

# **Guidance to support Covid-19 Contact Tracing in Non-Residential 0-19 Educational Settings in Greater Manchester.**

**FINAL**

**Version 7.0**

5 March 2021

# 1. Aims of this Guidance

- 1.1 This guidance relates to Covid-19 Contact Tracing in non-residential educational settings for children aged 0-19 and specifically nurseries, schools and colleges.
- 1.2 This guidance relates to cases in both staff and students.
- 1.3 This guidance does not relate to residential schools or universities. It is recognised that some colleges also offer Higher Education provision and this guidance relates to all contact tracing at that setting or site. These are dealt with separately in the main Greater Manchester Contact Tracing Standard Operating Procedures.
- 1.4 This guidance is intended to ensure that key stakeholders are informed and empowered to take safe and timely decisions in relation to Contact Tracing in Education Settings in Greater Manchester.
- 1.5 This guidance does not cover prevention of Covid-19 or managing outbreaks, and therefore should be considered in line with the national guidance for:
  - Early Years
  - Schools
  - Special Schools
  - Further Education

# 2. Audience

- 2.1 This guidance is intended to be used as a resource for:
  - Early Years Childcare providers, Nurseries, Schools and Colleges (6<sup>th</sup> Form and Further Education) in Greater Manchester
  - Greater Manchester Integrated Tracing Hub
  - Locality Authority Contact Tracing Leads
  - Locality Contact Tracing Single Points of Contact
  - Local Authority Contact Tracing in Education Leads
  - Local Authority Education Leads
  - Public Health England Northwest Health Protection Team

### 3. What is Contact Tracing?

- 3.1 Contact Tracing is defined by the World Health Organisation as “*the process of identifying, assessing, and managing people who have been exposed to a disease to prevent onward transmission*”.
- 3.2 It is a tried, trusted and effective method of managing infectious diseases, preventing outbreaks, and suppressing the spread of a virus.

### 4. What is a ‘Contact’?

- 4.1 A person who maintained appropriate social distancing (over 2 metres) **is not** classed as a ‘close contact’ and **is not** be required to self-isolate.
- 4.2 The main categories that would lead to someone being identified as a ‘close contact’ in an education setting are as follows:
  - a) Face to face contact with a confirmed case for any length of time, within 1 metre, including being coughed on, a face to face conversation and unprotected skin to skin physical contact\*
  - b) Travelling in a small vehicle with a person who is a confirmed case\*.
  - c) Contact within one metre for one minute or longer without face-to-face contact\*
  - d) Contact within 2 metres with someone who has tested positive for COVID-19 for more than 15 minutes\* (either as a one-off contact, or added up together over one day).
  - e) Sexual Contacts

*\* Any interactions that have only taken place through a Perspex (or equivalent) screen is not considered sufficient contact. These people **should not** be considered relevant contacts for the purposes of contact tracing and isolation.*

- 4.3 More information about defining contacts can be found via <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>
- 4.4 Contact must have taken place during the ‘**infectious period**’ of the index case which is defined as: 2 days before the onset of symptoms (or the date of test if they don’t

have symptoms) until 10 days after symptoms started (or the date of the test if they do not have symptoms).

- 4.5 An individual identified as a contact is **legally required** to self-isolate for **10 days** from the last contact that they had with the index case. Failure to self-isolate for the full time-period can result in a fine, starting from £1,000. If they develop symptoms during this time they must arrange an urgent test for themselves.
- 4.6 If a person is asked to self-isolate by NHS Test and Trace and is on a low income, unable to work from home and will lose income as a result, they may be entitled to a payment of £500 from their local authority under the Test and Trace Support Payment scheme.
- 4.7 Further details are available via: <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>

## 5. Use of Personal Protective Equipment (PPE) in Education Settings

- 5.1 For the purpose of Contact Tracing, PPE is only considered to be fully effective if it is medical grade PPE, correct for the clinical or care task being undertaken (as defined in the relevant clinical or social care guidance), and being worn in a health and social care setting.
- 5.2 Therefore, any items of PPE and other mitigation measures such as face coverings or visors worn in an Education setting, whilst helpful in reducing the spread of infection, **will not** prevent someone from being identified as a contact and being asked to self-isolate for 10 days if they meet the contact definition criteria in 4.2.
- 5.3 There may be exceptions to 5.2, where an appropriately trained member of school staff is delivering direct clinical care\* (such as Aerosol Generating Procedures) and where it can be evidenced that they had used medical grade PPE, correct for the clinical or care task being undertaken (as defined in the relevant clinical or social care guidance), and that they have had appropriate training on putting the PPE on and taking it off.

