



PHE South East Educational Settings Outbreak Pack

Version 04

26 August 2021

Version	Changes Made	Date	Changes By
V2.0	Updated escalation criteria, flowchart, added warn and inform letter where contact tracing no carried out	28.7.21	PHE SE education cell
V3.0	Updated to reflect change in government guidance from Aug 16 2021 regarding changes to self isolation for close contacts Flowchart updated Letters updated now one combined letter for staff and students over 18 years and six months. Test and Trace in the workplace guidance added	13.8.21	PHE SE education cell
V4.0	Updated to reflect updated Contingency Framework including updates to control measures, if any member of staff tests positive, and if people think they are a close contact but not been contacted by NHS test and trace. LFD supply links updated	27.8.21	

Intended audience:

- Early years settings (including nurseries and childminders and out of school settings/holiday provision)
- Schools
- Special Schools
- Residential (boarding) schools
- FE colleges

Please note:

- This guidance reflects the change in requirements for close contacts who are fully vaccinated and/or under 18 years and 6 months from 16th August 2021 and publication of the updated Contingency Framework for Education and Childcare settings:
 - Schools and other education settings are no longer being directed to keep those in the setting within “bubbles”. However, when undertaking their own risk assessments, may keep in place control measures that the risk assessment has identified.
 - Educational settings are no longer required to identify contacts with contact tracing being conducted by NHS Test and Trace but may be required to do so for staff cases and in certain outbreak situations with support from the local health protection team or local authority.
 - Lateral flow testing is still being encouraged over the summer period and in September, on site lateral flow tests are being encouraged for all staff and pupils in settings which previously had Assisted Testing Sites (ATS), with 2 assisted tests, the 1st test taken prior to starting learning for the new school year.

- If you have any questions about DfE policy in stage four please contact: covid19.opscomms@education.gov.uk and see the google drive documents below.
- As COVID-19 is a rapidly evolving situation, guidance may change at short notice. Please check the date and version of this guidance on the footer
- We advise that you refer to [Education and Childcare guidance](#) and [Contingency Framework: educational settings and childcare settings](#) and the DfE document google drive:
 - [Early years and primary settings](#)
 - [Secondary schools and FE providers](#)

in addition to this document, further updates from PHE and your local authority.

Contents

1.	Introduction, key principles for obtaining advice and contacts	6
1.1	The Educational Settings Outbreak Pack.....	6
1.1	Contacting the DfE COVID-19 Helpline.....	8
1.2	Contacting your local HPT	8
1.3	Escalation criteria	9
	Please note that DpHs and HPTs can advise a higher threshold for extra action based on the setting and background rate of COVID-19.	9
1.4	Reporting COVID-19 cases and situations to your local authority	10
2.	Key documents and links	11
2.1	National guidance.....	11
2.2	Educational setting specific guidance	13
3.	Management of cases	14
3.1	What to do if children/students/staff become unwell whilst in the educational setting	14
4.	Management of contacts	15
4.1	Exemptions from isolation	15
4.2	Staff contacts	Error! Bookmark not defined.
4.4	If a member of staff / student thinks they are a close contact but has not been identified by NHS test and trace	16
5.	LFD and PCR tests	18
6.	Infection prevention and control (IPC)	18
7.	SEND school	Error! Bookmark not defined.
8.	Outbreak Management	20
8.1	Standard and additional measures in outbreaks in educational settings	22
	At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place including the following below:.....	22
8.2	Communication with stakeholders	23
9.	Appendices	24
	Appendix A. Checklist of information to gather before calling the DfE Helpline about a case/cases	24
	Appendix B. Template letters General for parents following confirmed covid-19 case/s.....	25
	Appendix C. Template letter for parents/guardian of close contacts of COVID-19	28
	Appendix D. Template letter for staff or students aged over 18 years 6 months close contacts of COVID-19 in educational settings.....	33

Appendix E. Email template for contacting your local HPT for
advice/support with COVID-19 38

1. Introduction, key principles for obtaining advice and contacts

1.1 The Educational Settings Outbreak Pack

Thank you for all the hard work educational settings have been doing to mitigate the risks of covid-19 in this pandemic. This guidance has been updated to reflect the updated DfE Contingency Framework. All guidance is subject to change so please review the links below. The latest flow chart to follow is shown in figure 1.

Please also review the relevant guidance for your setting.

For up-to-date COVID-19 guidance relevant to educational settings, please

see:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

[Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/managing-coronavirus-covid-19-in-education-and-childcare-settings)

Early years setting

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Primary and Secondary

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

Further Education

[Further and higher education: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/further-and-higher-education-coronavirus-covid-19)

SEND

[Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/special-schools-and-other-specialist-settings-coronavirus-covid-19)

Out of School Settings

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)

General Education Guidance for parents

[What parents and carers need to know about early years providers, schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges)

