

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 7/12/2020. 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.

Understanding / reporting the context and links to the Local Authority (LA)		
Stage	What happens?	Detail
1. You find out	a. Test & Trace contact your setting as a result of someone there testing positive	A contact tracer will ring your setting
	b. You are informed from a parent or staff member and you have not been contacted by Test & Trace directly	<p>Email the Locality Contact Tracing Single Point(s) of Contact (SPOC) as soon as possible</p> <ul style="list-style-type: none"> • Covid19contacttracing@bolton.gov.uk and • policyandperformance@bolton.gov.uk • Startwell@bolton.gov.uk (early years and childcare only) <p>A contact tracer will contact you. Whilst waiting for a response you can prepare the answers to the questions in stage 2.</p> <p>The GM Integrated Contact Hub does not need to be notified of individual cases in education settings. Where the GM Integrated Contact Tracing Hub gmhscp.contacttracing@nhs.net are contacted about individual cases in education settings they will direct the reporting party to the Bolton SPOC Covid19contacttracing@bolton.gov.uk</p> <p>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. Which provides support and advice to educational settings where there is one confirmed case of Covid-19. To contact the DfE 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.</p> <p>If you need urgent advice you can ring Public Health England NW Office on 0344 2250562.</p> <p>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</p> <p><u>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.</u></p> <p>However, it is acknowledged that individual education settings may themselves choose to use this helpline as an alternative to the arrangements set out in this guidance.</p> <p>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</p>

		<p>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:</p> <ul style="list-style-type: none"> • Covid19contacttracing@bolton.gov.uk and • policyandperformance@bolton.gov.uk • Startwell@bolton.gov.uk (Early education and childcare only)
<p>2. Preparing for contact tracing</p>	<p>Seeking immediate information</p>	<p>To support the contact tracing process, you should immediately seek information to establish:</p> <ul style="list-style-type: none"> • the case's onset date of their illness, the date on which they were tested, and their attendance at the setting <p><u>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.</u></p> <p>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:</p> <ul style="list-style-type: none"> • the case's contacts with the year group / bubble / class. <ul style="list-style-type: none"> • 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 proximity contact • whether the confirmed case has had a previous positive test and, if so, when.
	<p>Interim/Immediate decisions</p>	<p>Any interim / immediate decisions taken should be emailed to the following contacts:</p> <ul style="list-style-type: none"> • Covid19contacttracing@bolton.gov.uk and • policyandperformance@bolton.gov.uk • Startwell@bolton.gov.uk (Early education and childcare only) <p>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.</p> <p>If you choose to take action in advance of a conversation with a contact tracer, you should follow the following guidance:</p> <p>Confirmed cases should be advised to self-isolate until the <u>latest</u> of:</p> <ol style="list-style-type: none"> 10 days after the onset of their symptoms (or 10 days after the test date if they are asymptomatic) 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. 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 14 days following the date of their last contact with the index case.
3. You speak with a contact tracer	<p>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.</p> <p>Your discussions will focus around the points listed above.</p> <p>It will be useful to have a copy of your risk assessment to hand.</p>	<ol style="list-style-type: none"> Identify an appropriate member of the leadership team to work with the Bolton contact tracer (and cluster link if appropriate). Beginning the process with the contact tracer of identifying the direct and close contacts of the case <u>within your setting</u> 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 Consider the potential 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. Identify any other individuals who may be symptomatic and support them to apply for a test.
4. Contact tracer gives you advice	<p>Contact tracer will share advice and will provide a standard letter containing the advice for contacts and their families.</p> <p>The setting will be asked to send the letter to the identified contacts.</p>	<p>This conversation will confirm:</p> <ul style="list-style-type: none"> Direct contacts / Close contacts Who (if anyone) needs to isolate Periods of isolation Letters to be used <p>Please remember that:</p> <ul style="list-style-type: none"> tests are currently for symptomatic people only household members of an identified contact do not need to self-isolate unless the contact develops symptoms personal & community contacts of the case will be contacted by national Test & Trace (no school action required in relation to this)
5. Alert all relevant parties	<p>Notify all relevant parties of the case/isolation required.</p>	<p>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.</p> <p>You might also wish to send a letter to others who are not being asked to self-isolate to provide reassurance.</p> <p>(Template letters are contained in the resource pack)</p> <p>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 14 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 14 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 14 of self isolation is 14th November and the child/staff member can return to school on Day 15 i.e. 15th November.</p>
6. Confirm case details with the Local	<p>You contact the LA to outline the impact on your setting</p>	<p>Please email</p> <ul style="list-style-type: none"> Covid19contacttracing@bolton.gov.uk <u>and</u> policyandperformance@bolton.gov.uk Startwell@bolton.gov.uk (Early education and childcare only)

