

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

**FINAL**

**Version 10.0**

9 June 2021



1. Aims of this Guidance
   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.
   2. This guidance relates to cases in both staff and students.
   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.
   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.
   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](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)
   * [Schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25)
   * [Special Schools](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings)
   * [Further Education](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision)
2. Audience
   1. This guidance is intended to be used as a resource for:

* Early Years Childcare providers, Nurseries, Schools and Colleges (6th 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

1. What is Contact Tracing?
   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*”.
   2. It is a tried, trusted and effective method of managing infectious diseases, preventing outbreaks, and suppressing the spread of a virus.
2. 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** be 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:

* a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
  + - being coughed on, or
    - having a face-to-face conversation, or
    - having skin-to-skin physical contact, or
    - any contact within one metre for one minute or longer without face-to-face contact
* a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
* a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19)
* people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)
  1. An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.
  2. 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>
  3. 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. 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**.**
  5. 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. This now applies to parents/ carers who cannot work from home and will lose income by self-isolating or staying at home to care for the child.
  6. Further details are available via: [www.gov.uk/test-and-trace-support-payment](http://www.gov.uk/test-and-trace-support-payment)

1. Use of Personal Protective Equipment (PPE) in Education Settings
   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.
   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.
   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>

* 1. Settings, staff and pupils may choose to wear a face covering which willl reduce the risk of transmitting Covid-19, but it will not prevent contact as outlined in section 4. Evidence suggests that face coverings continue to be an effective way of reducing transmission and within educational settings. Locally Directors of Public Health are therefore strongly recommending secondary schools and colleges to promote the continued use of face coverings for all, including pupils, until the end of the current term including in communeral areas and class rooms.

1. What should an educational setting do if they become aware of a case within their setting?
   1. Education settings will often be amongst the first to become aware of cases either by PCR or LFD test that affect them and will want to take timely action.
   2. Where an education setting becomes aware of a confirmed case via PCR or LFD test, they must send 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)
  1. 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 known, and if positive, commence contact tracing as per section 6.15.

**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 as a household and inform the setting.

6.8 Educational settings that are set up (as per standard operational procedures) to use LFD testing at home, must be notified of a positive result as soon as possible. Contact tracing commences from the positive result of the LFD test, with the same process as outlined in section 6.15.

6.9 Those who test positive on a LFD test regardless of the location it was taken, must have a confirmatory PCR test within 2 days of the LFD test. If the PCR test is positive, continue with the 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 **Noting Points**

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. Please refer to **Appendix 8** to support the period of isolation. Please note this should not affect the isolation of the close contacts in the setting.

6.12 Please note a staff member or student does not need to be re-tested within 90 days of a previous positive via an LFD test or PCR test, unless new symptoms develop, in which case they should book a PCR. If they are re-tested and the result is positive, they will be required to re-isolate and contact tracing will need to commence.

6.13 Please note people who have been in contact with someone who has tested positive with COVID-19 are advised to take a PCR test during their 10 day self-isolation period, whether or not they have symptoms, unless they have had a positive PCR test in the last 90 days. However, if the test result is negative, the contact must still to complete their 10-day self-isolation period because the virus can incubate within that time. Contacts are encouraged to this early on in their 10-day self-isolation period, by booking via [*http://www.nhs.uk/coronavirus*](http://www.nhs.uk/coronavirus) or by calling 119.

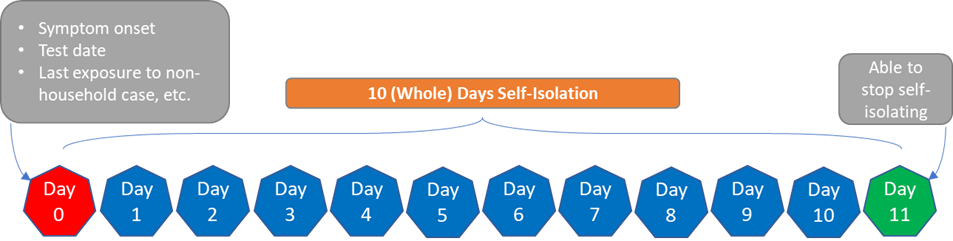
6.14 **Contact Tracing**

6.15 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.