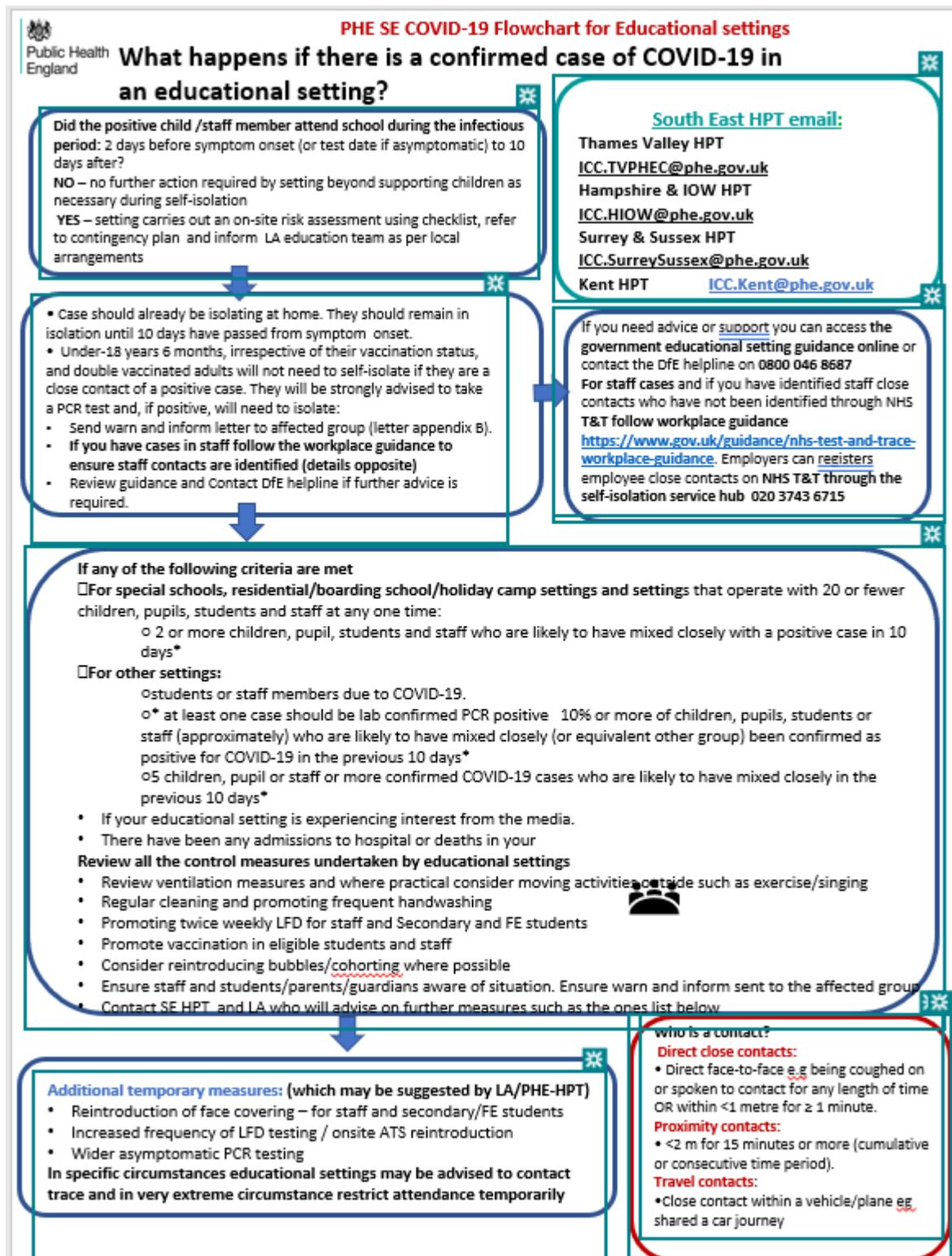
Out of School Setting parental guidance

[Out-of-school settings: COVID-19 guidance for parents and carers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/out-of-school-settings-covid-19-guidance-for-parents-and-carers)

[providers of the DfE funded summer schools programme](https://www.gov.uk/government/publications/providers-of-the-dfe-funded-summer-schools-programme)

Figure 1 SE Flowchart for Educational Settings

For settings testing pupils, students and staff in asymptomatic test sites after the summer holidays, this section only applies after the initial two tests are complete. Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline/HPT.



1.1 Contacting the DfE COVID-19 Helpline

The DfE helpline currently remains open for schools and other educational settings if they require advice about single or multiple cases of COVID-19 for assistance with undertaking risk assessments. However, if an education setting is comfortable managing their own cases and feel that they do not need to call the helpline for support then it is not mandatory to do so.

Email: dfc.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687 (choose option 1 to notify of a case)

Helpline opening hours: Monday to Friday from 8am to 6pm (plus Saturday-Sunday 10am to 6pm for advice about cases or other COVID-19 related issues)

The DfE helpline has an escalation process with the PHE Health Protection Teams (HPT) and will notify them of situations meeting the escalation criteria on page 9 which might require their input.

1.2 Contacting your local HPT

There is no routine requirement to report COVID 19 cases, or COVID 19 related situations, to your local HPT. If you think you have an outbreak meeting the escalation criteria on page 9 contact the DfE helpline in the first instance if the situation is escalating or you need specialist advice contact your local HPT. You should also inform your Local Authority education team about any outbreaks in your setting as per local arrangements. Some of these situations may also require a multiagency response, where we will sometimes establish an Incident Management Team (IMT) to work closely with your LA, and other local organisations and partners to support you.

Contacting the HPT by email

You can often receive a quicker response from your local HPT by emailing them, with the completed form in Appendix E, at the following addresses:

Thames Valley HPT: ICC.TVPHEC@phe.gov.uk

Hampshire & Isle of Wight HPT: ICC.HIOW@phe.gov.uk

Surrey & Sussex HPT: ICC.SurreySussex@phe.gov.uk

Kent HPT: ICC.Kent@phe.gov.uk

Contacting the HPT by phone: All COVID-19 enquiry calls to your local HPT should be made via the main South East PHE Centre number (0344 225 3861) and select option for local health protection team.

1.3 Escalation criteria

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. Please note that Directors of Public Health and HPTs can advise a higher threshold for extra action based on the setting and background rate of COVID-19 in the local area.

- For special schools, residential/boarding school/holiday camp settings and settings that operate with 20 or fewer children, pupils, students and staff at any one time:
 - 2 or more children, pupil, students and staff who are likely to have mixed closely test positive for COVID-19 within a 10 day period
- For other settings:
 - 10% or more of children, pupils, students or staff (approximately) who are likely to have mixed closely test positive for COVID-19 within a 10 day period
 - 5 children, pupil or staff or more who are likely to have mixed closely test positive for COVID-19 within a 10 day period
- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your students or staff members due to COVID-19.

Please note: Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline/HPT.

For small settings where <50 closely mixing it is recognised you will reach the 10% threshold first so educational settings may exercise some judgement as to which of the thresholds are appropriate and consider the likelihood that transmission occurred within the educational setting rather than outside.

Close Mixing

Identifying a group that is likely to have mixed closely will be different for each setting. The definitions below give examples for each sector, but a group will rarely mean a whole setting or year group.

