

Published 20th November 2020



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This guidance leaflet should be read alongside the government guidance (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) and used to supplement this information.

Support from the Health Protection Team at Lincolnshire County Council

The team remains available to all schools for support and guidance, however please note the Health Protection Team are a small team and whilst we endeavour to get back to you swiftly, due to current high demand we have implemented a triage process in order to prioritise cases where urgent advice is needed.

Therefore, when you call or email the team, your enquiry will be triaged by our business support team and categorised according to the following levels and expected response times:

- Urgent Clinical Support Required – Response expected within 2 business hours – e.g. notification of the first case of Covid-19 in the setting, urgent clinical advice needed to support decision-making (e.g. whether to close a bubble);
- Routine Clinical Support Required – Response expected within 4 business hours – e.g. notification of further new cases in the setting;
- Non-urgent Clinical Support Required – Response expected within 8 business hours – e.g. general queries for advice and guidance;

Whilst you are awaiting our response, we would strongly recommend you review this document and the Action Cards included in this document which outline additional measures that settings should take when dealing with suspected or confirmed cases of Covid-19. These Action Cards include contact information and hours of availability for the team.

Close Contact

What is meant by contact?

A 'contact' is a person who has been close to someone who has tested positive for Covid-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others), or from time of test if individual is asymptomatic.

Schools must contact those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days from the date they were last in close contact with that person when they were infectious.

Close contact means:

- Direct close contact - face to face for any length of time, within 1 metre, including being coughed on, a face to face conversation, or skin-to-skin contact with an infected person.

- Extended close contact (within 1 to 2 metres for more than 15mins) with an infected individual.
- Travelling in a small vehicle (e.g. a car) with an infected person.

Household members of those who are sent home do not need to self-isolate themselves, unless the member of the household who has been sent home develops symptoms.

Why 14 days?

- The incubation period is the delay between an individual becoming infected and them developing a symptom/or symptoms. The maximum incubation period is used to define the period required for isolation, currently believed to be 14 days.
- This is why if an individual tests negative during the 14 days of their isolation period they must still isolate for the full 14 days.

Isolation Period

- Child/teacher should not attend school.
- Child/teacher self-isolates for 14 days – even if they test negative during those 14 days.
- Rest of household does not need to self-isolate, unless they are also a ‘close contact’.
- Return to school/work when the child/teacher has completed 14 days of self-isolation, even if they test negative during those 14 days they **MUST** complete the full 14 days.
- If you [do not have symptoms](#) of Covid-19 yourself you do not need a test. Only arrange a test if you develop Covid-19 symptoms.

If you [develop symptoms](#) and your test result is positive, follow the advice for people with Covid-19 to stay at home and self-isolate for 10 days from when your symptoms started, regardless of where you are in your 14-day period.

Test and Trace

If a member of staff is contacted by NHS Test and Trace

What to do if NHS Test and Trace has identified a teacher at your school as a ‘close contact’ of somebody with symptoms or confirmed Covid-19.

- Action needed
 - Staff member should not attend school.
 - Staff member self-isolates for 14 days (as advised by NHS Test and Trace) – even if they test negative during those 14 days.
 - Rest of household and teachers bubble does not need to self-isolate, unless they are also a ‘close contact’.
- Back to school
 - When the staff member has completed 14 days of self-isolation, even if they test negative during those 14 days.

If a parent is contacted by NHS Test and Trace

What to do if NHS Test and Trace has identified a parent of a child at your school as a 'close contact' of somebody with symptoms or confirmed Covid-19.

- Child can attend school as long as someone can get the child to school safely unless the child is also classed as a close contact, in which case they should remain at home.
 - Parent needs to self-isolate for 14 days (as advised by NHS Test and Trace) – even if they test negative during those 14 days.
 - Rest of household does not need to self-isolate, unless they are also a 'close contact'.
- What to do if the child is at school when the parent finds out they are a close contact
 - This needs to sit firstly with the parent/carer to identify someone who would be able to pick up their child and return them safely to the child's home. Parents can use or create a [childcare bubble](#) to support them. A childcare bubble is where one household links with one other household to provide informal childcare to a child or children aged 13 or under. They can provide the childcare in either or both of the homes from the 2 households. 'Informal' childcare means it is unpaid and unregistered.
 - The school should only get involved if there is no other solution. This would then need to fit into the school's policies of what to do if a parent can't get to school to pick up the child.
 - Public Health would advise against a staff member taking a child home in their car unless unavoidable and then guidance must be followed for fellow travellers in a car. Any process must be in line with the school's policies and risk assessment.