\*these are direct patient care activities and procedures for which formal PPE training specific for that activity/procedure has been delivered, and do not include any routine non-clinical child care activities.

- 5.4 Where PPE is used in an education setting as a means of reducing the risk of infection it should be as per the following national guidance: <https://www.gov.uk/government/publications/safe-working-in-education-childcare->

[and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required](#)

- 5.4 The Schools coronavirus (COVID-19) operational guidance, published by the Government in February 2021, recommends the use of face coverings in classrooms and communal areas for secondary age students and staff. It is important to note that whilst doing so, it will reduce the risk of transmitting Covid-19, but it will not prevent contact as outlined in section 4. This equally applies to staff in communal areas of primary schools and nurseries.

## 6. What should an educational setting do if they become aware of a case within their setting?

- 6.1 Education settings will often be amongst the first to become aware of cases either by PCR or LFD test (staff and students) that affect them and will want to take timely action.
- 6.2 Where an education setting becomes aware of a confirmed case, they must email the details to the following local points of contact and should indicate if they require additional support:
- Locality Contact Tracing in Education Lead (*except in Manchester and Bolton*)
  - Locality Contact Tracing Single Point(s) of Contact (SPOC)
- 6.3 The contact details for those in 6.2 are available in **Appendix 1**.
- 6.4 Contact Tracing from a PCR Test**
- 6.5 Polymerase chain reaction (PCR) tests are for people who have symptoms of Covid-19. If any students or staff member develop symptoms, they must isolate as a household, and those with symptoms to book a PCR test as soon as possible. Once the results are own, and if positive, commence contact tracing as per section 6.13.
- 6.6 Contact Tracing from LFD Test**
- 6.7 Lateral flow device (LFD) testing is a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus. The tests are easy to use and give results in 30 minutes. Those who test positive must immediately self-isolate to avoid passing the virus on to others.
- 6.8 Educational settings that are set up (as per standard operational procedures) to used LFD test at home, must be notified of a positive result as soon as possible. Given the current high rates of Covid-19 in Greater Manchester, it is advised that contact tracing

commences from the positive result of the LFD test, with the same process as outlined in section 6.13.

- 6.9 Those taking LFD test at home and with a positive result, must have a confirmatory PCR test. If the PCR test is positive, continue with the index case and contacts isolation. If the PCR test is negative, inform your Locality Contact Tracing in Education Lead and/ or your Locality Contact Tracing Single Point(s) of Contact (SPOC), as in most cases, the PCR test result exceeds the LFD test result.
- 6.10 Those taking a LFD test under the supervision of an ATS site (as per standard operational procedures) do not need a confirmatory PCR test.
- 6.11 Please note if the staff member or student with a positive LFD/ PCR test, with no symptoms, develops symptoms during their isolation period, they must re-isolate for 10 days from the onset of their symptoms.
- 6.12 Furthermore, please note a staff member or student does not need to be re-tested within 90 days of a previous positive via a LFD test or PCR test, unless new symptoms develop, in which case they should book a PCR. If they are re-tested, they will be required to re-isolate and contact tracing will need to commence.
- 6.13 To support the contact tracing process, the education setting should immediately seek information to establish:
- the case's onset date of their illness, the date on which they were tested, and their attendance at the setting.
  - the case's contacts within the year group / bubble / class.
  - the case's contacts, in the event of staff cases, in other staff-only settings such as the staff room and staff meetings.
  - other activities within the setting that the index case might have come into contact with others, including who they might have walked to school with, or morning/ after school clubs.
  - the extent to which the contacts from above would meet the definition of a direct or proximity contact as per section 4.
  - whether the confirmed case has had a previous positive test and, if so, when.
- 6.14 **If the index case has not been at the education setting during the infectious period, the education setting does not need to take any further action.**

