

Schools and Colleges: 12 April – 17 May

Flowchart 1: CASES. What to do if there is a suspected or confirmed case of COVID-19 in an education setting

Updated: 15 April 2021

Pupil or staff member develops symptoms of COVID-19 at home (fever > 37.8 OR continuous cough OR loss of taste and / or smell)

Pupil or staff member develops symptoms of COVID-19 in setting (fever > 37.8 OR continuous cough OR loss of taste and / or smell)

Suspected case, household and support bubble members:

- Suspected case must get tested immediately. In exceptional circumstances schools may provide a [home test kit](#).
- Suspected case, household and support members (including siblings) should [self-isolate](#) until they have the test result (of suspected case).

See Action Card 1

Setting on the day:

- Send home suspected case.
- Send home siblings and household members of suspected case.
- No one else in the setting is required to self-isolate.
- If needed, [isolate pupil](#) (and siblings and household members of suspected case) within the setting until collected.
- [Clean the area](#) after suspected case has left.

See Action Card 1

Settings include:
schools, colleges,

Staff includes:
teaching, support, catering, transport, office, visiting support staff e.g. therapists, health visiting team, immunisation team.

Other setting actions:

- Inform school transport service where relevant passenger.transport@croydon.gov.uk
- Liaise with suspected case to encourage testing and self-isolation.
- If a pupil, ask about other siblings and ask the parents to inform any other settings.

See Action Card 1

Test Negative

What is the test result?

Test Positive

If no one in the household or support bubble has COVID-19 symptoms:

- Pupil or staff member can return when well and no fever for 48 hours.
- Household and support members can return to work or education setting

SETTINGS:

1. For all cases inform:

- Croydon Director of Education shelley.davies@croydon.gov.uk, Director of Public Health Rachel.flowers@croydon.gov.uk and covid19@croydon.gov.uk
- Your school link advisor

2. Complete the school onsite risk assessment checklist (confirmed cases only, see LCRC resource pack)

3. One simple case in mainstream school settings, contact DfE for advice on 0800 046 8687

4. Special schools should contact LCRC for all cases

5. For complex or multiple confirmed cases in mainstream settings check the LCRC criteria included in the resource pack. Complete the LCRC risk assessment form and email it to LCRC@PHE.gov.uk to request a call back.

See Action Card 2

CONFIRMED CASES:

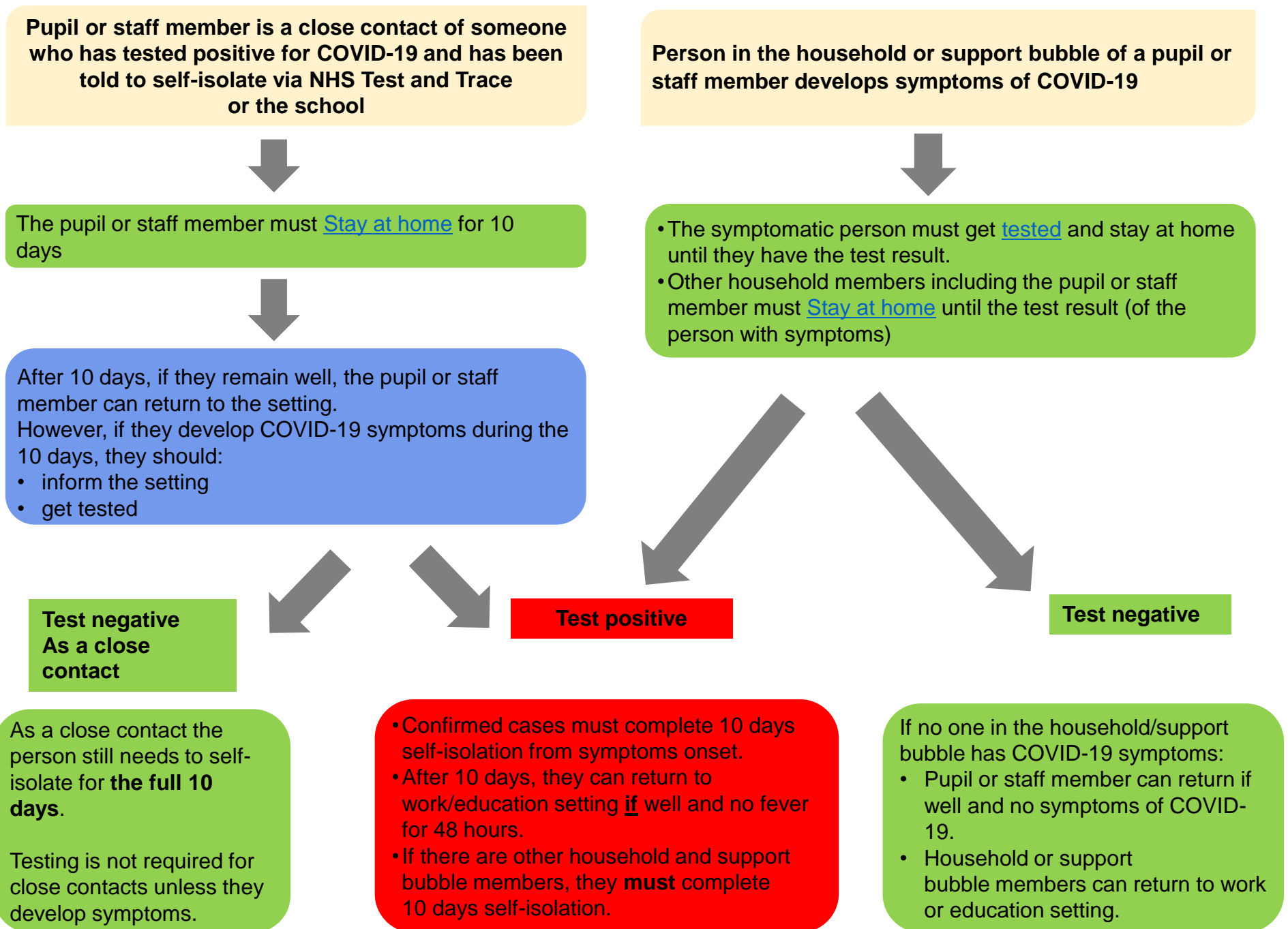
- [Must complete](#) 10 days self-isolation.
- After 10 days, if well and no fever for 48 hours, pupil or staff member can return to the education setting.
- All other **household members** and **other contacts** must complete 10 days self-isolation.
- After 10 days, household members and other contacts can return if well and no one in their household has COVID-19 symptoms.

See Action Card 2



Flowchart 2: CONTACTS - What to do if a staff member or pupil in an educational setting is a contact - household or other

Updated: 15 April 2021



Key points – to be reviewed 17 May 2021

- Face coverings** ([See here](#))
 - Recommended to be worn in classrooms and during activities by secondary aged children unless social distancing can be maintained.
 - Face covering should be worn by adults and children and young people when moving around the premises.
 - Children in primary schools do not need to wear a face covering.
- Testing twice weekly** ([See here](#))
 - Secondary school staff and pupil home testing after the initial on-site based tests.
 - Primary school and early years staff home testing.
 - Test is not mandated, but strongly encouraged.
- Wraparound care** ([click here for details](#))
 - Each group or bubble should be supervised by at least one staff member.
 - Where it is not possible to follow school day bubbles, parents and carers should work with providers to try and keep siblings together.
- Who can access wraparound care from the 8 March?**
 - Vulnerable children and young people.
 - Other children in certain circumstances [see here](#).

What is a **contact**?

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.

Examples include:

- Spending significant time in the same household
- Being coughed on
- Having face to face conversation within one metre
- Having skin to skin physical contact
- Contact within one metre for one minute or longer
- Contact within two metres for more than 15 minutes
- Travelling in a small vehicle for any amount of time.