If a child is contacted by NHS Test and Trace

What to do if NHS Test and Trace has identified a child at your school as a 'close contact' of somebody with symptoms or confirmed Covid-19.

- Action needed
 - Child should not attend school.
 - Child self-isolates for 14 days (as advised by NHS Test and Trace) – even if they test negative during those 14 days.
 - Rest of household/bubble does not need to self-isolate, unless they are also a 'close contact'.
- Back to school
 - When the child has completed 14 days of self-isolation, even if they test negative during those 14 days.

Government Safer Travel – Key Points

For information, a quick reference to key Government travel guidance is shown below:

- Pupils should not travel if feeling unwell or if they have any Covid-19 symptoms

- Face coverings – strongly advised
- Providing as much on-bus ventilation possible, consistent with a comfortable journey
- Enhanced bus/taxi cleaning regimes, particularly for regular touch points
- Keeping any physical contact to a minimum
- Cashless system operated
- Avoid touching your face where practical
- Covering mouth and nose with a tissue or the inside of the elbow when coughing or sneezing
- Travelling side by side or behind other people, rather than facing them, where seating arrangements allow
- Touching as few surfaces as possible
- Minimising the time spent close to other people, where possible
- Avoiding loud talking, shouting or singing
- Facing away from others
- Wash hands for at least 20 seconds or sanitise hands before and after the end of your journey.

Transport

- Where possible, all children should walk or cycle to school or college. Where this is not possible, promote to parents that they drive their child to school or college. This will help to reduce the number of interactions between children
- Children should maintain social distancing while queuing at bus stops
- Schools and colleges should have queuing arrangements in place for picking up and dropping off children
- Children should try to sit within their bubbles and be socially distant
- All travellers must wear a face covering on dedicated school transport if they can. Public Health England recommends this for all children aged 11 and over
- Children under age 11 are encouraged to wear a face-covering where they can and are able to do so safely.

Suspected cases on school transport

Children, drivers and passenger assistants who have been in contact with someone who has developed symptoms whilst at school or on school transport do not need to go home to self-isolate unless:

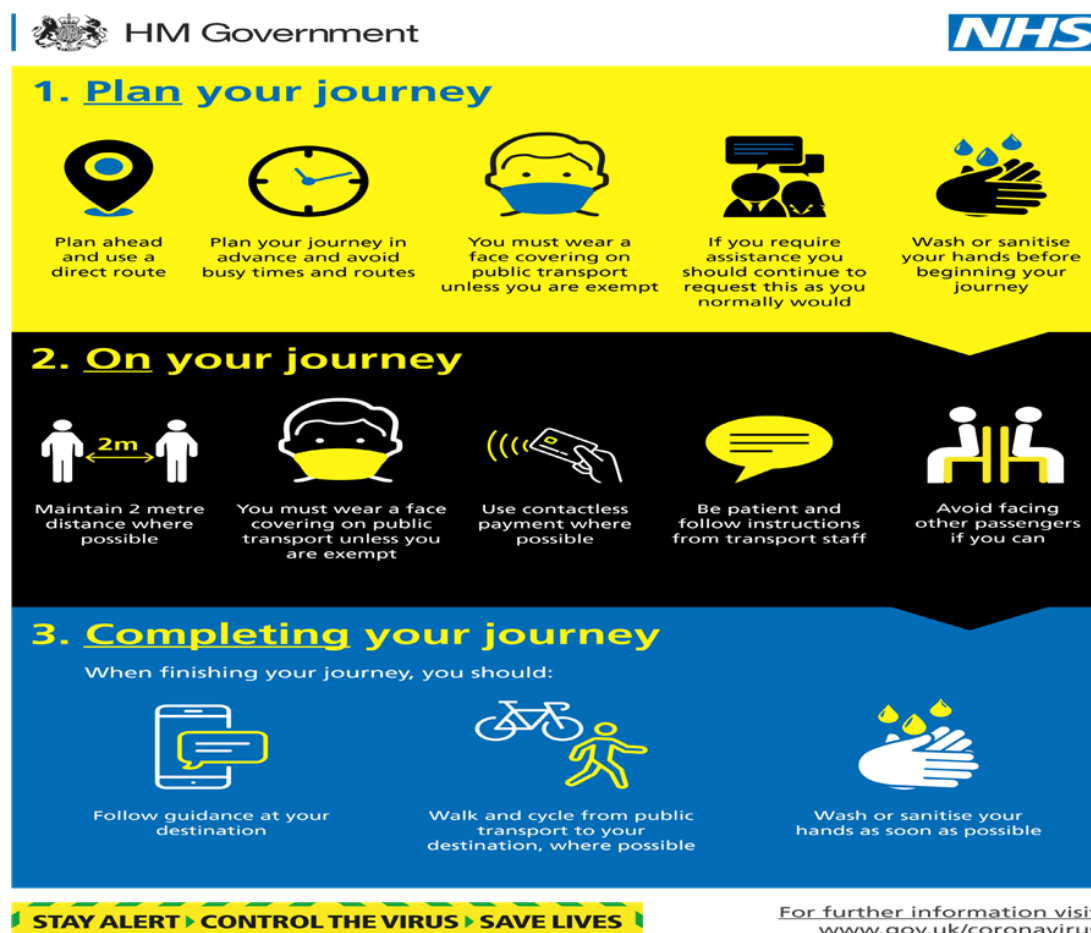
- They develop symptoms themselves (in which case, they should arrange a test), or
- The symptomatic person subsequently tests positive and they were in contact within 48 hours of them first displaying symptoms, or they have been requested to do so by NHS Test and Trace or the local Health Protection Team