6.15 If the case has been at the education setting during the infectious period, the setting should take steps to prepare to be contacted by a contact tracer from their locality by:

- Identifying an appropriate member of the leadership team to work with the locality contact tracer.
- Beginning the process of identifying direct and close contacts of the case within the school setting during the 2 days prior to the child, learner or staff member falling ill or whilst the child, learner or staff member was ill. The setting should consider whether they feel able to make an immediate decision about who should be asked to self-isolate and to take action to advise people accordingly based on the definitions at section 4.
- Considering the potential total number of direct and close contacts and the implications of this for business continuity.
- Begin to consider the potential support requirements of those who may be asked to self-isolate, including potential online learning requirements.
- Any interim / immediate decisions taken should be emailed to the following two contacts:
  - Locality Contact Tracing in Education Lead (*except in Manchester and Bolton*)
  - Locality Contact Tracing Single Point(s) of Contact

6.16 Interim decisions taken under 6.5 can then be discussed in dialogue with a locality contact tracer once they make contact with the education setting.

6.17 If an education setting chooses to take action in advance of a conversation with a contact tracer, they should follow the following guidance:

- **Confirmed cases** should be advised to self-isolate until the latest of:
  - a. 10 days after the onset of their symptoms (or 10 days after the test date if they are asymptomatic).
  - b. The time at which they are free from symptoms that would prevent them from attending school under other (non COVID) infection guidelines: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>.
  - c. The time at which the individual is 48 hours free of the following symptoms: diarrhoea and/or vomiting.
- All **direct or proximity contacts** should be advised to self-isolate for **10 days** following the date of their last contact with the index case.

- 6.18 Letters must be sent to all of those who are required to self-isolate specifying the end date.
- 6.19 A template for the parents of children attending early years childcare providers, nursery or school is provided as **Appendix 3**
- 6.20 A template for college students and adult learners is including as **Appendix 4**
- 6.21 A template for staff is included as **Appendix 5**.
- 6.22 The education setting might also wish to send a letter to others who are not being asked to self-isolate to provide reassurance. Templates are included as **Appendix 6** and **Appendix 7**.
- 6.23 If the child or staff member has been identified as a close contact of a confirmed case they must not leave home for **10 days** following the date they last had contact with the case.
- 6.24 For the purpose of calculating self-isolation requirements, the date they last had contact with the index case is considered to be day 0 of the required 10 day self-isolation period. For example if a child / staff member last had contact with the index case on 1st December then day 0 is 1st December, Day 1 is 2<sup>nd</sup> December and Day 10 of self isolation is 11th December and the child/staff member can return to school on Day 11 i.e. 12th December.
- 6.25 The following visual may help in making these calculations:



- 6.26 This reflects a recent change to the national operating model, and further information to support the calculation of self-isolation dates for identified close contacts is included as **Appendix 8**.
- 6.27 **Please Note:** The notification requirements set out in section 6 and 7 differ from those provided in the PHE Action Cards and PHE Resource Pack included in section 12 of this guidance due to the local procedures in place for Contact Tracing in Complex Settings in Greater Manchester.

6.28 Personal and community contacts of the person with the confirmed diagnosis will be contacted separately by the national test and trace service and this will be directly with the person. The setting does not need to identify or contact these people.

