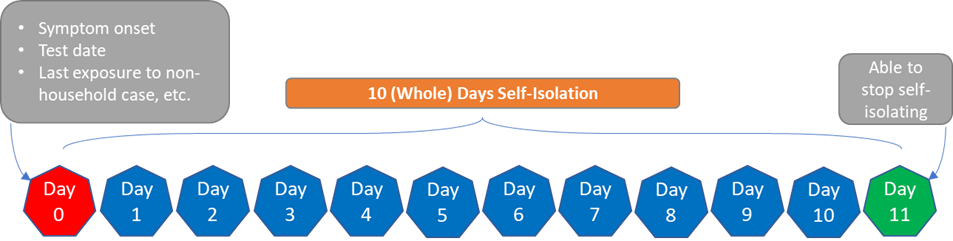
**Covid-19 Positive Case Action Card for Education Settings in Bolton**

This action card has been established to support Bolton education settings should a positive Covid-19 case be identified. It refers to the most recent guidance available as at 25/06/2021. It is recommended that you read the full note and think about these actions, and who may carry each out if a positive test for Covid-19 arose in your setting.

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| **Version Control** | |
| **Date** | **Update/Changes made** |
| 14/12/2020 | Updated to reflect the national guidance on isolation periods. 14 days amended to 10 days. |
| 09/03/2021 | Updated to reflect the return of Setting/schools and inclusion of pupil home testing |
| 17/03/2021 | Updated to reflect the contact definition for travelling in the same vehicle |
| 16/06/2021 | Updated to reflect the identified close contacts being asked to get PCRs. |

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| **Understanding / reporting the context and links to the Local Authority (LA)** | | |
| **Stage** | **What happens?** | **Detail** |
| 1. **You find out** | 1. Test & Trace contact your setting as a result of someone there testing positive | A contact tracer will ring your setting |
| 1. You are informed from a parent / student or staff member | Email the Locality Contact Tracing Single Point(s) of Contact (SPOC) as soon as possible;  [Covid19contacttracing@bolton.gov.uk](mailto:Covid19contacttracing@bolton.gov.uk)  **And** copied in to;  [startwell@bolton.gov.uk](mailto:startwell@bolton.gov.uk) (early years and childcare only)  A contact tracer will contact you. Whilst waiting for a response you can prepare the answers to the questions in stage 2.  SPOC – Monday – Friday 830-5.30, Sat, Sun 9.00-1.30  If you need urgent Out of Hours support please contact Public Health England NW Office 0151 434 4819  **Please note that this is not a bypass of the reporting and tracing process – test and trace will only be triggered by reporting to;** [**Covid19contacttracing@bolton.gov.uk**](mailto:Covid19contacttracing@bolton.gov.uk) |
| 1. **Preparing for contact tracing** | Seeking immediate information | To support the contact tracing process, you 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   **If the index case has not been at your education or childcare setting during the infectious period, you do not need to take any further action.** (If you wish to clarify this for a case please email [covid19contacttracing@bolton.gov.uk](mailto:covid19contacttracing@bolton.gov.uk) or call 01204 336004 during operating hours stated above)  If the case has been at your education or child care setting during the infectious period, you should take steps to prepare to be contacted by the Bolton contact tracer by considering the points below:   * the case’s contacts with 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. * the extent to which the contacts from above would meet the definition of a direct or close contact |
| **Interim/Immediate decisions** | Any interim / immediate decisions taken should be emailed to the following contact:  [Covid19contacttracing@bolton.gov.uk](mailto:Covid19contacttracing@bolton.gov.uk)  **And** copied into;  [Startwell@bolton.gov.uk](mailto:Startwell@bolton.gov.uk) (Early Education and Childcare only)  Interim decisions taken because the index case has not been at your education or childcare setting during the infectious period can then be discussed in dialogue with a locality contact tracer once they make contact with the education setting.  If you choose to take action in advance of a conversation with a contact tracer, you should follow the following guidance:  **Confirmed cases** should be advised to self-isolate until the latest of:   * 1. 10 days after the onset of their symptoms (or 10 days after the test date if they are asymptomatic)   2. The time at which they are free from symptoms that would prevent them from attending school/Setting under other (non COVID) infection guidelines: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities.>   3. The time at which the individual is 48 hours free of the following symptoms: diarrhoea and/or vomiting.   All **direct or close contacts** should be advised to self-isolate for 10 days following the date of their last contact with the index case. |
| 1. **You speak with a contact tracer** | When the contact tracer speaks to you they will ask for key information about the case related to your setting, or will advise you about what they know.  Your discussions will focus on the points listed above.  It will be useful to have a copy of your risk assessment to hand. | 1. Identify an appropriate member of the leadership team to work with the Bolton contact tracer (and cluster link if appropriate). 2. Beginning the process with the contact tracer of identifying the direct and close contacts of the case within your setting during the 48 hours 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 of close or direct contact and as in section 2 above. 3. Consider the potential number of direct and close contacts\* and the implications of this for business continuity. 4. Begin to consider the potential support requirements of those who may be asked to self-isolate, including potential online learning requirements. 5. Identify any other individuals who may be symptomatic and support them to apply for a test. |
| 1. **Contact tracer gives you advice** | Contact tracer will share advice and will provide a standard letter containing the advice for contacts and their families. The setting will be asked to send the letter to the identified contacts. | This conversation will confirm:   * Direct contacts / Close contacts * Who (if anyone) needs to isolate * Periods of isolation   Please remember that:   * LFD tests are for non-symptomatic people only * PCR tests are currently for symptomatic people & a confirmatory PCR post LFD Home Test positive * Personal & community contacts of the case will be contacted by national Test & Trace (no Setting/school action required in relation to this) |
| 1. **Alert all relevant parties** | Notify all relevant parties of the case/isolation required. | Letters must be sent via the settings communication system (eg. Email) as soon as possible to all of those who are required to self-isolate specifying the end date that they need to isolate to.  You might also wish to send a letter to others who are not being asked to self-isolate to provide reassurance.  (Template letters are contained in the resource pack)  It must be made clear that **if a child or staff member has been identified as a close contact of a confirmed case, they must not leave home for 10 days from the date they last had contact with the case** as soon as they are alerted that they are a contact of the index case with the positive test result. For the purpose of calculating self-isolation requirements, the date they last had contact with the index case is considered to be day 1 of the required 10-day self-isolation period. For example, if a child / staff member last had contact with the index case on 1st November then day 1 is 1st November, Day 10 of self-isolation is 10th November, and the child/staff member can return to Setting/ school on Day 11 i.e. 11th November. |
| 1. **Confirm case details with the Local Authority** (LA) **and Ofsted** (early years providers only) | You contact the LA to outline the impact on your setting | The email must contain 1-8 details, send to:  [Covid19contacttracing@bolton.gov.uk](mailto:Covid19contacttracing@bolton.gov.uk)  **And Copied into;**  [startwell@bolton.gov.uk](mailto:startwell@bolton.gov.uk) **(Early Education and Childcare only)**   1. Setting name 2. Number of staff positive cases identified (Names etc. are not required) 3. Number of children positive cases identified 4. Year group / Bubble that closes (i.e. whether whole year group or part of a year group that has closed) 5. Estimated numbers asked to isolate in each year group 6. Number of children with a social worker who have been asked to stay away from the setting 7. Number of children with an EHCP who have been asked to stay away from the setting. 8. Expected reopening date/return date of the children to setting/school.     Please note – personal details such as names and dates of birth etc. are not required in this email and should not be included.  **Early Years Providers Only**  You must tell Ofsted if there is a confirmed case of COVID-19 at your nursery, childminder business or other day care. You must contact Ofsted if you have to close your setting as a result.  <https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business#how-to-report-a-covid-19-incident-at-your-childcare> |
| 1. **Contact social care (if relevant)** | You contact social care to report any vulnerable children from your setting who have had a positive test or who have been asked isolate | Duty team numbers provided below:  Children’s Duty Team: 01204 33 7400  Emergency (out of hours) Duty Service: 01204 33 7777  This will enable social care to review the contact arrangements by the LA. |
| 1. **Link up with cluster links for support / escalate queries if necessary** | The Cluster link will approach you soon after the LA is made aware that you have a positive case in your setting if necessary. If an early years or childcare setting this will be a member of the Start Well Service | This is a support offer from the LA, if needed to make sure that any additional queries or issues can be addressed / escalated then you can focus on your in-setting operational matters. |
| 1. **Media requests** | The local authority will offer support and advice with media requests. Please share these with the LA before responding to the media | Email requests from the media to [policyandperformance@bolton.gov.uk](mailto:policyandperformance@bolton.gov.uk) for a co-ordinated response |



