

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

FINAL

Version 5.0 (Bolton)

1st December 2020

1. Aims of this Guidance

- 1.1 This guidance relates to Covid-19 Contact Tracing in non-residential educational settings for children aged 0-19 and specifically nurseries, schools and colleges.
- 1.2 This guidance relates to cases in both staff and students.
- 1.3 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.
- 1.4 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.
- 1.5 This guidance does not cover prevention of Covid-19 or managing outbreaks.

2. Audience

- 2.1 This guidance has been updated to reflect processes in Bolton and 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

3. What is Contact Tracing?

- 3.1 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”*.

- 3.2 It is a tried, trusted and effective method of managing infectious diseases, preventing outbreaks, and suppressing the spread of a virus.

4. What is a 'Contact'?

- 4.1 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.

- 4.2 The main categories that would lead to someone being identified as a 'close contact' in an education setting are as follows:

- a) 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*
- b) Travelling in a small vehicle with a person who is a confirmed case*.
- c) Contact within one metre for one minute or longer without face-to-face contact*
- d) Contact within 2 metres with someone who has tested positive for COVID-19 for more than 15 minutes* as a one-off exposure.
- e) 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.*

- 4.3 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>

- 4.4 Contact must have taken place during the '**infectious period**' of the index case which is defined as: 48 hours 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).

- 4.5 An individual identified as a contact is **legally required** to self-isolate for 14 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.

- 4.6 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. Further details are available via:
<https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme>

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

- 5.1 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.
- 5.2 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 14 days if they meet the contact definition criteria in 4.2.
- 5.3 There may be exceptions to 5.2, where an appropriately trained member of school staff is performing healthcare activities (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.
- 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>

6. What should an educational setting do if they become aware of a case within their setting?

- 6.1 Education settings will often be amongst the first to become aware of cases (staff and students) that affect them and will want to take timely action.

6.2 Where an education setting becomes aware of a confirmed case, they must email the details to the following local points of contact and should indicate if they require additional support:

- Locality Contact Tracing Single Point(s) of Contact (SPOC)
- Policy & Performance team
- Start Well Team (Early Education and Childcare Providers Only)

6.3 The contact details for those in 6.2 are available in **Appendix 1**.

6.4 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 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 proximity contact as per section 4.
- whether the confirmed case has had a previous positive test and, if so, when.

6.5 **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.**

6.6 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 school 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 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.

6.7 Any interim / immediate decisions taken should be emailed to the following contacts:

- Locality Contact Tracing Single Point(s) of Contact
- Policy & Performance team
- Start Well Team (Early Education and Childcare Providers Only)

6.8 Interim decisions taken under 6.5 can then be discussed in dialogue with a locality contact tracer once they make contact with the education setting.

6.9 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:
 - a. 10 days after the onset of their symptoms (or 10 days after the test date if they are asymptomatic)
 - b. 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>.
 - c. 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.

6.10 Letters must be sent to all of those who are required to self-isolate specifying the end date.

6.11 A template for the parents of children attending early years childcare providers, nursery or school is provided as **Appendix 3**

6.12 A template for college students and adult learners is including as **Appendix 4**

6.13 A template for staff is included as **Appendix 5**.

- 6.14 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**.
- 6.15 If the 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.
- 6.16 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.
- 6.17 The following visual may help in making these calculations:



- 6.18 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**.
- 6.19 **Please Note:** The notification requirements set out in 6.2, 6.8, 7.6 and 7.8 differ from those provided in the PHE Action Cards and PHE Resource Pack included in section 12 of this guidance due to the local procedures in place for Contact Tracing in Complex Settings in Greater Manchester.
- 6.20 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.

7. The role of the GM Integrated Contact Tracing Hub (GMICTH) and the thresholds for ‘Complex Contact Tracing’

- 7.1 The Greater Manchester Integrated Contact Tracing Hub (GMICTH) is responsible for the delivery of Level 1 of the National Test and Trace system across the GM city-region.

- 7.2 NTT Level 1 relates to 'complex contact tracing' and the GMICTH is a joint team made up of staff from PHE NW and the GM health and care system, working alongside local areas to support contact tracing that is particularly complex.
- 7.3 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**.
- 7.4 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.
- 7.5 For **Early Years Settings and Primary Schools** the threshold for GMICTH involvement is met when at least one of the following criteria is met:
- 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people.
 - 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60.
 - 3 (or more) bubbles within the setting contain at least one confirmed case.
 - There have been any admissions to hospital amongst students or staff members due to COVID-19.
 - If the setting is for children and young people with special educational needs and disability (SEND).
 - If the setting is a boarding school.
- 7.6 If at least one of these criteria is met the Locality Contact Tracing Single Point(s) of Contact will consider referral to the GMICTH on behalf of the setting.
- 7.7 For **Secondary Schools and Colleges** the threshold for GMICTH involvement is met when at least one of the following criteria is met:
- 5 or more students are confirmed cases in a single school year within 14 days
 - 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases in a staff of 60.
 - 3 (or more) bubbles within the setting contain at least one confirmed case.