## 7. The role of the GM Integrated Contact Tracing Hub (GMICTH) and the thresholds for 'Complex Contact Tracing'

- 7.1 The Greater Manchester Integrated Contact Tracing Hub (GMICTH) is responsible for the delivery of Level 1 of the National Test and Trace system across the GM city-region.
- 7.2 NTT Level 1 relates to 'complex contact tracing' and the GMICTH is a joint team made up of staff from PHE NW and the GM health and care system, working alongside local areas to support contact tracing that is particularly complex.
- 7.3 The GM Integrated Contact Hub **does not** need to be notified of individual cases in education settings. Where the GM Integrated Contact Tracing Hub are contacted about individual cases in education settings they will direct the reporting party to the Locality Lead and/or Locality SPOC as per **Appendix 1**.
- 7.4 Where the PHE Northwest Health Protection team are contacted about individual cases in education settings they will direct the reporting party to the DfE helpline as detailed in section 11 of this guidance.
- 7.5 For **Early Years Settings and Primary Schools** the threshold for GMICTH involvement is met when at least one of the following criteria is met:
- 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people.
  - 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60.
  - 3 (or more) bubbles within the setting contain at least one confirmed case.
  - There have been any admissions to hospital amongst students or staff members due to COVID-19.
  - If the setting is for children and young people with special educational needs and disability (SEND).
  - If the setting is a boarding school.

- 7.6 If at least one of these criteria is met the Locality Contact Tracing in Education Lead (except in Manchester and Bolton) and the Locality Contact Tracing Single Point(s) of Contact will consider referral to the GMICTH on behalf of the setting.
- 7.7 For **Secondary Schools and Colleges** the threshold for GMICTH involvement is met when at least one of the following criteria is met:
- 5 or more students are confirmed cases in a single school year within 14 days
  - 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases in a staff of 60.
  - 3 (or more) bubbles within the setting contain at least one confirmed case.
  - There have been any admissions to hospital amongst students or staff members due to COVID-19.
  - If the setting is for children and young people with special educational needs and disability (SEND).
  - If the setting is a boarding school.
- 7.8 If at least one of these criteria is met the Locality Contact Tracing in Education Lead (except in Manchester and Bolton) and the Locality Contact Tracing Single Point(s) of Contact will consider referral to the GMICTH on behalf of the setting.
- 7.9 The GMICTH will also accept referrals for Contact Tracing follow up from localities, where the criteria under 7.5 and 7.7 is not met, but where the locality has insufficient capacity to support the setting.
- 7.10 In order to prepare for contact tracing to take place the setting should:
- Identify an appropriate member of the leadership team to work with the GMICTH contact tracer.
  - Consider the implications for business continuity.
  - Consider the support requirements of those who may be asked to self-isolate, including online and distance learning requirements.
- 7.11 Once a discussion has taken place between the setting and the GMICTH contact tracer, all confirmed direct and close contacts will be advised to self-isolate for 10 days starting from the day they were last in contact with the case and should not attend the education setting during that time period. See section 6 for more details on calculating self-isolation periods.
- 7.12 This discussion will be structured around a Checklist included as **Appendix 2**.

- 7.13 Further advice can be found via <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>
- 7.14 Personal and community contacts of the person with the confirmed diagnosis will be contacted separately by the national test and trace service and this will be directly with the person. The setting does not need to identify or contact these people.
- 7.15 Household members of an identified contact **do not** need to self-isolate unless the contact develops symptoms.
- 7.16 The contact tracer will provide a standard letter to the setting containing the advice for contacts and their families. The setting will be asked to send the letter to the identified contacts.
- 7.17 If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

## **8. What will happen in the event of a case being identified in an educational setting by the national test and trace system?**

- 8.1 Single cases in educational settings will no longer be escalated to local areas for follow up by the national test and trace system.
- 8.2 As such, where a school does become aware of a case, they should ensure it is escalated as per section 6 of this guidance.

## **9. What should an educational setting do if someone is symptomatic with Covid-19 symptoms, but cannot get a test?**

- 9.1 Contact tracing will only normally take place where a case of Covid-19 has been confirmed through testing.
- 9.2 However, not all of those who are symptomatic will be able to take a test in a timely manner, defined as within 72 hours of the onset of symptoms.
- 9.3 In this situation the setting should seek advice from their local single point of contact (as per **Appendix 1**) for a professional assessment as to whether the case should be defined as a *probable* case of covid-19 and contact traced accordingly.