6.16 **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.**

* 1. 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 educational setting during the 2 days prior to the child, learner or staff member falling ill and or a positive test 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
  1. Interim decisions taken can then be discussed in dialogue with a locality contact tracer once they make contact with the education setting.
  2. 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:
  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 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 proximity contacts** should be advised to self-isolate for **10 days** following the date of their last contact with the index case, and should be advised to book a PCR Test early within their isolation (as per section 6.13).
  1. Letters must be sent to all of those who are required to self-isolate specifying the end date.
  2. A template for the parents of children attending early years childcare providers, nursery or school is provided as **Appendix 3**
  3. A template for college students and adult learners is including as **Appendix 4**
  4. A template for staff is included as **Appendix 5**.
  5. 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. 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.
  7. 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 May then day 0 is 1st May, Day 1 is 2nd May and Day 10 of self isolation is 11th May and the child/staff member can return to school on Day 11 i.e. 12thMay.
  8. The following visual may help in making these calculations:



* 1. 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**.
  2. 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.
  3. Close contacts of a confirmed case whom have been identified to isolate, may request a Trace Account ID, in which the setting can obtain this by telephone the Self-Isolation Service Hub on 020 3743 6715.

1. The role of the GM Integrated Contact Tracing Hub (GMICTH)
   1. The Greater Manchester Integrated Contact Tracing Hub (GMICTH) is responsible for providing additional Test and Trace system capacity and capability across the GM city-region, in support of locality systems, with a focus on complex contact tracing, index cases not reached by the national test and trace team, and the enhanced contact tracing relating to variants of concern or variants under investigation.
   2. 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**.
   3. 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.
   4. Local Authorities can choose to request that contact tracing is undertaken on their behalf by the GM Integrated Contact Tracing Hub. This may be due to the level of complexity, a multi-area consideration or due to a lack of local capacity. In such circumstance, details of cases should be passed for follow up to the GMICTH via the Single Point of Contact.
   5. 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.
  1. Once a discussion has taken place between the setting and the Locality Contact Tracing in Education Lead/ 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.
  2. This discussion will be structured around a Checklist included as **Appendix 2**.
  3. 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/>
  4. 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.
  5. Household members of an identified contact **do not** need to self-isolate unless the contact develops symptoms.
  6. 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.

1. What will happen in the event of a case being identified in an educational setting by the national test and trace system?
   1. Single cases in educational settings will no longer be escalated to local areas for follow up by the national test and trace system.
   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.
2. What should an educational setting do if someone is symptomatic with Covid-19 symptoms, but cannot get a test?
   1. Contact tracing will only normally take place where a case of Covid-19 has been confirmed through testing.
   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.
   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.
3. Escalating Potential Outbreaks
   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 14-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.
  1. If this applies, a discussion should take place between the Education Setting and the Local Education Contact Tracing Lead to ascertain whether a multiagency outbreak meeting is required.
  2. 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.
  3. National guidance recommends holding an OCT if any of the following apply:

1. there has been serious illness or a death in the setting;
2. there are a large number of vulnerable people;
3. there are a high number of cases;
4. the outbreak has been ongoing despite usual control and infection control measures;
5. there are concerns on the safe running of the setting or institution;
6. there are other factors that require multi-agency coordination and decision making.
7. Department for Education (DfE) Helpline
   1. A DfE helpline has been established to provide support and advice to educational setting where there is one confirmed case of Covid-19, however, some of your questions may be answered in the operational guidance hyperlinked as follows:
   * [Early Years](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)
   * [Schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25)
   * [Special Schools](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings)
   * [Further Education](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision)
   1. 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.
   2. **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.**
   3. 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.
   4. 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.