For early years, this could include:

- a childminder minding children, including their own
- childminders working together on the same site
- a nursery class
- a friendship group who often play together
- staff and children taking part in the same activity session together

For schools, this could include:

- staff and students mixing in a form group or subject class
- a friendship group mixing at breaktimes (where the transmission is likely to have occurred in the school rather than a social event such as a sleepover)
- a sports team e.g. rugby team
- a group in an after-school activity

For boarding schools, this could include:

- staff and children taking part in the same class or activity session together
- children who share the same common space in a boarding house
- children who have slept in the same room or dormitory together

For FE, this could include:

- students and teachers on practical courses that require close hands-on teaching, such as hairdressing and barbering
- students who have played on sports teams together
- students and teachers who have mixed in the same classroom

For wraparound childcare or out-of-school settings, this could include:

- a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- staff and children taking part in the same class or activity session together
- children who have slept in the same room or dormitory together in a residential educational setting.

1.4 Reporting COVID-19 cases and situations to your local authority

Different authorities have different guidance on this, so please follow your local authority guidance on when to contact them.

2. Key documents and links

2.1 National guidance

Topic	Link to Guidance
Cleaning	COVID-19: cleaning of non-healthcare settings outside the home
Close contacts - Household	Stay at home: guidance for households with possible or confirmed coronavirus (COVID19) infection
Close contacts - Community	Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person
General	https://www.gov.uk/coronavirus
International travel	Red, amber and green list rules for entering England - GOV.UK (www.gov.uk)
Multilingual resources	<p>Stay at home guidance</p> <p>Available in Arabic, Bengali, simplified Chinese, traditional Chinese, French, Gujarati, Polish, Portuguese, Punjabi and Urdu</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Guidance for households with grandparents, parents and children living together where someone is at increased risk or has possible/confirmed COVID-19</p> <p>Available in Arabic, Bengali, simplified Chinese, traditional Chinese, French, Gujarati, Polish, Portuguese, Punjabi and Urdu</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/guidance-for-households-with-grandparents-parents-and-children-living-together-where-someone-is-at-increased-risk-or-has-symptoms-of-coronavirus-cov</p> <p>Information on different Covid-19 related topics including symptoms and staying safe: https://coronavirusresources.phe.gov.uk/</p> <p>Information in 60 different languages (please note at the time of writing this has not been updated with the 10 day isolation period for contacts): https://www.doctorsoftheworld.org.uk/coronavirusinformation/</p>
Restrictions	https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do

Shielding/ extremely clinically vulnerable	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19
Stopping the spread	https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19?fromsource=MAS
Symptoms	https://www.nhs.uk/conditions/coronavirus-covid-19/
Testing – symptomatic	https://www.gov.uk/get-coronavirus-test
Testing – asymptomatic	https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/
Travel and transport	Coronavirus (COVID- 19): safer travel guidance for passengers
Vaccination	https://www.gov.uk/government/collections/covid-19-vaccination-programme
Variants of concern	https://www.gov.uk/government/collections/new-sars-cov-2-variant
Ventilation	https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19 https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm https://www.cibse.org/coronavirus-covid-19
Workplace -test and trace guidance	NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)

2.2 Educational setting specific guidance

Topic	Link to Guidance
Aerosol generating procedures	Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)
Carbon dioxide monitors	https://www.gov.uk/government/news/all-schools-to-receive-carbon-dioxide-monitors
Contingency framework: education and childcare settings	Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)
Face coverings in educational settings	Incorporated in the specific setting type guidance e.g. guidance for schools
Isolation – in residential settings	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999741/SEND_update_guidance_Step_4.pdf
Personal Protective Equipment (PPE)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_c hildcare and childrens social care settings.pdf
Quarantine – Arrangements for boarding school students travelling from red list countries	https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries
Teaching material – infection control	[Coronavirus Resource Centre posters Coronavirus resources education action cards E-bug hand hygiene teaching pack and poster links E-bug Information about the Coronavirus (COVID-19)
Testing	https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges

3. Management of cases

3.1 Infectious period: Two days before the onset of symptoms to ten days after the onset of symptoms. If asymptomatic, two days before date first positive test was taken to ten days afterwards

3.2 Isolation period for Cases

- Symptomatic: Your isolation period includes the day your symptoms started and the next 10 full days. E.g. if your symptoms started at any time on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th of the month.
- Asymptomatic: In the absence of symptoms, isolation starts from the date of the positive COVID-19 test and continues for ten full days after this. E.g. if positive test was taken any time on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th of the month. For self-administered LFD tests (i.e. tests taken at home rather than at school or other assisted testing site) the legal duty to self-isolate is from PCR test date which may result in cases isolating longer than ten days if the date of the positive PCR test was taken was after the LFD positive test. People should get a PCR test as soon as possible after an LFD test ideally on the same day where possible.

Staff/students/children who test positive for coronavirus should NOT attend the setting. They can attend if they still have a cough but no temperature and it is more than 10 days since the date of onset.

3.3 What to do if children/students/staff become unwell whilst in the educational setting

Children/students/staff who develop symptoms at school/college/nursery/ out of school/holiday provision/childminder should self-isolate at home as soon as possible and should be advised to get a PCR test for coronavirus.

Children awaiting collection by parents/carers should be moved, if possible, to a room where they can be isolated behind a closed door. Depending on the child's age and other considerations, this may require adult supervision. If a child is awaiting collection, appropriate PPE should be used if close contact is necessary. Further information on this can be found in [use of PPE in education, childcare and children's social care](#). Any rooms they use should be cleaned after they have left.

3.2 If any of your staff members test positive

For cases relating to staff who were infectious whilst in work please refer to: [NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](#). Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.

Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate where required. NHS Test and Trace will also ascertain the vaccination status of the contact to assess whether the contact is exempt from isolation or not.

4. Management of contacts

Generally educational settings will not be expected to contact trace, with the exception of identifying staff close contacts of staff cases (see 3.2 for details). In specific circumstances such as for a variant of concern HPTs/LAs may advise educational settings to contact trace. It is strongly recommended that the educational setting send a warn and inform letter (such as the one in template B) to the affected class or group so they are aware there are cases in the setting.