## 10. Escalating Potential Outbreaks

- 10.1 The national definition of an outbreak in an education setting is more than one confirmed case of COVID-19 among students or staff associated with a setting or site within a 28-day period **plus either of the following conditions:**
- there has been direct contact between at least two of the cases within the setting; **or**
  - there is no sustained community transmission of COVID-19 **and** no alternative source of infection beyond the school identified for the confirmed cases.
- 10.2 If this applies, a discussion should take place between the Education Setting, PHE NW HPT and the Local Education Contact Tracing Lead to ascertain whether a multiagency outbreak meeting is required.
- 10.3 Not all situations which meet this definition will necessarily require an Outbreak Control Team (OCT) to be convened. For example, two people from the same household attending the same setting who become confirmed cases are likely to meet the definition but may not benefit from an OCT.
- 10.4 National guidance recommends holding an OCT if any of the following apply:
- a) there has been serious illness or a death in the setting;
  - b) there are a large number of vulnerable people;
  - c) there are a high number of cases;
  - d) the outbreak has been ongoing despite usual control and infection control measures;
  - e) there are concerns on the safe running of the setting or institution;
  - f) there are other factors that require multi-agency coordination and decision making.

## 11. Department for Education (DfE) Helpline

- 11.1 A DfE helpline has been established to provide support and advice to educational setting where there is one confirmed case of Covid-19.
- 11.2 To contact the helpline education settings can call **0800 046 8687** and select the option for 'advice following confirmation of a positive case'. The line will be open Monday to

Friday from 8.00am to 6.00pm, and from 10.00am to 4.00pm on Saturdays and Sundays.

11.3 **Within Greater Manchester, the preferred option is that education settings continue to use the protocols set out within this guidance and to only use the DfE helpline where this is not possible.**

11.4 However, it is acknowledged that individual education settings may themselves choose to use this helpline as an alternative to this guidance and to the arrangements set out in section 6 of this guidance.

11.5 Where this is the case, in order to maintain an overall understanding of the number and spread of cases in education settings in Greater Manchester, and to support education settings with any potential consequence management / business continuity issues, education settings that choose to access the DfE helpline are still asked to send details of the case(s), advice given and action taken to:

- Locality Contact Tracing in Education Lead (*except in Manchester or Bolton*);
- Locality Contact Tracing Single Point of Contact.

## 12. Additional Guidance

12.1 Additional government guidance for Education Settings can be accessed as follows: <https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/>

12.2 A PHE Northwest Resource Pack is available below:



20210303 PHE NW  
Schools Resource Pack

12.3 A helpful and simple guide to understanding self-isolation is available via the BBC website: <https://www.bbc.co.uk/news/explainers-54239922>

