



EAST RIDING

OF YORKSHIRE COUNCIL

**SCHOOL CORONAVIRUS
(COVID-19)
RESPONSE PROTOCOL
SUSPECTED CASES, POSITIVE TEST &
OUTBREAK RESPONSE**

Effective 25th September 2020 until further notice.

East Riding Education & Schools CFS helpline 01482 392419

Issued: 25/09/2020

Version: 3

SCHOOL CORONAVIRUS (COVID-19) RESPONSE PROTOCOL

Aim:

This document has been written to clearly explain the procedures maintained and academy school settings in the East Riding of Yorkshire should follow in the event of a suspected or confirmed case of coronavirus (COVID-19).

This response protocol has been revised from version 2 issued on 1st September 2020, and takes into account changes in national reporting arrangements. **School leaders should follow this guidance from 25th September 2020 and until further notice.**

Summary of changes:

- Changes to reporting arrangements for suspected cases of COVID and confirmed cases of COVID;
- Changes to flowcharts to reflect changes in reporting arrangements;
- Changes to information required/collected when calling CFS COVID contact number 01482 392419 or DfE helpline, found in Form 1 ([Appendix 3](#)). In particular the number of 'X' codes, your school postcode, postcode of suspected/confirmed case (please familiarise yourself with this form)
- We do not need to know about parents/carers.

Informing Process:

There is a **requirement** for schools to contact the local authority to report suspected or confirmed positive cases. Please see the table on page 2 for information about reporting suspected cases.

Schools **must** call the CFS COVID contact number 01482 392419 as soon as a school is made aware of a pupil or member of staff receiving a positive test result. Please follow the actions listed in the table on page 2.

The main symptoms of COVID are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus usually have 1 or more of these symptoms (www.nhs.uk).

For suspected cases of COVID (pupil or staff member)	For confirmed cases of COVID (pupil or staff member)
<p>Use Flowchart 2 for pupils or staff member who becomes symptomatic in school</p> <p>Use Flowchart 3 for pupil or staff member who report with symptoms</p> <p>Complete information relating to symptomatic cases at least daily for every new case.</p> <p>https://www.smartsurvey.co.uk/s/ERSchoolCovidSuspectedCaseResponse/ (See Reporting symptomatic cases on page 3)</p>	<p>See Flowchart 1</p> <p>Step 1: <u>Inform the local authority immediately on notification of a positive COVID test result</u></p> <p>Headteachers and managers must firstly contact the CFS COVID contact number 01482 392419 (24/7 number).</p> <p><u>You must have the information listed in Form 1 (Appendix 3) before this discussion</u> as it will help to inform any required action planning and support an appropriate response.</p> <p>Step 2: <u>Inform the DfE</u></p> <p>Headteachers and managers must then contact the DfE helpline on 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 10.00am to 4.00pm on Saturdays and Sundays.</p>

Schools should remain open unless advised otherwise by the local Public Health Team or the DfE.

Flow charts for different scenarios and the processes to be followed are detailed later in this document. Links to template letters that may be used if required can be found in [Appendix 1](#). These letters have been developed in conjunction with East Riding Public Health and East Riding of Yorkshire Council’s Press Team.

Advice should be sought from the CFS team before communicating to the school community regarding a positive COVID-19 result.

In most cases it is not appropriate to inform the school community of suspected cases of COVID-19 unless asked to do so via the East Riding CFS helpline process or the DfE.

Reporting Suspected Cases

In order to support local intelligence and the planning of support and provision, schools and academies are asked to inform the local authority via an electronic reporting system (<https://www.smartsurvey.co.uk/s/ERSchoolCovidSuspectedCaseResponse/>) when a pupil or staff member becomes symptomatic with COVID-19. Schools and academies only need to report new suspected cases. Nil returns are not required.

The local authority must be notified immediately when a pupil or staff member is informed of a positive test result (see [Flowchart 1](#)).