- There have been any admissions to hospital amongst students or staff members due to COVID-19.
 - If the setting is for children and young people with special educational needs and disability (SEND).
 - If the setting is a boarding school.
- 7.8 If at least one of these criteria is met the Locality Contact Tracing Single Point(s) of Contact will consider referral to the GMICTH on behalf of the setting.
- 7.9 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.
- 7.10 Once a discussion has taken place between the setting and the GMICTH contact tracer, all confirmed direct and close contacts will be advised to self-isolate for 14 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 6.17 and 6.18 for more details on calculating self-isolation periods.
- 7.11 This discussion will be structured around this Checklist.
- A small icon representing a Microsoft Word document, showing a blue 'W' on a white background with a document outline.
- GM Complex Case
Checklist (1.12.2020).d
- 7.12 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/>
- 7.13 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.
- 7.14 Household members of an identified contact **do not** need to self-isolate unless the contact develops symptoms.

- 7.15 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.
- 7.16 A person identified as a contact will not be tested unless they develop symptoms. If a pupil / student / learner should develop symptoms, then their parent/carer should arrange for tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms.
- 7.17 If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

8. What will happen in the event of a case being identified in an educational setting by the national test and trace system?

- 8.1 Single cases in educational settings will no longer be escalated to local areas for follow up by the national test and trace system.
- 8.2 As such, where a school does become aware of a case, they should ensure it is escalated as per section 6 of this guidance.

9. What should an educational setting do if someone is symptomatic with Covid-19 symptoms, but cannot get a test?

- 9.1 Contact tracing will only normally take place where a case of Covid-19 has been confirmed through testing.
- 9.2 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.
- 9.3 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.

10. Escalating Potential Outbreaks

- 10.1 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 28-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.
- 10.2 If this applies, a discussion should take place between the Education Setting, PHE NW HPT and the Local Contact Tracing Lead to ascertain whether a multiagency outbreak meeting is required.
- 10.3 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.
- 10.4 National guidance recommends holding an OCT if any of the following apply:
- a) there has been serious illness or a death in the setting
 - b) there are a large number of vulnerable people
 - c) there are a high number of cases
 - d) the outbreak has been ongoing despite usual control and infection control measures
 - e) there are concerns on the safe running of the setting or institution
 - f) there are other factors that require multi-agency coordination and decision making

11. Department for Education (DfE) Helpline

- 11.1 A DfE helpline has been established to provide support and advice to educational setting where there is one confirmed case of Covid-19.

11.2 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.

11.3 **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.**

11.4 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.

11.5 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 Single Point of Contact
- Policy & Performance team
- Start Well Team (Early Education and Childcare Providers Only)

12. Additional Guidance

12.1 Additional government guidance for Education Settings can be accessed as follows:

<https://www.gov.uk/coronavirus/education-and-childcare>

12.2 A helpful and simple guide to understanding self-isolation is available via the BBC website: <https://www.bbc.co.uk/news/explainers-54239922>

12.3 A Bolton version of the PHE Northwest Resource Pack is available below:



PHE Guidance
(26.11.2020) Bolton V6

12.4 A Covid Advice note for parents is included below:



Covid 19 Advice for
Parents in Bolton 30.9

12.5 It is also available in a number of other languages below:



SchoolsInfo_Urdu.pdf



SchoolsInfo_Swahili-K
enya.pdf



SchoolsInfo_Somali.p
df



SchoolsInfo_Slovak.p
df



SchoolsInfo_Portugue
se.pdf



SchoolsInfo_Polish.pd
f



SchoolsInfo_Oromo-ESchoolsInfo_Hungaria
thiopian.pdf



SchoolsInfo_Hungaria
n.pdf



SchoolsInfo_Hindi.pdf



SchoolsInfo_Bengali.p
df

Appendix 1: Key Contacts in Greater Manchester

Locality Contacts:

Locality Area	Local CT SPOC E-mail Address	Local Education CT Lead E-mail Address
Bolton Greater Manchester Integrated Contact Tracing Hub Public Health England Northwest Health Protection Team DfE Helpline	Covid19contacttracing@bolton.gov.uk gmhscp.contacttracing@nhs.net ICC.Northwest@phe.gov.uk / 0344 225 0562 (option 3) 0800 046 8687	<ul style="list-style-type: none"> • policyandperformance@bolton.gov.uk • startwell@bolton.gov.uk (Early Education & Childcare only)

Appendix 2: 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.