4.1 Exemptions from isolation

From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

Anyone who has been notified by NHS Test and Trace that they are a close contact who meets the requirements not to self-isolate and is 5 or over, is still advised to get a PCR test, however, they do not need to isolate, whilst waiting for the result. There may be certain circumstances, detailed below, where staff such as health and social care staff may be unable to return to the workplace until additional steps have been taken (however, outside of work, they will not be required to self-isolate).

Health and social care workers and students who are on placement in health and social care settings and have been identified as close contacts have additional measures to take which are outlined here, including getting a PCR test and the result of this should be negative before returning to work: [COVID-19: management of staff and exposed patients or residents in health and social care settings guidance](#).

Close contacts who are exempt from isolation are advised to limit contact with anyone who is clinically extremely vulnerable for the ten days from exposure and wear a face covering outside of educational settings. **Face coverings may be advised for staff and secondary/FE provider students in outbreak situations and as contacts if there are extremely clinically vulnerable people in the setting.** Further guidance on this and other precautionary measures they can take can be found here <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>

4.2 Isolation period for close contacts who are still required to isolate

Household contacts: Ten full days from first onset of symptoms in the household. Onset of symptoms is day 0. See this [illustrative guide](#) and the [Stay at Home](#) guidance

Non household contacts: Ten full days from last date of exposure. Eg if your exposure date is 15th of the month, you should isolate for ten full days after this to 23:59 hrs on the 25th of the month. See the [Guidance for contacts of people with confirmed covid infection who do](#)

[not live with the person.](#)

If an asymptomatic and non exempt close contact tests negative (by LFD or PCR test) during their isolation period they must still complete 10 days isolation from last exposure date before returning to the educational setting.

4.3 Household contacts of confirmed or suspected cases

This includes anyone who lives/sleeps in the same home as a person who has tested positive for coronavirus or are symptomatic awaiting a test result. It may therefore be relevant for siblings who attend the same school but are not in the same cohort, or parents/carers who work at school. Household contacts are no longer required to self-isolate automatically. If they meet the exemption criteria, then they can continue to attend settings (note there are additional rules for [health and social care workers](#)). If they develop symptoms they should be tested for coronavirus. Household contacts will be followed-up by NHS Test and Trace and advised accordingly.

4.4 If a member of staff / student thinks they are a close contact but has not been identified by NHS test and trace

They should be advised to get a PCR test. Following the guidance outlined here: <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#i-think-i-have-had-contact-with-someone-who-has-tested-positive-for-covid-19-but-i-have-not-been-notified-and-advised-to-self-isolate-what-should-i-do> They do not need to isolate whilst awaiting the results unless they are symptomatic. They do not need to isolate whilst awaiting the test result if they do not have symptoms. If they are a member of staff who has been identified by the workplace as a close contact

4.5 Contact definition

A contact is a person who has had close contact with a confirmed case of COVID-19 during their infectious period (2 days before to 10 days after onset of symptoms, or two days before date positive test was taken to 10 days afterwards if asymptomatic). A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane*

An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

**If travelling in the same car as a case, people would generally be considered close contacts*

due to the close proximity of the passengers in a car/van and would ordinarily be expected to be identified through NHS Test and Trace. You may also be identified as a close contact if in the same section as a case in a larger vehicle such as a plane.

5. LFD and PCR tests

Two types of test are currently being used within education settings to detect if someone has COVID-19:

- Polymerase Chain Reaction (PCR) tests
- Lateral Flow Device (LFD) tests (asymptomatic testing)

PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus. PCR tests are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory.

LFD tests detect proteins in the coronavirus and work in a similar way to a pregnancy test. They are simple and quick to use but should not be used for symptomatic people who should have a PCR test.

Twice weekly LFD testing is recommended for everyone aged 11 and above (in secondary education). All people testing positive by LFD should self-isolate along with adults in their household who are not exempt from close contact isolation and get a follow up PCR test as soon as possible and within two days of the positive LFD test.

Testing with LFD is not recommended within 90 days of a positive PCR test, however if this is carried out and the test is positive the case should self-isolate and follow national guidance. **Anyone with symptoms should get a PCR test regardless of when they last had a positive result:** <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.

NHS Test and Trace initiate contact tracing after a positive PCR result, unless it is an LFD test conducted at an assisted test site. If contact tracing is carried out following an LFD test and the follow up PCR comes back negative, the case and non-exempt contacts can end their isolation provided they are not also a close contact of a PCR confirmed case and the PCR test is taken within two days of the positive LFD test. See [stay at home guidance](#) for more information.

For any queries or issues with the supply, ordering or delivery of test kits, please contact NHS Test and Trace on 119 for further support and advice. The helpline is open 7:00am till 11:00pm Monday to Sunday.

If you wish to reorder test kits - the reordering service can be accessed at: <request-testing.test-for-coronavirus.service.gov.uk>

For all other enquiries about the rapid testing programme in education, please contact the DfE Coronavirus Helpline on 0800 046 8687. The helpline is open 8:00am till 6:00pm Monday through to Friday, and 10:00am till 6:00pm on Saturdays and Sundays.

6. Infection prevention and control (IPC)

The following document offers up to date guidance on effective IPC in educational settings. In particular, please refer to details on ventilation, handwashing, respiratory hygiene and cleaning. Although personal protective equipment (PPE) is not recommended for general use in educational settings, this document offers advice on the small number of situations where this is recommended.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

More detailed guidance on cleaning and disinfection in non-healthcare settings can be found here:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

You may also find PHE's 'e-Bug' series helpful. Information and resources can be found at:

<https://campaignresources.phe.gov.uk/schools>

7. SEND

SEND settings may have children attending who are clinically vulnerable to COVID. [Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#) describes the conditions which make a person clinically extremely vulnerable. In addition, [JVCI guidance](#) states that the following groups should be vaccinated:

- 12 to 15 year olds with the following health conditions:
 - severe neuro-disabilities
 - Down's syndrome
 - underlying conditions resulting in immunosuppression
 - those with profound and multiple learning disabilities, severe learning disabilities or who are on the learning disability register
- adults aged 16 years and over who are immunosuppressed
- adults aged 16 years and over who are clinically extremely vulnerable
- adults aged 16 years and over who are in an influenza or COVID 19 at-risk group

There may be clinically vulnerable children in the setting who are not yet fully vaccinated, or too young for vaccination. Therefore, as part of their COVID 19 risk assessments and plans, SEND settings should identify those children who are clinically vulnerable to COVID 19 and identify actions that will protect them. This may mean that in the event of a COVID case or outbreak in the setting, more of the control measures will need to be implemented more quickly.

Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) and [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](#) both state that if a child or adult is exempt from self-isolation as a close contact they should limit contact with anyone who is clinically extremely vulnerable for 10 days. **Therefore, SEND settings may ask parents (and/or students) and staff to inform them if they have been in close contact with a positive case so they can ensure they are not mixing with extremely clinically vulnerable children in the setting.**

8. Outbreak Management

- If you think you have an outbreak contact the DfE helpline in the first instance if the situation is escalating or you need specialist advice contact your local HPT. You should also inform your Local Authority education team about any outbreaks in your setting as per local arrangements.
- From the 19th of July DfE policy changed and educational settings are not expected to contact trace. NHS test and trace will undertake contact tracing of cases to include social contacts in addition to household contacts. However if you have a confirmed staff case who has attended your setting whilst infectious you should follow workplace guidance: [NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/nhs-test-and-trace-in-the-workplace). See section 3.2
- It is recommended you send a warn and inform letter to the affected group/class/year and the relevant staff so they are alert to signs and symptoms(appendix B). You may want to also add to this letter additional measures the educational setting is taking.
- You should clean and disinfect rooms/areas the suspected case was using – please follow [COVID-19: cleaning of non-healthcare settings outside the home](#) and ensure appropriate PPE (minimum gloves and apron).
- Baseline outbreak measures should be in place for all outbreaks that meet the threshold for extra action set out in the [Contingency Framework](#).
- In some circumstances, an incident management team meeting may be convened, or further testing arranged in the setting.

8.1 Standard and additional measures in outbreaks in educational settings

At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place including the following below:

- Ensuring good ventilation in spaces and looking at ways to improve ventilation (where this would not significantly impact thermal comfort), particularly where activities such as singing and shouting or exercise may be taking place.
- Regular cleaning of frequently touched surfaces and any shared equipment.
- Promoting good hygiene, including handwashing.
- Promoting vaccination for eligible staff and young people.
- Delivering strong messaging about signs and symptoms of COVID-19, isolation and testing advice to support prompt identification and isolation of cases.
- Engagement and strengthened communications to encourage secondary school/FE students and educational setting staff to undertake twice weekly rapid asymptomatic home testing and reporting.
- Ensure that workplace guidance has been followed for staff cases and their staff close contacts have been identified.

Further measures may also be advised in discussion with HPT/LA where transmission is likely occurring within the setting including:

- Promoting social distancing and reducing crowding. This may include reducing the number of children gathering together (for example in assemblies and review mode of meeting delivery for staff) and minimising pinch points in the school day
- Temporary reintroduction of 'bubbles' or other methods to reduce intergroup mixing
- Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools and FE settings, and for staff in primary, early years, out-of-school, and specialist settings.
- Increased frequency of LFD testing
- PCR test for the affected group
- Settings may also be advised to limit / stop large gatherings whilst the outbreak is ongoing which would include (residential educational visits, open days, transition or taster days, parental attendance in settings, live performances in settings)
- Reinstating on-site rapid LFD testing in secondary schools and colleges for a defined group for a two-week period to encourage uptake of twice weekly testing. This measure is only likely to be introduced after an Outbreak Management Meeting with

LA and HPT.

In very exceptional circumstances the educational setting may be advised on attendance restrictions for the affected group for a short period of time or contact trace around individual student/child cases (for example if a variant of concern) and as directed by HPT/LA. Contact tracing letters will be provided to the educational setting in this event.

8.2 Communication with stakeholders

- Depending on local arrangement, we ask that you contact your local authority to update them on the situation.
- It is recommended you send a warn and inform letter to parents/guardian/staff in the affected group/class/whole school (see letter in appendix B). You may want to edit to include any additional measures the educational setting is introducing and include updates if you have a progressing outbreak.
- In outbreak situations in specific circumstances where contact tracing has been agreed with the local authority or health protection team contact tracing letters will be provided.

9. Appendices

Appendix A. Checklist of information to gather before calling the DfE Helpline about a case/cases

Information required when phoning DfE Helpline about a case/s

Your name, position and contact details (phone and email)	
Name of education setting, address and postcode	
Details of which year groups attend the setting	
Local Authority	
Local Health Protection Team	
Date of onset of symptoms (or test date if asymptomatic)	
Dates in educational setting while infectious	
Year group/course of pupil who has tested positive OR role of staff member who has tested positive	

Appendix B. Template letters General for parents following confirmed covid-19 case/s

Dear Parents/guardians,

We are writing to inform you that PHE has assessed that the nursery/school/college has COVID-19 case/cases in **XXX year/group/setting**.

We know that you may find this concerning, but 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 setting remains open and your child should continue to attend as normal if they remain well. All students and staff, regardless of year group, should remain vigilant regarding COVID-19. All parents are advised to continue with the routine twice weekly asymptomatic LFD COVID-19 testing of those aged 11 and above in the household.

If you think your child is a close contact but has not have not been contacted directly by NHS Test and Trace please follow the guidance here <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#i-think-i-have-had-contact-with-someone-who-has-tested-positive-for-covid-19-but-i-have-not-been-notified-and-advised-to-self-isolate-what-should-i-do>

What to do if your child develops symptoms of coronavirus (COVID-19) or tests positive for COVID-19

If your child develops symptoms of coronavirus (COVID-19), they should get a PCR test and remain at home at least until the result is known. If negative, the child can end self-isolation; if positive, the child should isolate until at least 10 days after their symptoms appeared. Symptoms of coronavirus (COVID-19) are a new, continuous cough, or a high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia). If the child has a positive test result but do not have [symptoms](#), they should stay at home and self-isolate for 10 days from the date the positive test was taken. This isolation period will be extended if they go on to develop symptoms by counting 10 full days from the day following their symptom onset. Anyone with symptoms will be eligible for a PCR test (the normally available test type) and this can be arranged via [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#) or by calling 119.