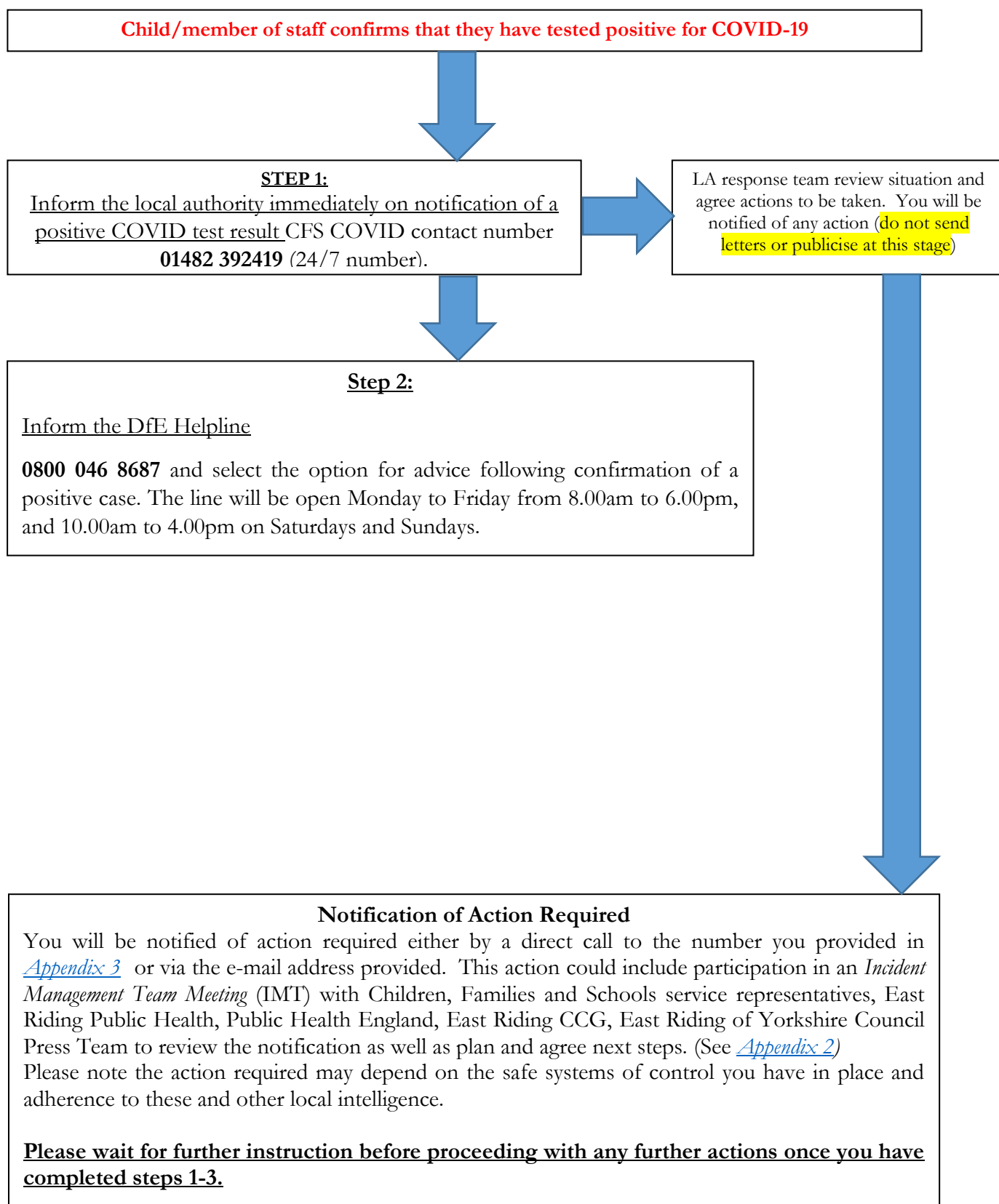
CFS COVID contact number

The East Riding of Yorkshire Council CFS COVID contact number **01482 392419** is for use by headteachers and school leaders only. It is available for the reporting of positive cases and for urgent advice, guidance and support with matters relating to COVID.