Appendix 2.1: 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 (<u>early years and childcare only</u>) <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 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

		<ul style="list-style-type: none"> • Startwell@bolton.gov.uk (<u>Early education and childcare only</u>) <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: 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. <p>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.</p>
<p>3. You speak with a contact tracer</p>	<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.

<p>4. Contact tracer gives you advice</p>	<p>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.</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)
<p>5. Alert all relevant parties</p>	<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. (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>
<p>6. Confirm case details with the Local Authority (LA) and Ofsted (early years only)</p>	<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 (<u>Early education and childcare only</u>) <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.

		<p>8. Expected reopening date/return date of the children to school. 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>

The following visual may help in calculating isolation periods:



This reflects a recent change to the national operating model.

Appendix 2.2 Reporting Complex Contact Tracing Cases

Stage	What happens?
1. Notify	<p>Education and childcare settings notify cases to Bolton Contact Tracing as outlined above.</p> <p>The Greater Manchester Integrated Contact Tracing Hub (GMICTH) is responsible for the delivery of Level 1 of the National Test and Trace system across the GM city-region.</p> <p>NTT Level 1 relates to 'complex contact tracing' and the GMICTH is a joint team made up of staff from PHE NW and the GM health and care system, working alongside local areas to support contact tracing that is particularly complex.</p>
2. Criteria	<p><u>Early Years Settings and Primary Schools</u></p> <p>For Early Years Settings and Primary Schools the threshold for GMICTH involvement is met when at least one of the following criteria is met:</p> <ul style="list-style-type: none"> • 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people. • 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60. • 3 (or more) bubbles within the setting contain at least one confirmed case. • There have been any admissions to hospital amongst students or staff members due to COVID-19. • If the setting is for children and young people with special educational needs and disability (SEND). • If the setting is a boarding school. <p>If at least one of these criteria is met the Bolton Contact Tracing Single Point of Contact (SPOC) will consider referral to the GMICTH on behalf of the setting.</p> <p><u>Secondary Schools and Colleges</u></p>

For **Secondary Schools and Colleges** the threshold for GMICTH involvement is met when at least one of the following criteria is met:

- 5 or more students are confirmed cases in a single school year within 14 days
- 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases in a staff of 60.
- 3 (or more) bubbles within the setting contain at least one confirmed case.
- There have been any admissions to hospital amongst students or staff members due to COVID-19.
- If the setting is for children and young people with special educational needs and disability (SEND).
- If the setting is a boarding school.

If at least one of these criteria is met the Bolton Contact Tracing Single Point of Contact (SPOC) will consider referral to the GMICTH on behalf of the setting.

3. Preparing for contact tracing

In order to prepare for contact tracing to take place the setting should prepare as in the action card above and:

- 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.

4. Contact Tracing

Once a discussion has taken place between the setting and the GMICTH contact tracer, all confirmed direct and close contacts will be advised to self-isolate for 14 days starting from the day they were last in contact with the case and should not attend the education setting during that time period.

This discussion will be structured around the checklist.



Educational settings Checklist v6

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/>

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.

Household members of an identified contact **do not** need to self-isolate unless the contact develops symptoms.

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.

A person identified as a contact will not be tested unless they develop symptoms. If a pupil / student / learner should develop symptoms, then their parent/carer should arrange for tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms.

If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>

5. Escalating Potential Outbreaks

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 28-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.

If this applies, a discussion should take place between the Education Setting, PHE NW HPT and the Local Education Contact Tracing Lead to ascertain whether a multiagency outbreak meeting is required.

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.

National guidance recommends holding an OCT if any of the following apply:

- g) there has been serious illness or a death in the setting
- h) there are a large number of vulnerable people
- i) there are a high number of cases
- j) the outbreak has been ongoing despite usual control and infection control measures
- k) there are concerns on the safe running of the setting or institution
- l) there are other factors that require multi-agency coordination and decision making

Appendix 2.3 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 	<p>Chair of Trust / Chair of Governors / CEO / Regional Schools Commissioner (academies only) - You may want to add their phone numbers here in preparation</p>	
<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>	

Appendix 2.4: 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>	

Appendix 3: Template letter advising a child (via parent) to self-isolate for 14 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 14 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].