Instructions for people who live in the same household as someone with COVID-19 (tested positive or symptomatic awaiting a test result)

Please see the [stay at home guidance](#) with information of what the household should do and who is exempt from isolation as a close contact. Even if you are exempt it is recommended that close contacts get a PCR test if aged 5 and over, and undertake other measures outline in the guidance such as limiting contact with anyone who is extremely clinically vulnerable and wear a face covering in enclosed spaces while the person in your household with COVID-19 is self-isolating.

If you develop [symptoms](#) at any time, even if these are mild, self-isolate immediately, [arrange to have a COVID-19 PCR test](#) and follow the [guidance for people with COVID-19 symptoms](#).

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

If your child does develop symptoms, you can seek advice from the nhs.uk website at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>. If you are concerned about your child's symptoms, or they are worsening you can seek advice from NHS 111 at <https://111.nhs.uk/> or by phoning 111.

Contacts who are not required to self-isolate from 16 August

From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

If you are a health or social care worker or student working in health and social care settings who has been identified as a household contact and are exempt from self-isolation, there is [additional guidance available](#) that you should follow to reduce the risk of spread of COVID-19 in these settings.

This means that students who are under the age of 18 years and 6 months or older students who are fully vaccinated can still attend the educational setting if identified as a close contact but are recommended to get a PCR test if 5 years and avoid anyone who is extremely clinically vulnerable for the time you would have isolated and follow additional measures outlined below.

How to stop coronavirus (COVID-19) spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus (COVID-19): [guidance on how to stay safe and help prevent the spread](#)

- get vaccinated – everyone aged 16 and over can [book COVID-19 vaccination appointments](#) now
- wash your hands with soap and water or use hand sanitiser regularly throughout the day
- 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
- meet people outside and avoid crowded areas
- open doors and windows to let in fresh air if meeting people inside
- wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places

- participate in twice weekly LFD testing following national guidelines (recommended for 11 years and over). We encourage you to log your results here:
<https://www.gov.uk/log-test-site-covid19-results>

Further Information

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

Yours sincerely
Headteacher/ The manager

Appendix C. Template letter for parents/guardian of close contacts of COVID-19

Advice for **child/student** close contacts aged 18 years and 6 months or younger

Date: **DD/MM/YYYY**

Dear Parent/Guardian,

We are writing to inform you that PHE has assessed that the nursery/school/college/educational setting has a COVID-19 **outbreak/cluster** where contact tracing has been advised. We have followed the national guidance and have identified that your child (**name**) has been in close contact with the affected person. Please take the following actions:

- Your child should can still attend school/educational **and recommend they get a PCR test <<delete if aged 4 or younger>>** following national guidance: <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>. If your child has had a positive PCR test within the last 90 days, you do not need to get another test unless they have new symptoms. **If a SEND school the adult carer may take a PCR test instead of the child if difficult to test the child contact <<delete if not a SEND setting>**
- It is recommended that your child limits contact with clinically extremely vulnerable people for ten days after contact who a confirmed case of covid-19 and follow the actions in the section “How to stop coronavirus (COVID-19) spreading”.
- If your child tests positive they need to isolate following national guidance [COVID-19: guidance for households with possible coronavirus infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/covid-19-guidance-for-households-with-possible-coronavirus-infection). If they test negative, they can continue attending school.
- All members of the household aged 11 and over should continue to do their regular LFD test twice a week (every 3 to 4 days).
- Anyone with symptoms should get a PCR test as soon as possible and isolate with their household. <https://www.nhs.uk/ask-for-a-coronavirus-test>
- You may be eligible for a support payment if you are caring for a child who has to self-isolate as a close contact or have to self-isolate yourself as a case or a close contact. Please see: <https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme> for more information.
- Please also inform any setting attended within 2 days of symptom onset or date of test of the positive result if asymptomatic.

Many thanks for your help in reducing the transmission of COVID-19.

Yours sincerely

The Headteacher / The Manager

Enc. Information sheet for close contacts of PCR positive cases

Booking a test for a close contact who has no symptoms

Close contacts aged 5 and over can arrange to have a single PCR test whether or not they have symptoms. This is because close contacts are at a higher risk of being infected. Taking a test will help find as many people with COVID-19 as possible and, by tracing your contacts, help reduce the spread of infection to others

You should arrange for your child to have this test as soon as possible. You can order a home test kit or book an appointment at a test site. To reduce the risk to others you should only use a test site if you are unable to use the home PCR testing service. If you go to a test site, strictly observe social distancing advice and return home immediately afterwards. If you order a home test kit you should use it and return it within 48 hours of receiving it.

To book a test, please visit www.gov.uk/get-coronavirus-test. You will be asked to identify whether they have COVID-19 symptoms. If they have no symptoms, you should select 'No' for this answer and proceed through the questions until they get to the question: Why are you asking for a test?

<ul style="list-style-type: none">• Please select the box that says: <i>I've been told to get a test by my local council, health protection team or healthcare professional</i>• And then the option that states: <i>My local council or health protection team has asked me to get a test, even though I do not have symptoms</i>• You can then proceed to book the test.	<h3>Why are you asking for a test?</h3> <p>If you are getting a test for someone you live with, answer for them</p> <p><input type="radio"/> I've been in contact with someone who's tested positive for coronavirus</p> <p><input type="radio"/> I was asked to get a test because I visited a venue where others have since tested positive</p> <p><input type="radio"/> I've been told to get a test by my nursery, work or place of education</p> <p><input checked="" type="radio"/> I've been told to get a test by my local council, health protection team or healthcare professional</p> <p><input checked="" type="radio"/> My local council or health protection team has asked me to get a test, even though I do not have symptoms</p> <p><input type="radio"/> A GP or other healthcare professional has asked me to get a test</p> <p>or</p> <p><input type="radio"/> None of the above</p> <p>Continue</p>
--	--

If your child has had a positive PCR test in the last 90 days, you do not need to book another one unless they have new symptoms. If your child has had a recent test using a Lateral Flow Device (LFD), we would ask that they still take a PCR test using the process above. The website will provide information of how to take the test and and you will be informed directly of a positive or negative result.