If a child has travelled to school by bus and becomes symptomatic / positive the school should inform the local Health Protection Team of the following:

- That transport was used
- Which bus service the child travels on

- Who the child was in close contact with (determined through conversation with the pupil and using the above definition of a close contact)
- Whether the transport provider been informed

Journey Planning - A Government guidance leaflet is below:



Communication

Please find links to some useful resources that have been made available for your setting:

- Schools Action Cards, these can be accessed either through [Sharepoint](#) or [Google Drive](#)
- Schools [Template letters](#) for parents, staff and general
- Posters, social media, and local resources

Example posters and graphics can be downloaded free of charge [here](#).



Coronavirus (COVID-19) A guide for parents / carers		
What to do if...	Action needed	Back to school
My child has COVID-19 (Coronavirus symptoms)	<ul style="list-style-type: none"> Child should get a test While household self-isolates while waiting for test result Child shouldn't attend school Inform school immediately about test results 	<ul style="list-style-type: none"> When a child's test comes back negative and symptoms free for 48 hours
My child tests positive for COVID-19 (Coronavirus)	<ul style="list-style-type: none"> Child self-isolates for at least 10 days from when symptoms started or from day of test if no symptoms Rest of household self-isolates for 14 days from day when symptoms started From day of test if no symptoms, even if someone tests negative during those 14 days Child shouldn't attend school Inform school immediately about test results 	<ul style="list-style-type: none"> Child can return to school after 10 days if they test better and have been without a fever for at least 48 hours A cough or loss of smell / taste can still be present weeks once the infection is gone
Someone in my house has COVID-19 (Coronavirus symptoms)	<ul style="list-style-type: none"> Household member with symptoms should get a test While household self-isolates while waiting for test result Child shouldn't attend school Inform school immediately about test results 	<ul style="list-style-type: none"> When household member test is negative, and child does not have COVID-19 (Coronavirus) symptoms
Someone in my household has tested positive for COVID-19 (Coronavirus)	<ul style="list-style-type: none"> Whole household self-isolates for 14 days from day when symptoms started or from day of test if no symptoms, even if someone tests negative during those 14 days Child Child shouldn't attend school 	<ul style="list-style-type: none"> When child has completed 14 days of self-isolation even if they test negative during the 14 days

Reporting

When a school reports a positive case to the local Health Protection Team a School Case Form needs to be completed. Please [click here](#) for the reporting document. Once opened you will need to download the document in order to be able to complete and submit. Please send completed forms to HealthProtectionTeam@lincolnshire.gov.uk

Key information about the school

- Name of School
- Postcode

Key information about the positive case

- Full name
- DOB
- Staff or Pupil
- Date of Symptoms
- Date of Test
- Have close contacts been identified and asked to self-isolate for 14 days? (48 hours prior to the onset of symptoms or test date)
- If the pupil uses transport to and from school has the transport provider been informed?
- Have any communications been sent out to parents?