



Dear Head Teachers

We thought it would be helpful to clarify the action schools should take if a child or member of staff are displaying coronavirus symptoms or test positive for COVID-19. Below we have provided a summary but it is worth reading official government guidance for schools on dealing with suspected or confirmed cases of COVID-19, which is available online: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

What to do if a pupil or staff member develops symptoms

Anyone with symptoms should inform the school as soon as is possible; or if at school they should be sent home.

Symptoms include one or more of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

More detail is available online: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

The individual should be tested for COVID-19; this can be arranged online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

They should consider alerting the people with whom they had close contact with in the last 48 hours to let them know they have symptoms of COVID-19.

What to do following a positive test

If the individual tests negative they can return to school. However, in the event of positive test result, they must self isolate at home for seven days and follow the guidance available online:

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

The individual will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts. Other individuals may also need to self-isolate for 14 days; in most cases this will include the rest of their class or group, however, PHE will support the school to identify those close contacts who will need to be advised to self-isolate and any further testing required.

Cleaning and handwashing

Schools are encouraged to promote regular hand washing for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Also ensure the practice of good respiratory hygiene by promoting the catch it, bin it, kill it approach:

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

The spread of the virus can also be reduced by regular cleaning of frequently touched surfaces, such as door handles, handrails, table-tops, play equipment and toys using standard products, including detergents and bleach; this is especially important following a confirmed case. There is more detailed guidance available online: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

If you are told of a pupil or staff member have tested positive for COVID-19, you, or a member of your staff, should contact

Public Health England, South East Health Protection Team:

1. In hours (Monday – Friday 9am to 5pm) 0344 225 3861

2. Out of hours number between 5pm to 9pm and 8am – 9am

- **HIOW** **0844 967 0082**
- **TV** **0844 967 0083**
- **Kent** **0844 967 0085**
- **Surrey/Sussex** **0844 967 0069**

3. Weekends and Bank holidays out of hours number between 8am to 9pm

Marisa White – East Kent Area Education Officer - 07834841560

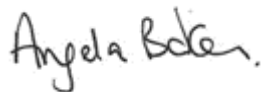
Ian Watts – North Kent Area Education Officer - 07919212062

Nicholas Abrahams – West Kent Area Education Officer - 07967467106

Celia Buxton – Interim South Kent Area Education Officer - 07919493295

Please note this is an evolving process and we would advise you to keep up to date with the guidance as published and updated regularly by the government. We will share more information with you when it becomes available.

Yours sincerely

A handwritten signature in black ink that reads "Angela Baker". The signature is written in a cursive, slightly slanted style.

Angela Baker, MSc PH, BSc (hons) specialist practitioner, RSCN, RGN, UKPHR Specialist
Deputy Director, Health and Wellbeing
Public Health England, South East
ChiltonDidcot
OX11 0RQ

Direct Line Telephone: 01235 825513

Mobile Telephone: 07825 356656

TVPHEC Tel: 0344 225 3861

TVPHEC Fax : 0345 279 9881

angela.baker@phe.gov.uk

www.gov.uk/phe