Practical examples where 'contact' has happened:

- **In staff rooms and offices**
- **At lunch and social gatherings**
- **At inset days**
- **Sharing cars**
- **Learning support staff moving across the schools**
- **Unsupervised study groups**
- **Seating plans not followed**

Flowchart 3: LFD regular testing for asymptomatic staff and pupils.

What to do if a member of the staff or pupil has a positive LFD result

- At home or school

Updated: 15 April 2021

LFD carried out at home or school



Test Negative

Test Positive

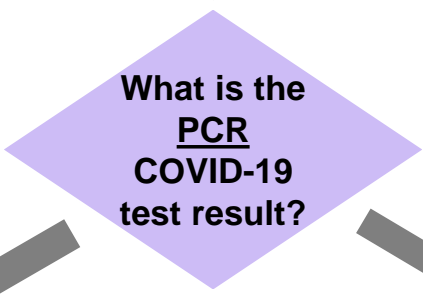
- Report the results as per test kit [instructions](#).
- Pupil or staff can attend/stay at the school and use protective measures, **unless** pupil or staff have been identified as a close contact and advised to self-isolate by NHS Test and Trace or Public Health professionals

LFD positive case, household and support bubble members:

- Inform the school
- Report the result as per test kit [instructions](#).
- Pupil or staff who has a positive LFD test result **must get a PCR COVID-19** test to confirm the result.
- LFD positive case, household and support bubble members (including siblings) should [self-isolate](#) until they have the PCR test.

Setting actions:

- Setting identify close contacts.
- Any identified close contact would need to isolate for 10 days from the date of their last exposure.



Test Negative

Test Positive

If no one in the household/support bubble has COVID-19 symptoms:

- Pupil or staff member can return to education setting.
- Household or support bubble members can return to work or education setting.
- Close contacts can stop isolating and return to education setting if well and no one in their household has COVID-19 symptoms.

CONFIRMED CASES:

- Inform the school.
- **Must complete** 10 days self-isolation.
- After 10 days, if well and no fever for 48 hours pupil or staff member can return to the education setting.
- All other **household members** and **other close contacts** must complete 10 days self-isolation.
- After 10 days, household members and other contacts can return if well and no one in their household has COVID-19 symptoms.

Settings include:
schools, colleges

Staff includes: teaching, support, catering, transport, office, visiting support staff e.g. therapists, health visiting team, immunisation team.

SETTINGS:

For all cases inform:

- Croydon Director of Education shelley.davies@croydon.gov.uk and Director of Public Health Rachel.flowers@croydon.gov.uk and covid19@croydon.gov.uk
- Your school link advisor
- Inform school transport service where relevant passenger.transport@croydon.gov.uk

Share information on Test and Trace support payments, including the eligibility criteria:
<https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support>

Action Card 1 – SUSPECTED CASE	Progress
1. If suspected case is a pupil, isolate them in a safe space until taken home by parent or carer. If they cannot be collected by parent/carer, ask their transport provider to collect them	
2. Adults who accompany or care for a suspected case in isolation and coming within 2m distance of them should wear a mask if no contact, and if contact, mask, gloves and apron. If there is a risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) eye protection should also be worn	
3. If suspected case is a member of staff, send them home immediately, minimising contacts and surfaces touched while still on the premises	
4. Ask the staff or parent/carer to book a PCR COVID-19 test.	
7. Clean the surfaces touched by the suspected case according to guidance .	
8. Contact suspected case (or their parent/carer) to: <ul style="list-style-type: none"> • Encourage them to follow guidance: suspected case to stay at home for 10 days; suspected case to request a test; household members to stay at home for 10 days. • Ask parent/carer to inform other education settings if siblings attend other settings • Encourage parents/carers to let contacts know to be very diligent in handwashing and social distancing 	
9. Inform transport provider passenger.transport@croydon.gov.uk , specialist support staff, social care, LAC team as appropriate	
10. Follow up parent/carer after 24 hours to see if they have requested a test	
11. If a pupil is off sick, and a parent has not been in contact, the education setting should contact the parents to find out if the pupil has COVID-19 symptoms	
12. If there is an overall increase in sickness absence reporting where parents report illness with suspected COVID-19 (but where no tests have been done or results are available) email Education on educationenquiries@croydon.gov.uk , Public Health on covid-19@croydon.gov.uk and the PHE Health Protection team (LCRC) on 0300 303 0450 or LCRC@phe.gov.uk LCRC will provide a reference number for the incident.	
13. Ensure stock of PPE in the event of further suspected cases	
14. Ensure you Risk Assessment is regularly reviewed and updated.	