12.4 A Covid Advice note for parents is included below:



Covid 19 Advice for  
Parents in GM v3 1412

## **Appendix 1: Key Contacts in Greater Manchester**

### **Locality Contacts:**

<b>Locality Area</b>	<b>Local CT SPOC E-mail Address</b>	<b>Local Education CT Lead</b>	<b>Local Education CT Lead E-mail Address</b>
<b>Bolton</b>	<a href="mailto:Covid19contacttracing@bolton.gov.uk">Covid19contacttracing@bolton.gov.uk</a>	Alison Hart	N/A
<b>Bury</b>	<a href="mailto:PI.secure@bury.gov.uk">PI.secure@bury.gov.uk</a> / <a href="mailto:infectioncontrolprevention@bury.gcsx.gov.uk">infectioncontrolprevention@bury.gcsx.gov.uk</a>	Paul Cooke	<a href="mailto:P.Cooke@bury.gov.uk">P.Cooke@bury.gov.uk</a>
<b>Manchester</b>	<a href="mailto:mft.central.coordinationcentre@nhs.net">mft.central.coordinationcentre@nhs.net</a>	N/A	N/A
<b>Oldham</b>	<a href="mailto:covid.trace@oldham.gov.uk">covid.trace@oldham.gov.uk</a>	Rebecca Fletcher / Anna Tebay	<a href="mailto:Rebecca.Fletcher@oldham.gov.uk">Rebecca.Fletcher@oldham.gov.uk</a> / <a href="mailto:Anna.Tebay@oldham.gov.uk">Anna.Tebay@oldham.gov.uk</a>
<b>Rochdale</b>	<a href="mailto:infectioncontroldutydesk@rochdale.gov.uk">infectioncontroldutydesk@rochdale.gov.uk</a>	Amit Gaoker	<a href="mailto:Amit.Gaokar@Rochdale.Gov.UK">Amit.Gaokar@Rochdale.Gov.UK</a>
<b>Salford</b>	<a href="mailto:PHSecretary@salford.gov.uk">PHSecretary@salford.gov.uk</a>	Deborah Blackburn	<a href="mailto:deborah.blackburn@salford.gov.uk">deborah.blackburn@salford.gov.uk</a>
<b>Stockport</b>	<a href="mailto:contact.tracing@stockport.gov.uk">contact.tracing@stockport.gov.uk</a>	Lynn Perry	<a href="mailto:lynn.perry@stockport.gov.uk">lynn.perry@stockport.gov.uk</a>
<b>Tameside</b>	<a href="mailto:covid-19@tameside.gov.uk">covid-19@tameside.gov.uk</a>	Charlotte Lee	<a href="mailto:Charlotte.lee@tameside.gov.uk">Charlotte.lee@tameside.gov.uk</a>
<b>Trafford</b>	<a href="mailto:covidtrace@trafford.gov.uk">covidtrace@trafford.gov.uk</a>	Kate Murdock	<a href="mailto:Kate.Murdock@trafford.gov.uk">Kate.Murdock@trafford.gov.uk</a>
<b>Wigan</b>	<a href="mailto:contact.tracing@wigan.gov.uk">contact.tracing@wigan.gov.uk</a>	Amy Dunne	<a href="mailto:HealthprotectionandCivilContingencies@wigan.gov.uk">HealthprotectionandCivilContingencies@wigan.gov.uk</a>

**Greater Manchester Integrated Contact Tracing Hub –  
[gmhscp.contacttracing@nhs.net](mailto:gmhscp.contacttracing@nhs.net)**

**Public Health England Northwest Health Protection Team –  
[ICC.Northwest@phe.gov.uk](mailto:ICC.Northwest@phe.gov.uk)/ 0344 225 0562 (option 3)**

**DfE Helpline - 0800 046 8687**

## **Appendix 2: Education Settings Checklist**



Checklist.docx

**Appendix 3: Template letter advising a child (via parent) to self-isolate for 10 days after being identified as a direct or proximity contact**

Date: [DD/MM/YYYY]

**FOR PARENTS OF CLOSE CONTACTS OF A CONFIRM CASE OF COVID 19 at [INSERT SETTING NAME]**

**Instruction to Self-Isolate until [add date that is 10 days after contact].**

Dear Parent,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the [early years childcare provider/ nursery / school - delete as appropriate].

[Delete and amend the section as appropriate – use if LFT positive, and awaiting PCR to confirm]. The case has tested positive via a lateral flow device, therefore will we await a PCR test result to confirm, we ask as per guidance that your child isolates at home, as per the instruction above. If the PCR test confirms negative, we will inform you as your child will not longer need to isolate and can return to nursery / school.

We have followed the national guidance and have identified that your child, [Insert Name], has been in close contact with the affected person. In line with the national guidance, **your child must now stay at home and self-isolate up to and including [insert date]**, which is 10 days since they were last in contact with the confirmed case, and can return to school on [insert date].

In calculating the self-isolation end date, we have used the official national test and trace guidance under which the date of last contact with the positive case is considered to be day 0 of a 10 day self-isolation period and where day 11 is the day when self-isolation is lifted and your child can return to school, as set out below:



We are aware that this may differ from how you could interpret the online information that is available, but we are advised to use this method by Public Health England as it reflects a recent change to the national calculation methodology.

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 period of self-isolation, then they can return to usual activities. A negative test does not mean that your child can return to [nursery / school - delete as appropriate] earlier than the period of self-isolation.

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

Please see the link to the PHE Staying at Home Guidance for contacts who do not live with the confirmed case of Covid-19:

<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>

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

If your child develops symptoms of COVID-19, you should arrange for testing for your child via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or by calling 119.

Whilst waiting for the test result, all other members of the household should stay at home and self-isolate.

If the test result is positive, all other household members must stay at home and not leave the house for 10 days 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.