**What is a ‘Contact’**?

* 1. A person who maintained appropriate social distancing (over 2 metres) **is not** classed as a ‘close contact’ and **is not** required to self-isolate.
  2. The main categories that would lead to someone being identified as a ‘close contact’ in an education setting are as follows:
  + 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\*
  + Travelling in a small vehicle with a person who has tested positive for coronavirus (COVID-19) or in large vehicle near someone who has tested positive for coronavirus (COVID 19).
  + Contact within one metre for one minute or longer without face-to-face contact\*
  + Contact within 2 metres with someone who has tested positive for COVID-19 for mor than 15 minutes\* (either as a one-off contact, or added up together over one day
  + 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.*

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| **Taking Action in Your Setting (Early Years and Childcare)** | | |
| **Action** | **Notes** | **Additional notes in the context of your setting** |
| * Close the bubble/group that the child/staff are part of. * Parents to be contacted to collect asap. Isolate as a bubble until collected. * Ask staff not to speak to media – queries to Manager/ Deputy and can be emailed to [Startwell@bolton.gov.uk](mailto:Startwell@bolton.gov.uk) for co-ordinated LA response | Children and staff sent home must isolate for, 10 days. Other family members in their households do not need to isolate. If any member of staff or a child must self-isolate because their family member tests positive, but they do not have symptoms, the whole bubble does not need to self-isolate – unless that person develops symptoms, then the bubble would self-isolate for 10 days from last contact.  Script for parents:  ‘There has been a confirmed COVID-19 case in your child’s ‘bubble’. In line with current guidance your child will need to self-isolate for 10 days from today. The rest of your family do not need to isolate.’  (Note to staff making calls that no details about the person with the confirmed case are to be shared). |  |
| * Close off the affected room/toilets etc and arrange a thorough clean and disinfect | * Once all other rooms are empty, arrange for a thorough clean and disinfect of all other rooms. * Re-assess impact of closed rooms on other bubbles and adapt site plan as required (including any changes to fire procedures). Consider reviewing relevant Risk Assessments. |  |
| * Inform staff and parents of the situation by email / letter * Check in with all staff working in the building and provide support as necessary (staff welfare) | Template letter in the Local Contact Tracing guidance. |  |