We have followed the national guidance 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 14 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 1 of a 14 day self-isolation period and where day 15 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>

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 14 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.

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 14 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;
- put used tissues in the bin immediately and wash your hands afterwards.

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 14 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 14 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.

We have followed the national guidance 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 14 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 1 of a 14 day self-isolation period and where day 15 is the day when self-isolation is lifted and you 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>

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 14 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.

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 14 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;
- put used tissues in the bin immediately and wash your hands afterwards.

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 14 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 14 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 childcare provider / nursery / school / college - delete as appropriate].

We have followed the national guidance 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 14 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 1 of a 14 day self-isolation period and where day 15 is the day when self-isolation is lifted and you 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 [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].

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 14 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.

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 14 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;
- put used tissues in the bin immediately and wash your hands afterwards.

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 14 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.

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;
- maintain an appropriate social distance with non-household members of over 2 metres.

Further information is available at 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 14 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.

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;
- maintain an appropriate social distance with non-household members of over 2 metres.

Further information is available at www.nhs.uk/coronavirus.

Yours sincerely

[Insert Name and Role]

Appendix 8a: Calculating self-isolation dates (Summary)

All direct or proximity contacts **must** self-isolate for 14 days following their last contact with the index case.

The date they last had contact with the case is considered day 1 of 14..

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

14 days self isolation would then follow.

Day 14 would be on 14th November and self-isolation would conclude at the end of that date.

The child / staff member can return to school on Day 15 i.e. 15th November.



Appendix 8b: Calculating self-isolation dates (Worked Examples)

Isolation period for contacts in education setting - example



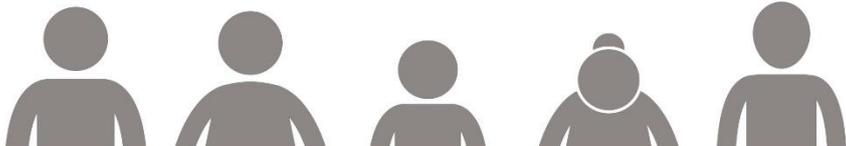
The diagram shows a single grey silhouette of a person on the left, representing the 'Positive Person'. To the right, there are three grey silhouettes of people of different sizes, representing 'Contacts'.

Date	Day	Positive Person	Day	Contacts
1 Oct	-2	Infectious period	1	A person was last in contact with a positive case during their infectious period, they isolate for 14 days from the last date of contact
2 Oct	-1	Infectious period		
3 Oct	1	A positive person developed symptoms on this day and did not come into school*, they isolate for 10 days	2	Isolating at home
4 Oct	2	Isolating at home	3	
5 Oct	3		4	
6 Oct	4		5	
7 Oct	5		6	
8 Oct	6		7	
9 Oct	7		8	
10 Oct	8		9	
11 Oct	9		10	
12 Oct	10		11	
13 Oct	11	Isolation period ends	12	
14 Oct			13	
15 Oct			14	
16 Oct			15	Isolation period ends**

*If a positive person came into school with symptoms – they are also infectious, and contacts would need to be identified.

** provided they are symptoms and covid free in themselves and their household.

Isolation period for household contacts



Day	Person 1	Person 2	Person 3	Person 4	Person 5	
1	I have started with symptoms today so I am going to isolate and get a test	The person I live with has started with symptoms so I am isolating	The person I live with has started with symptoms so I am isolating	The person I live with has started with symptoms so I am isolating	The person I live with has started with symptoms so I am isolating	
2	My test was positive so I am now isolating for 10 days	Because the person I live with tested positive, I am now isolating for 14 days from when their symptoms developed	Because the person I live with tested positive, I am now isolating for 14 days from when their symptoms developed	Because the person I live with tested positive, I am now isolating for 14 days from when their symptoms developed	Because the person I live with tested positive, I am now isolating for 14 days from when their symptoms developed	
3		But on day 3, I started with symptoms (I am getting a test). My test was positive so I am now isolating for 10 days				
4					But on day 4, I started not to feel very well, so I got a test	
5						My test was negative, but I still need to isolate for the 14 days because the person I live with tested positive
6						
7						
8						
9						
10						
11		Isolation ends				
12						
13		Isolation ends	But on day 13, I started with symptoms (I am getting a test). My test was positive so I am now isolating for 10 days			
14						
15					I developed no symptoms, so my isolation ends today	Isolation ends
16						
17						
18						
19						
20						
21						
22						
23			Isolation ends			