Action Card 2 - CONFIRMED CASE	Progress
1. Inform the Director of Education Shelley.Davies@croydon.gov.uk , the Director of Public Health Rachel.Flowers@croydon.gov.uk ; covid19@croydon.gov.uk and your link advisor of the positive test, providing LCRC or DfE reference number if available	
2. Complete the onsite risk assessment checklist (see LCRC resource pack) to identify potential contacts	
3. Schools - If only ONE simple case can contact the DfE helpline 0800 046 8687	
4. Special schools should contact LCRC for any cases	
6. For complex or multiple confirmed cases in mainstream settings check the LCRC criteria included in the LCRC resource pack. Complete the LCRC risk assessment form and email it to LCRC@PHE.gov.uk to request a call back.	
7. Only staff and pupils who have COVID-19 symptoms should be asked to get a COVID-19 Test.	
8. Contact confirmed case (or their parent/carer) to: <ul style="list-style-type: none"> a. Offer support b. Ask for an update on other members of the household especially those who are at other educational settings c. Ask parents to inform other settings d. Check that the rest of household are self-isolating e. Gather relevant information 	
9. Inform transport provider, specialist support staff, social care, LAC team as appropriate	
10. Review the implementation of prevention and control measures within the setting and update the Risk Assessment accordingly.	

SCHOOLS CHECKLIST : ACTIONS TO HELP STOP THE SPREAD OF COVID-19

AREAS	ACTIONS	Are we doing this? Has the setting sent a message out to parents and staff?
At home, on the way to and from school	<ul style="list-style-type: none"> • Minimising the number of social contacts outside school is as vital as in school • Face coverings should always be worn on public transport • Social distancing on the way to and from school is as important as at school • Encourage walking or cycling to and from the school • There should be no car sharing • Social distancing among parents waiting outside of the schools should be maintained at all times. 	
In the classroom	<ul style="list-style-type: none"> • Maximising ventilation in classrooms – open the windows every 20 minutes for a couple of minutes to let fresh air in (not necessary if have air purifying / fresh air exchange system) • Secondary school children to wear face covering in the classroom and during activities unless social distancing can be maintained- in addition to communal areas • Record actual sitting in classrooms and study rooms to assist contact tracing • Making bubbles as small as possible within each school's circumstances 	
Wrap around care	<ul style="list-style-type: none"> • Each group or bubble should be supervised by at least one staff member • Where it is not possible to follow school day bubbles, parents and carers should work with providers to try and keep siblings together 	
Communal areas and indoor areas outside of class rooms	<ul style="list-style-type: none"> • Pupils in year 7 and above and adults should wear face coverings • Primary schools may want to consider face coverings for staff and visitors • Education settings should take steps to have a small contingency supply of face coverings. 	
Playground	<ul style="list-style-type: none"> • Making bubbles as small as possible within each school's circumstances and ensure they don't mix 	
At break times and in the staff room	<ul style="list-style-type: none"> • Social distancing at lunchtimes, break times, study areas, is as important as in the class room • Consider wearing face masks in staff rooms • Ventilate staff rooms 	
Offices	<ul style="list-style-type: none"> • Check social distancing – is it 2 metres? • Are people wearing face coverings? 	
When you have symptoms of COVID-19	<ul style="list-style-type: none"> • Anyone with symptoms of COVID-19, even if these are mild, must stay at home and not come to the school • Anyone awaiting a test result must stay at home 	