

School logo

Date: [DD/MM/YYYY]

Warn and Inform

Dear (Staff member's name),

We have been advised that there has been a confirmed case of COVID-19 within your immediate area of work in our setting.

People who have been in close contact with someone who has tested positive with COVID-19 will be contacted by NHS Test and Trace and instructed to self-isolate and will be advised to take a PCR test, whether or not they have symptoms, and regardless of the test result you will be required to self-isolate for a full 10 days.

There are some groups who may be exempt from self-isolation as a close contacts of a COVID-19 case, these include:

- Children aged under 18 years and 6 months are no longer required to self-isolate if they are a close contact of someone who has tested positive for COVID-19.
- Persons doubly vaccinated, the second vaccine being administered over 14 days ago
- Those participating in a vaccine trial
- Those unable to be vaccinated for medical reasons

Please see the governments 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>

Whilst awaiting the NHS Trace and Trace contacting you, if you do not belong to a group who are exempt from self-isolation (as described above), please speak to (Insert head teacher's name/principal's name/business manager's name) in order to consider your options as soon as possible.

What to do if you develop symptoms of COVID-19

If you develop symptoms of COVID-19, you must isolate, and book a test at

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or by calling 119.

If the test result is positive, you will be required to self-isolate for a period of 10 days from the day symptoms started. **Please inform us if you have a positive test result.**

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).

If you feel newly unwell with Covid-19 symptoms, or feel unwell and are unsure, then please book a PCR test.

Please note people should not need to be re-tested via an LFD test or PCR test within 90 days of a previous confirmed positive test, unless new symptoms develop, in which case they should book a PCR.

How to stay safe and help prevent the spread

There are still cases of COVID-19 in Bolton, and there is a risk you could catch or pass on the virus, even once you are fully vaccinated. There are easy and effective actions we can take to protect ourselves and others around us. Stay cautious to help protect yourself and others.

- If you think you have symptoms stay at home and take a PCR test
- Meet outside, or open windows and doors for indoor visitors
- Wear face coverings in crowded places and on public transport
- Use the NHS COVID19 App and check in to venues when you go out
- Wash your hands with soap regularly, and for at least 20 seconds
- Get vaccinated

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/>

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:

<https://www.bolton.gov.uk/coronavirus-support-1/test-trace-payments>

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

(Insert name and role)