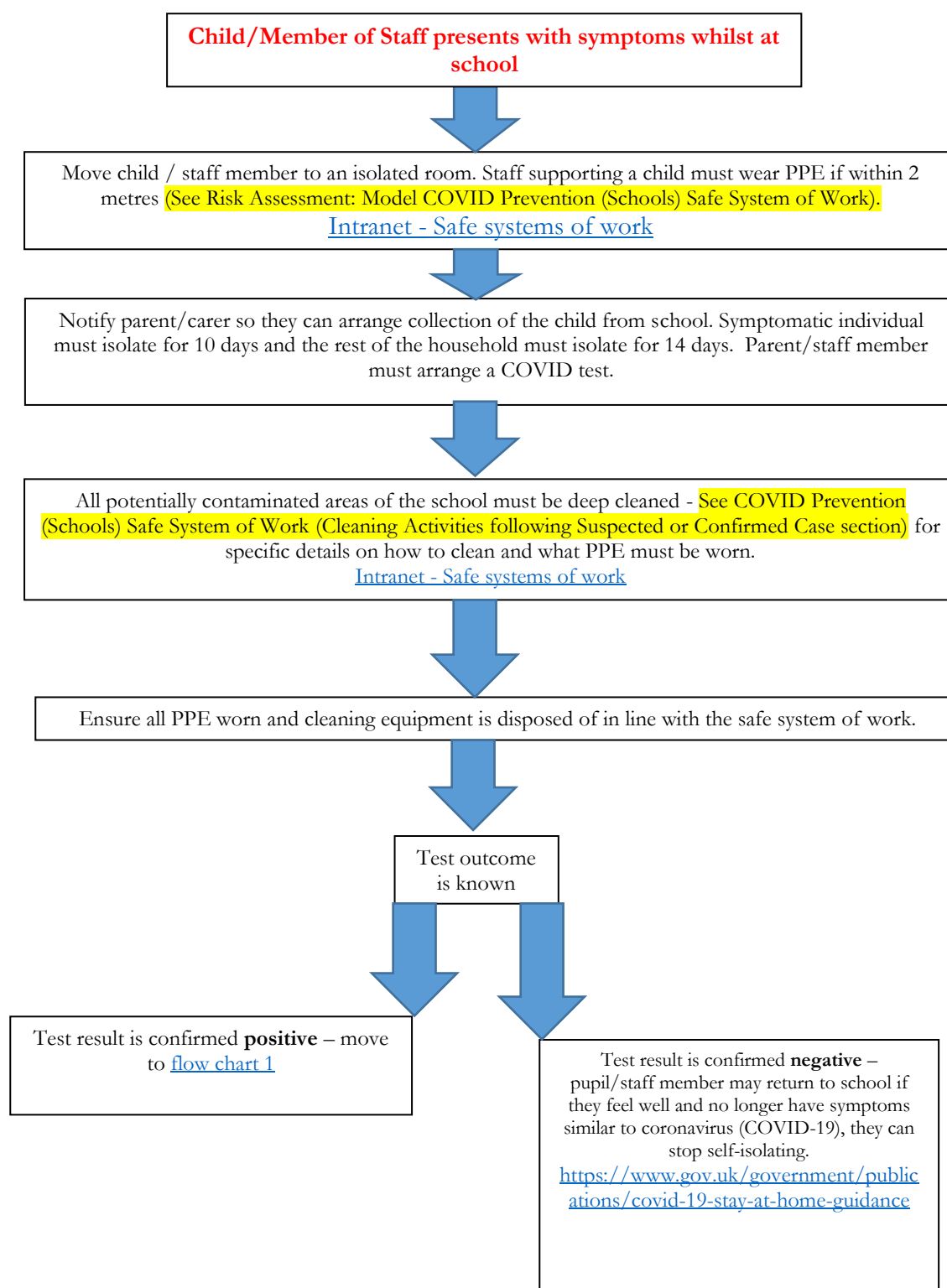
The telephone number is operational 24 hours a day, 7 days a week. If your call diverts to a voicemail, please leave your name and a contact number and your call will be returned as soon as possible.

Emails to the CFS information address (cfsinfo@eastriding.gov.uk) are monitored during office hours only. Please only send emails to this address for matters that are not urgent or do not require an immediate response.