If you agree for your child to be tested and they receive a positive result:

- They must self-isolate, and follow the national guidance: [COVID-19: guidance for households with possible coronavirus infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-households-with-possible-coronavirus-infection).

- Please inform the educational setting of any positive result and also complete NHS Test and Trace so that contacts receive appropriate advice to avoid onward transmission.
- **If your child tests negative, they can continue attending the educational setting you should look out for signs and symptoms.**

What to do if your child develops symptoms of coronavirus (COVID-19) or tests positive for COVID-19

If your child develops symptoms of coronavirus (COVID-19), they should get a PCR test and remain at home at least until the result is known. If negative, the child can end self-isolation; if positive, the child should isolate until at least 10 days after their symptoms appeared. Symptoms of coronavirus (COVID-19) are a new, continuous cough, or a high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia). If the child has a positive test result but do not have [symptoms](#), they should stay at home and self-isolate for 10 days from the date the positive test was taken. This isolation period will be extended if they go on to develop symptoms by counting 10 full days from the day following their symptom onset. Anyone with symptoms will be eligible for a PCR test (the normally available test type) and this can be arranged via [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#) or by calling 119.

Instructions for people who live in the same household as someone with COVID-19 (tested positive or symptomatic awaiting a test result)

From 16 August, [you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19](#) and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, [you will be advised to have a PCR test as soon as possible](#).

Any member of the household who is aged 18 years and 6 months or over and has only received one dose of COVID-19 vaccine or has not received any dose of the COVID-19 vaccination will still be required to self-isolate as household contact of a someone with COVID-19 symptoms awaiting testing and someone who has tested positive for COVID-19. Please read the [stay at home guidance](#) which provides information on this.

Household members who are not exempt from isolation as close contacts should not go to work, school or public areas, and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online. Household members staying at home for 10 days will greatly

reduce the overall amount of infection the household could pass on to others in the community.

You could be fined if you do not self-isolate following a notification by NHS Test and Trace. You may be entitled to a one-off payment of £500 through the [NHS Test and Trace Support Payment scheme](#) if you are required to stay at home and self-isolate or you are the parent or guardian of a child who has been told to self-isolate.

Those who are [clinically extremely vulnerable](#) should be supported to minimise their contact with other people in the household during this period, regardless of whether others have symptoms or not.

Instructions for household contacts who are not required to self-isolate from 16 August

Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the [guidance on how to stay safe and help prevent the spread](#). As well as getting a PCR test, you may also consider:

- limiting close contact with other people outside your household, especially in enclosed spaces
- wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
- limiting contact with anyone who is clinically extremely vulnerable
- taking part in [regular LFD testing](#)

You should follow this advice while the person in your household with COVID-19 is self-isolating.

If you are a health or social care worker who has been identified as a household contact and are exempt from self-isolation, there is [additional guidance available](#) that you should follow to reduce the risk of spread of COVID-19 in these settings.

If you develop [symptoms](#) at any time, even if these are mild, self-isolate immediately, [arrange to have a COVID-19 PCR test](#) and follow the [guidance for people with COVID-19 symptoms](#).

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

If your child does develop symptoms, you can seek advice from the nhs.uk website at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>. If you are concerned about your child's symptoms, or they are worsening you can seek advice from NHS 111 at <https://111.nhs.uk/> or by phoning 111.

How to stop coronavirus (COVID-19) spreading

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

- get vaccinated – everyone aged 18 and over can [book COVID-19 vaccination appointments](#) now
- wash your hands with soap and water or use hand sanitiser regularly throughout the day

- 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
- meet people outside and avoid crowded areas
- open doors and windows to let in fresh air if meeting people inside
- wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places
- participate in twice weekly LFD testing following national guidelines (recommended for 11 years and over). We encourage you to log your results here:
<https://www.gov.uk/log-test-site-covid19-results>

Further Information

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

Appendix D. Template letter for staff or students aged over 18 years 6 months close contacts of COVID-19 in educational settings

Date: DD/MM/YYYY

Dear colleague/student,

We have been informed of a positive case/cases of COVID-19 within **XXX**.

We have followed the national guidance and have identified that you have been in close contact with the affected person. Please take the following actions:

- If you are 18 years and six months and over but have not received two doses of COVID-19 vaccination with the second dose given at least 14 days from exposure you should stay at home and self-isolate until midnight on **ADD DATE (10 days after contact)** following national guidance: [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-contacts-of-people-with-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person). We are asking you to do this to reduce the spread of COVID-19 to others in the community. If you are well and have not tested positive then, at the end of the 10-day period of self-isolation, you can return to your usual activities.
- Other members of your household can continue normal activities provided you do not develop symptoms within the 10-day self-isolation period or test positive.
- You should get a COVID-19 PCR test as soon as possible. Please refer to attached factsheet and this guidance for more information: [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-contacts-of-people-with-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person). If you have had a positive PCR test within the last 90 days, you do not need to get another test unless they have new symptoms.
- **If you test negative and you are not exempt from isolation as a close contact, you must still complete your ten days isolation until the date given above.**
- If you test positive you need to isolate following national guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- All members of the household aged 11 and over should continue to do their regular LFD test twice a week (every 3 to 4 days).
- Close contacts exempt from isolation are recommended to follow the actions in the factsheet to stop COVID-19 spreading and limit contact with anyone who is clinically extremely vulnerable for the ten days from exposure.
- **Anyone with symptoms should get a PCR test** as soon as possible and isolate with their household. [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/get-a-free-pcr-test-to-check-if-you-have-coronavirus-covid-19)
- You may be eligible for a support payment whilst self-isolating please see: <https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme> for more information.
- Please also inform the setting of your positive result.

Many thanks for your help in reducing the transmission of COVID-19.