If the test result is positive, your child will be required to self-isolate for a period of 10 days from the day that their symptoms started.

If your child's test result is negative, anyone in your household who is isolating solely because of your child's symptoms can stop isolating.

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.

If you are able to, 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.

Please visit the link to PHE guidance for households with possible Covid-19 infections:

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

### **Symptoms of COVID 19**

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

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

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

If your child 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:

- 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;
- allow ventilation in the house through opening windows;
- 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,

**[Insert Name and Role]**

**Appendix 4: Template letter advising a college student or adult learner to self-isolate for 10 days after being identified as a direct or proximity contact**

Date: [DD/MM/YYYY]

**FOR CLOSE CONTACTS OF A CONFIRM CASE OF COVID 19 at [INSERT SETTING NAME]**

**Instruction to Self-Isolate until [add date that is 10 days after contact].**

Dear Learner,

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

[Delete and amend the section as appropriate – use if LFT positive, and awaiting PCR to confirm]. The case has tested positive via a lateral flow device, therefore will we await a PCR test result to confirm, we ask as per guidance that you isolate at home, as per the instruction above. If the PCR test confirms negative, we will inform you as you will no longer need to isolate and you can return to college.

We have followed the national guidance and have identified that you have been in close contact with the affected person. In line with the national guidance, **you must now stay at home and self-isolate up to and including [insert date]**, which is 10 days since you were last in contact with the confirmed case, and can return to college on **[insert date]**.

In calculating the self-isolation end date, we have used the official national test and trace guidance under which the date of last contact with the positive case is considered to be day 0 of a 10 day self-isolation period and where day 11 is the day when self-isolation is lifted and you child can return to college, as set out below:



We are aware that this may differ from how you could interpret the online information that is available, but we are advised to use this method by Public Health England as it reflects a recent change to the national calculation methodology.

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

If you are well at the end of the period of self-isolation, then you can return to usual activities. A negative test does not mean that you can return to college earlier than the period self-isolation.

Other members of your household can continue normal activities provided you do not develop symptoms within the self-isolation period.

Please see the link to the PHE Staying at Home Guidance for contacts who do not live with the confirmed case of Covid-19:

<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>

### **What to do if you develop symptoms of COVID 19**

If you develop symptoms of COVID-19, you should arrange for testing via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or by calling 119.

Whilst waiting for the test result, all other members of the household should stay at home and self-isolate.

If the test result is positive, all other household members must stay at home and not leave the house for 10 days from the day when the first person in your household became ill. Household members should not go to work, school or public areas and exercise should be taken within the home.

If the test result is positive, you will be required to self-isolate for a period of 10 days from the day that your symptoms started.

If your test result is negative, anyone in your household who is isolating solely because of your symptoms can stop isolating.

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.

If you are able to, 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.

Please visit the link to PHE guidance for households with possible Covid-19 infections:

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

### **Symptoms of COVID 19**

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

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

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

If your child 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:

- 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;
- allow ventilation in the house through opening windows;
- 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,

**[Insert Name and Role]**

**Appendix 5: Template letter advising a staff member to self-isolate for 10 days after being identified as a direct or proximity contact**

Date: [DD/MM/YYYY]

**FOR STAFF WHO ARE CLOSE CONTACTS OF A CONFIRMED COVID 19 CASE at [INSERT SETTING NAME]**

**Instruction to Self-Isolate until [add date that is 10 days after contact].**

Dear Colleague,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the [early years childcare provider / nursery / school / college - delete as appropriate].

[Delete and amend the section as appropriate – use if LFT positive, and awaiting PCR to confirm]. The case has tested positive via a lateral flow device, therefore we will await a PCR test result to confirm, we ask as per guidance that you isolate at home, as per the instruction above. If the PCR test confirms negative, we will inform you as you will no longer need to isolate and you can return to nursery / school / college.

We have followed the national guidance and have identified that you have been in close contact with the affected person. In line with the national guidance, **you must now stay at home and self-isolate up to and including [insert date]**, which is 10 days since you were last in contact with the confirmed case, and can return to school on [insert date].