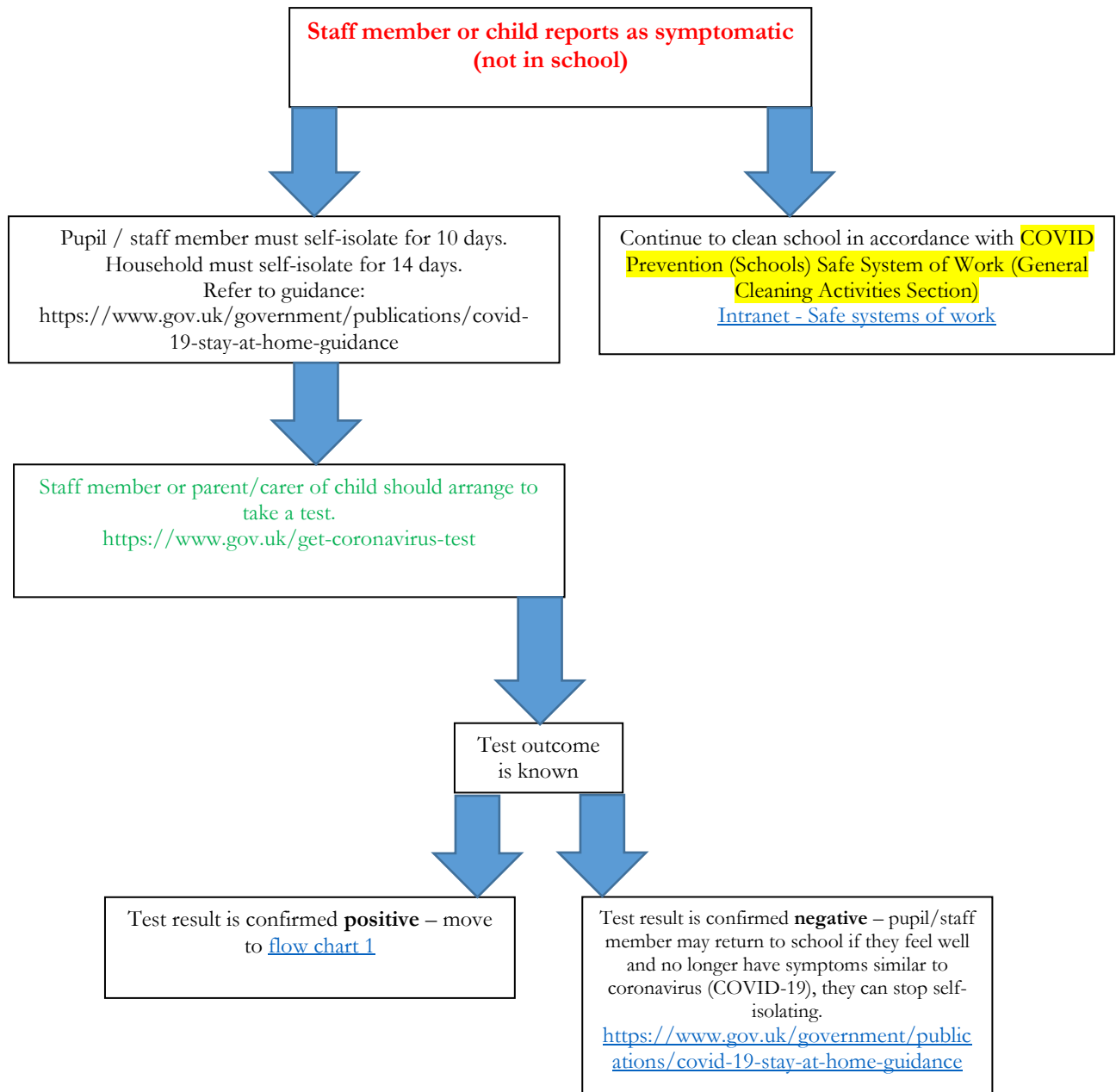
Flow Chart 1



Flow Chart 2



Flow Chart 3



Public Health England Guidance:

Background:

The evidence about safety and transmission of the COVID-19 virus in educational settings indicates that:

- The risk to children is much lower than the general population. While it is not zero, it is extremely rare for COVID-19 to cause serious harm to children.
- Current evidence suggests that transmission is lower in primary age children than secondary age children.
- In terms of the risk to parents, while there are individual factors that need to be considered, the majority of parents of school children are also in an age group that is not at significantly greater risk of harm from COVID-19.
- A high proportion of educational practitioners are also in a low-risk age group. However, individual raised risks need to be considered.

It continues to be important that educational and childcare settings observe guidance on hand and respiratory hygiene, social distancing, and infection prevention and control to reduce the risk of transmission amongst pupils and staff.

Advice and guidance enquiries:

Education settings can contact East Riding of Yorkshire Council Public Health for advice and guidance via the CFS COVID contact number (01482 392419).

Education settings must notify the Local Authority and Department for Education, via the CFS COVID contact number of all positive test results.

We would encourage all staff in schools to download the new NHS Track and Trace app launched on the 24th September 2020.

Key Information Requirements:

The information provided by schools will form part of the East Riding local COVID-19 surveillance. Educational settings' notifications and surveillance data will help monitor COVID-19 activity across the local area and will inform the East Riding Outbreak Management and Prevention Group led by the Director of Public Health.

Surveillance data analysis will help in identifying the size, scope, source and reason for any new cases of COVID-19.

