincerely

Headteacher