<p>Authority (LA) and Ofsted (early years providers only)</p>		<p>Stating:</p> <ol style="list-style-type: none"> 1. Setting name 2. Number of staff positive cases identified 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 school. <p>Please note - personal details such as names and dates of birth etc. are not required in this email and should not be included.</p> <p>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</p>
<p>7. Contact social care (if relevant)</p>	<p>You contact social care to report any vulnerable children from your setting who have had a positive test or who have been asked isolate</p>	<p>Duty team numbers provided below</p> <p>This will enable social care to review the contact arrangements by the LA</p>
<p>8. Link up with cluster links for support / escalate queries if necessary</p>	<p>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</p>	<p>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.</p>
<p>9. Media requests</p>	<p>The local authority will offer support and advice with media requests. Please share these with the LA before responding to the media</p>	<p>Email requests from the media to policyandperformance@bolton.gov.uk for a co-ordinated response</p>



Taking Action in Your Setting (Schools and Colleges)

Action	Notes	Additional notes in the context of your setting
<ul style="list-style-type: none"> 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 Head / Deputy / Manager and emailed to policyandperformance@bolton.gov.uk for co-ordinated LA response 	<p>Children and staff sent home must isolate for 14 days. Other family members in their households do not need to isolate. If any member of staff or a child has to 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 14 days from last contact.</p> <p>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 14 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).</p>	
<ul style="list-style-type: none"> Close off the affected room/toilets etc and arrange a thorough clean and disinfect 	<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> Contact relevant Governance Structures 	Chair of Trust / Chair of Governors / CEO / Regional Schools Commissioner (academies only) - You may want to add their phone numbers here in preparation	
<ul style="list-style-type: none"> 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) 	<p>I am writing to inform you that we have had a confirmed case of COVID-19 in one of our bubbles in our school / setting.</p> <p>The DfE guidance says: 'Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.'</p> <p>We have therefore closed the bubble and have commenced deep cleaning of the area. I have been in touch with the Contact tracing team who have confirmed that all required steps have been taken and that there is no further action necessary to maintain the safety of the children and staff currently attending our setting.</p> <p>As always, if your child or anyone in your household is presenting with COVID-19 type symptoms, please stay at home and book a test immediately. If you need any help with booking a test, please don't hesitate to phone school and we can support you with this.</p>	

Taking Action in Your Setting (Early Years and Childcare)

Action	Notes	Additional notes in the context of your setting
<ul style="list-style-type: none"> 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 for co-ordinated LA response 	<p>Children and staff sent home must isolate for 14 days. Other family members in their households do not need to isolate. If any member of staff or a child has to 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 14 days from last contact.</p> <p>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 14 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).</p>	
<ul style="list-style-type: none"> Close off the affected room/toilets etc and arrange a thorough clean and disinfect 	<ul style="list-style-type: none"> 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. 	
<ul style="list-style-type: none"> 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) 	<p>I am writing to inform you that we have had a confirmed case of COVID-19 in one of our bubbles in our school / setting.</p> <p>The DfE guidance says: ‘Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.’</p> <p>We have therefore closed the bubble and have commenced deep cleaning of the area. I have been in touch with the Contact tracing team who have confirmed that all required steps have been taken and that there is no further action necessary to maintain the safety of the children and staff currently attending our setting.</p> <p>As always, if your child or anyone in your household is presenting with COVID-19 type symptoms, please stay at home and book a test immediately. If you need any help with booking a test, please don’t hesitate to phone school and we can support you with this.</p>	