Schools responding to any infection - Information on next steps:

In the event of a suspected and/or confirmed case of COVID-19 in school, schools must follow the notification protocol by contacting CFS team and the Department for Education.

Schools must ensure that staff members and parents/carers understand what they will need to do if they or a child in their care begins to display symptoms. School staff and parents/carers must be ready to:

1. [Book a test](#) if they or their child are displaying symptoms.

Anyone displaying symptoms of coronavirus (COVID-19) can and should get tested. Tests can be booked online through the [NHS testing and tracing for coronavirus](#) website, or order by telephone via NHS 119.

Schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, only where they think providing one will significantly increase the likelihood of them getting tested.

Staff, pupils and parents/carers must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

2. Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.

The NHS Test and Trace service ensures that anyone who has developed symptoms can be quickly tested and close contacts can quickly be identified and provided with self-isolation advice to stop the spread of the virus.

Parents/carers should provide NHS Test and Trace with a list of individuals they or their child have come in close contact with if they test positive.

Schools must ensure they have a list of contacts the child or staff member may have had close contact with whilst in school.

3. [Self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Further guidance for schools on responding to any infection with the school setting can be found [here](#). The UK Government will update this guidance as new advice is provided.

Appendix 1

Template letters

East Riding of Yorkshire Council Children and Young People, Education and Schools team have produced template letters for educational settings to distribute to parents/guardians in the event of:

- Child/member of staff confirmed case of COVID-19 – Letter to parents of classmates [Letter 1A]
- Child/member of staff confirmed case of COVID-19 – Letter to staff [Letter 1B]
- Child/member of staff confirmed case of COVID-19 – Letter to parents of non-classmates [Letter 1C]

All letters are available here:

<https://www.eastriding.gov.uk/EasysiteWeb/getresource.axd?AssetID=770355>

In line with DfE guidance, schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Advice should be sought from the CFS team before communicating to the school community regarding a positive COVID-19 result.

In most cases it is not appropriate to inform the school community of suspected cases of COVID-19.

Appendix 2

Outbreak Control

The majority of incidents and outbreaks are dealt with as part of normal acute service provision within the PHE Centre and do not impact greatly on routine services or require an Incident Management Team (IMT) to be convened.

The decision to establish an IMT must be taken based on an assessment of the inherent risks by the key stakeholders – primarily the Director of Public Health (DPH) in conjunction with the Public Health England Consultant in Communicable Disease Control.

To undertake the initial risk assessment, the following are considered:

- Confirmation of the validity of the initial information received;
- Consideration of the diagnosis (possible, probable or confirmed);
- Common factors between cases and/or epidemiological links;
- Determination of the availability of clinical or environmental samples/specimens;
- Formation of a preliminary hypothesis.

There are many minor outbreaks and clusters of disease that occur in England and in the East Riding every year that are managed satisfactorily without the need to convene an IMT. However, not convening an Incident or Outbreak Control Team does not necessarily mean that there are no public health actions required.

The ongoing threat of localised COVID-19 outbreaks will continue for some time and this protocol concentrates on dealing with those outbreaks at a Local Authority level.

Where the DPH considers the available data and evidence meets, or may escalate to meeting the threshold, he will authorise the appropriate action.

Appendix 3

FORM 1

This form has been created to capture the information required before and during a telephone conversation with the East Riding CFS COVID contact number and DfE Helpline, where you have notification of a positive test result. It will also help you gather the right information in advance of using the ER online reporting tool.

<https://www.smartsurvey.co.uk/s/ERSchoolCovidSuspectedCaseResponse/>

SECTION 1 – INFORMATION FROM SCHOOL			
Date of call to CYPES		Time of call to CYPES	
Name of school		Headteacher	
Name of school contact		Role	
School contact telephone (include number for out of hours contact)		School contact email	
School postal address including postcode		Postcode of confirmed individual	
Initials of confirmed individual		Year group affected	
Total number of pupils in school			
Total number of staff in school			
Total number of pupils marked with the 'X' code			
Total number of people potentially affected	Teaching staff		
	Support staff (have these been across other bubbles)?		
	Pupils		
Number of classes affected / 'bubbles' affected		CYPES Call handler	
		CYPES lead Officer for the school	
Notes from conversation with school contact			
<i>Please consider: mode of travel to school, corridors, staircases, dining arrangements, break time arrangements, elevators, face coverings, entry onto and off site, staff rooms, zoning in school for staff and pupils, teaching areas in classrooms, pupil seating plans, movement around school (what does this look like)</i>			
Actions			