1. Additional Guidance
   1. A PHE Northwest Resource Pack is available below:



* 1. A helpful and simple guide to understanding self-isolation is available via the BBC website: <https://www.bbc.co.uk/news/explainers-54239922>
  2. A Covid Advice note for parents is included below:



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

**Locality Contacts:**

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

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



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].**

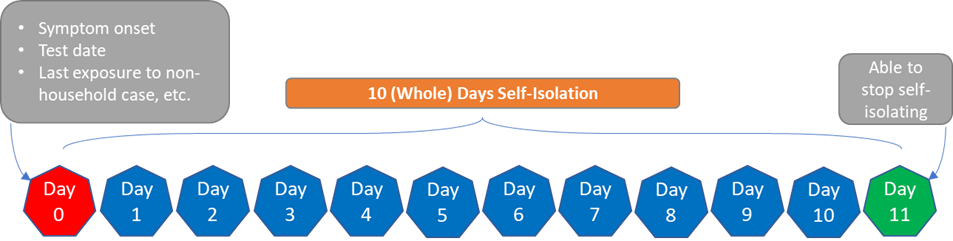
Dear Parent,

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 appropiate – 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.

As advised by [Public Health England/ the Greater Manchester Contract Tracing Hub/ the Local Authority – delete as appropriate], we have risk assessed 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>

**Testing for contacts**

People who have been in contact with someone who has tested positive with COVID-19 can now get a PCR test during their 10-day self-isolation period, whether or not they have symptoms.  Around 1 in 5 people who have been in close contact with a person with COVID-19 will go on to have COVID-19 themselves, and around 1 in 3 of those will have no symptoms but can still spread the virus.  Getting a test when you’re a contact helps to find if you’re one of those people and, if so, to ensure your contacts are self-isolating. This is how we break the chains of transmission. Even if you test negative, you will still need to complete your 10-day self-isolation period, because the virus can incubate for that time.

To reduce the risk of further transmission and identify any further COVID-19 positive residents, Public Health England are now requesting all identified contacts, including educational bubbles, organise a PCR test early in their isolation, unless they have had a positive PCR test in the last 90 days.  Therefore, as your child has been identified as a contact, unless they have had a positive PCR test in the last 90 days please book a test at <http://www.nhs.uk/coronavirus> or call 119.

**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. Please inform us if your child has a positive test result.

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 ventitation in the house through opening windows;
* put used tissues in the bin immediately and wash your hands afterwards.

**Test and Trace Support Payments**

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. This now applies to parents/ carers who cannot work from home and will lose income by self-isolating or staying at home to care for the child.

Further details are available via: [www.gov.uk/test-and-trace-support-payment](http://www.gov.uk/test-and-trace-support-payment)

**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].**

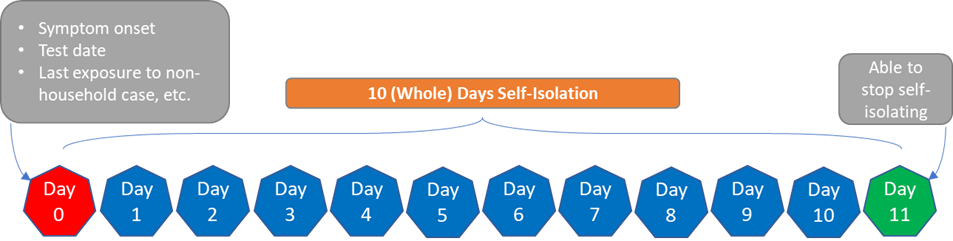
Dear Learner,

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 appropiate – 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 not longer need to isolate and you can return to college.

As advised by [Public Health England/ the Greater Manchester Contract Tracing Hub/ the Local Authority – delete as appropriate], we have risk assessed 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>

**Testing for contacts**

People who have been in contact with someone who has tested positive with COVID-19 can now get a PCR test during their 10-day self-isolation period, whether or not they have symptoms.  Around 1 in 5 people who have been in close contact with a person with COVID-19 will go on to have COVID-19 themselves, and around 1 in 3 of those will have no symptoms but can still spread the virus.  Getting a test when you’re a contact helps to find if you’re one of those people and, if so, to ensure your contacts are self-isolating. This is how we break the chains of transmission. Even if you test negative, you will still need to complete your 10-day self-isolation period, because the virus can incubate for that time.

To reduce the risk of further transmission and identify any further COVID-19 positive residents, Public Health England are now requesting all identified contacts, including educational bubbles, organise a PCR test early in their isolation, unless they have had a positive PCR test in the last 90 days.  Therefore, as you have been identified as a contact, unless you have had a positive PCR test in the last 90 days please book a test at <http://www.nhs.uk/coronavirus> or call 119.