Yours sincerely

The Headteacher/Manager

Enc. **Information sheet for students over 18 years 6 months and staff close contacts of PCR positive case**

Information sheet for students over 18 years 6 months and staff close contacts of positive cases

Contacts who are not required to self-isolate from 16 August

From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

Booking a test for a close contact who has no symptoms

Close contacts can arrange to have a single PCR test whether or not the close contact has symptoms. This is because close contacts are at a higher risk of being infected. Taking a test will help find as many people with COVID-19 as possible and, by tracing your contacts, help reduce the spread of infection to others

You should arrange to have this test as soon as possible. You can order a home test kit or book an appointment at a test site. To book a test, please visit [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-a-free-pcr-test-to-check-if-you-have-coronavirus-covid-19) or by calling 119.

If you have had a positive PCR test in the last 90 days, you do not need to book another one unless you have new symptoms. If you have had a recent test using a Lateral Flow Device (LFD), regardless of this result, we would ask that you still take a PCR test using the process above. The website will provide information of how to take the test and you will be informed directly of a positive or negative result.

If you agree for you to be tested and you receive a positive result:

- You must self-isolate, along with your household members not exempt from isolation, and follow the national guidance: [COVID-19: guidance for households with possible coronavirus infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/covid-19-guidance-for-households-with-possible-coronavirus-infection).
- Please inform the educational setting of any positive result and also complete NHS Test and Trace so that contacts receive appropriate advice to avoid onward transmission.
- **If you test negative and not exempt from close contact isolation, you should still continue with your ten-day isolation as a close contact as you may become infectious and pass the infection on to others. Stay at home for the full 10 days to avoid putting others at risk.**

What to do if you develop symptoms of COVID-19?

If you develop symptoms of coronavirus (COVID-19), you should get a PCR test and remain at home at least until the result is known. If negative, you can end self-isolation; if positive, you should isolate until at least 10 days after their symptoms appeared. Symptoms of coronavirus

(COVID-19) are a new, continuous cough, or a high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia). If you have a positive test result but do not have [symptoms](#), you should stay at home and self-isolate for 10 days from the date the positive test was taken. This isolation period will be extended if you go on to develop symptoms by counting 10 full days from the day following their symptom onset.

Instructions for people who live in the same household as someone with COVID-19 (tested positive or symptomatic awaiting a test result)

Any member of the household who is aged 18 years and 6 months or over and has only received one dose of COVID-19 vaccine or has not received any dose of the COVID-19 vaccination will still be required to self-isolate as household contact of a someone with COVID-19 symptoms awaiting testing and someone who has tested positive for COVID-19. Please read the [stay at home guidance](#) which provides information on this.

Household members who are not exempt from isolation as close contacts should not go to work, school or public areas, and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online. Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

You could be fined if you do not self-isolate following a notification by NHS Test and Trace. You may be entitled to a one-off payment of £500 through the [NHS Test and Trace Support Payment scheme](#) if you are required to stay at home and self-isolate or you are the parent or guardian of a child who has been told to self-isolate.

Those who are [clinically extremely vulnerable](#) should be supported to minimise their contact with other people in the household during this period, regardless of whether others have symptoms or not.

Instructions for household contacts who are not required to self-isolate from 16 August

Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the [guidance on how to stay safe and help prevent the spread](#). As well as getting a PCR test, you may also consider:

- limiting close contact with other people outside your household, especially in enclosed spaces
- wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
- limiting contact with anyone who is clinically extremely vulnerable
- taking part in [regular LFD testing](#)

You should follow this advice while the person in your household with COVID-19 is self-isolating.

If you are a health or social care worker who has been identified as a household contact and

are exempt from self-isolation, there is [additional guidance available](#) that you should follow to reduce the risk of spread of COVID-19 in these settings.

If you develop [symptoms](#) at any time, even if these are mild, self-isolate immediately, [arrange to have a COVID-19 PCR test](#) and follow the [guidance for people with COVID-19 symptoms](#).

How to stop coronavirus (COVID-19) spreading

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

- get vaccinated – everyone aged 18 and over can [book COVID-19 vaccination appointments](#) now
- wash your hands with soap and water or use hand sanitiser regularly throughout the day
- 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
- meet people outside and avoid crowded areas
- open doors and windows to let in fresh air if meeting people inside
- wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places
- participate in twice weekly LFD testing following national guidelines (recommended for 11 years and over). We encourage you to log your results here: <https://www.gov.uk/log-test-site-covid19-results>

Further Information

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

Appendix E. Email template for contacting your local HPT for advice/support with COVID-19

You can often receive a quicker response from your local HPT by emailing them, with the completed form in this Appendix, to the following addresses:

Thames Valley HPT	ICC.TVPHEC@phe.gov.uk
Hampshire & Isle of Wight HPT	ICC.HIOW@phe.gov.uk
Surrey & Sussex HPT	ICC.SurreySussex@phe.gov.uk
Kent HPT	ICC.Kent@phe.gov.uk

Please include as much of this information as possible to inform our risk assessment and advice to you.

You are welcome to add any further details but **please do not include any information that could potentially be used to identify individuals**, including name, date of birth, or address. Any such information must be sent securely or provided over the phone. **Fields marked with a star* are always required**

Basic Information		
Date		
HPZone Number		
Name of educational setting*		
Your main reason for contacting the local HPT*		
Have you contacted the local HPT before? If so, please give your reference number*		
Type of educational setting (please mark all that apply)	Early years / nursery	
	Primary school	
	Secondary school	
	SEND school	
	Further education college	

	Boarding school	
	Holiday club (residential)	
	Holiday club (non residential)	
Address		
Post code*		
Total number of staff in educational setting		
Total number of students in educational setting		
Contact details		
Main contact person* - name		
Main contact person – role		
Contact telephone number* (if including a mobile number please let us know what times are ok to call, as we work past The end of the school day)		
Email address for our reply*		
Other point of contact and contact details		
Situation information		

<p>Date of first case's onset of symptoms (or date the positive test was taken if no symptoms)*</p>	
<p>Please note the number of cases in staff and students which year group they are in. If this is a boarding school please note whether this is a residential or day student. (please also include the total numbers in each group</p>	
<p>Have any students or staff been admitted to hospital?</p>	
<p>Have there been any admissions to intensive care or deaths?</p>	
<p>Actions taken</p>	
<p>Have you had any support already from DfE helpline/local public health-please specify</p>	
<p>Please tell us what actions you have already taken</p>	