In calculating the self-isolation end date, we have used the official national test and trace guidance under which the date of last contact with the positive case is considered to be day 0 of a 10 day self-isolation period and where day 11 is the day when self-isolation is lifted and you can return to school, as set out below:



We are aware that this may differ from how you could interpret the online information that is available, but we are advised to use this method by Public Health England as it reflects a recent change to the national calculation methodology.

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

If you are well at the end of the period of self-isolation, then you can return to usual activities. A negative test does not mean that you can return to [early years childcare

**provider / nursery / school / college - delete as appropriate** earlier than the end of the self-isolation period.

Other members of your household can continue normal activities provided you do not develop symptoms within the self-isolation period.

Please see the link to the PHE Staying at Home Guidance for contacts who do not live with the confirmed case of Covid-19:

<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>

For support, advice and guidance you should contact **[insert contact name within the setting]** on **[insert contact details for contact within the setting]**.

## **What to do if you develop symptoms of COVID 19**

If you develop symptoms of COVID-19, you should arrange for testing via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or by calling 119.

Whilst waiting for the test result, all other members of the household should stay at home and self-isolate.

If the test result is positive, all other household members must stay at home and not leave the house for 10 days from when the first person in your household became ill. Household members should not go to work, school or public areas and exercise should be taken within the home.

If the test result is positive, you will be required to self-isolate for a period of 10 days from the day that your symptoms started.

If your test result is negative, anyone in your household who is isolating solely because of your symptoms can stop isolating. 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.

If you are able to, 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.

Please visit the link to PHE guidance for households with possible Covid-19 infections:

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

## **Symptoms of COVID 19**

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

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

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

If your child 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:

- 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;
- allow ventilation in the house through opening windows;
- 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,

**[Insert Name and Role]**

## **Appendix 6: Letter template: pupil without close contact**

Dear Parent,

We have been advised that there has been a confirmed case of COVID-19 within the [nursery / school / college - delete as appropriate].

We have carried out a full risk assessment and identified all those who have been in close contact with the affected case and have instructed that they stay at home and self-isolate until 10 days after their last contact.

Your child **has not** been identified as a close contact and therefore does not need to make any change to their usual routine, including [early years childcare provider / nursery / school / college - delete as appropriate] attendance.

The most common symptoms of COVID-19 are recent onset of a new continuous cough and/or a high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). If your child, or anyone in your household, develops these symptoms, you whole household must remain at home and not go to work, school or public areas. You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available.

Testing can be arranged by calling 119 or via the NHS website: [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus).

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

- 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;
- allow ventilation in the house through opening windows;
- maintain an appropriate social distance with non-household members of over 2 metres.

Further information is available at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus).

Yours sincerely

[Insert Name and Role]

## **Appendix 7: Letter template: staff member without close contact**

Dear Colleague,

We have been advised that there has been a confirmed case of COVID-19 within the [nursery / school / college - delete as appropriate].

We have carried out a full risk assessment and identified all those who have been in close contact with the affected case and have instructed that they stay at home and self-isolate until 10 days after their last contact.

You **have not** been identified as a close contact and therefore you do not need to make any change to your usual routine, including coming to [early years childcare provider / nursery / school / college - delete as appropriate].

The most common symptoms of COVID-19 are recent onset of a new continuous cough and/or a high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). If anyone in your household develops these symptoms, your whole household must remain at home and not go to work, school or public areas. You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available.

Testing can be arranged by calling 119 or via the NHS website: [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus).

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

- 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;
- allow ventilation in the house through opening windows;
- maintain an appropriate social distance with non-household members of over 2 metres.

Further information is available at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus).

Yours sincerely

[Insert Name and Role]

## **Appendix 8: Calculating self-isolation dates (Summary)**

All direct or proximity contacts **must** self-isolate for **10 days** following their last contact with the index case.

The date they last had contact with the case is considered day 0 of 10.

For example if the last close contact of a child/ staff with the case was on 1st December, then Day 0 is 1st December.

10 days self isolation would then follow.

Day 10 would be on 11th December and self-isolation would conclude at the end of that date.

The child / staff member can return to school on Day 11 i.e. 12th December.