**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. Please inform us if you have a positive test result.

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 ventitation in the house through opening windows;
* put used tissues in the bin immediately and wash your hands afterwards.

**Test and Trace Support Payments**

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. This now applies to parents/ carers who cannot work from home and will lose income by self-isolating or staying at home to care for the child.

Further details are available via: [www.gov.uk/test-and-trace-support-payment](http://www.gov.uk/test-and-trace-support-payment)

**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].**

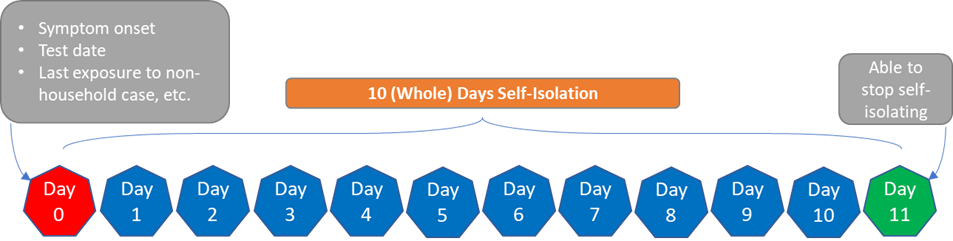
Dear Colleague,

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

[Delete and amend the section as appropiate – 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 not longer need to isolate and you can return to nursery / school / college.

As advised by [Public Health England/ the Greater Manchester Contract Tracing Hub/ the Local Authority – delete as appropriate], we have risk assessed 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].

**Testing for contacts**

People who have been in contact with someone who has tested positive with COVID-19 can now get a PCR test during their 10-day self-isolation period, whether or not they have symptoms.  Around 1 in 5 people who have been in close contact with a person with COVID-19 will go on to have COVID-19 themselves, and around 1 in 3 of those will have no symptoms but can still spread the virus.  Getting a test when you’re a contact helps to find if you’re one of those people and, if so, to ensure your contacts are self-isolating. This is how we break the chains of transmission. Even if you test negative, you will still need to complete your 10-day self-isolation period, because the virus can incubate for that time.

To reduce the risk of further transmission and identify any further COVID-19 positive residents, Public Health England are now requesting all identified contacts, including educational bubbles, organise a PCR test early in their isolation, unless they have had a positive PCR test in the last 90 days.  Therefore, as you have been identified as a contact, unless you have had a positive PCR test in the last 90 days please book a test at <http://www.nhs.uk/coronavirus> or call 119.

**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. Please inform us if you have a positive test result.

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 ventitation in the house through opening windows;
* put used tissues in the bin immediately and wash your hands afterwards.

**Test and Trace Support Payments**

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. This now applies to parents/ carers who cannot work from home and will lose income by self-isolating or staying at home to care for the child.

Further details are available via: [www.gov.uk/test-and-trace-support-payment](http://www.gov.uk/test-and-trace-support-payment)

**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 ventitation 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, 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 ventitation 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.

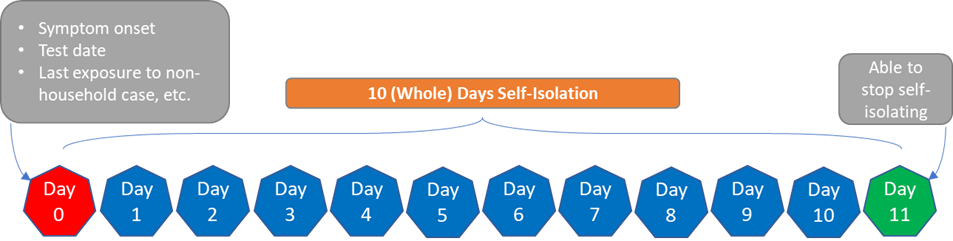
The date they last had contact with the case is considered day 0 of 10.

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

10 days self isolation would then follow.

Day 10 would be on 11th May 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 May.



1st May | 2nd May | 3rd May | 4th May | 5th May | 6th May | 7th May | 8th May | 9th May |10th May |11th May | 12th May

If a asymptomatic case, becomes symptomatic during their isolation period, their isolation would restart from the date their symptoms developed, as illustrated below:

