

Having Standard Operating Procedure for **Managing Covid-19 Cases** in Educational Settings from December 2021

Schools/settings are no longer required to inform the LCRC of individual confirmed Covid-19 cases, however, you are asked to continue to inform the relevant member of the Havering Education Team of any confirmed cases within your setting:

Early Years:

Celia.freeth@haverling.gov.uk
01708 433802 / 07920 027976

Secondary:

Susan.sutton@haverling.gov.uk
01708 434142 / 07870 220234

AP / Post 16:

Darren.purdie@haverling.gov.uk
01708 434940 / 07980 005905

Primary:

Grahame.smith@haverling.gov.uk
01708 433942/ 07751 384409

Special:

Caroline.penfold@haverling.gov.uk
01708 431743/ 07773 588482

START HERE

Pupil/staff member develops Covid-19 symptoms:

When a pupil/staff member develops Covid-19 symptoms, they should not come into school/the setting (see full guidance).

If anyone develops COVID-19 symptoms at school/the setting, however mild, they need to go home avoiding using public transport with pupils, wherever possible, being collected by a member of their family or household and access a PCR test.

A See appendix A: Symptomatic pupils/staff in school/settings.

Pupil/staff member receives a positive Covid-19 test result:

(NB: all positive lateral flow test (LFT) results need to be confirmed with a PCR test within 2 days whilst the individual continues to self-isolate. Isolation ends if their PCR test result is negative).

All cases should be recorded on a Covid-19 log

Confirmed Covid-19 cases MUST isolate for 10 days from their first symptoms (or test date if asymptomatic)

Anyone who tests positive having taken a PCR test will still need to self-isolate regardless of their age or vaccination status.

B For isolation details, please see appendix B.

Pupil Covid-19 cases

Contact tracing is no longer undertaken by the school/setting.

NHS Test and Trace/local Contact Tracing Teams will directly contact parents/carers of pupil cases to **identify close contacts**.

Schools/settings may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

If schools/settings are informed of a confirmed pupil case of the Omicron variant of COVID-19 in early years (including nursery/reception), contacts of the confirmed case should be advised to self-isolate.

Staff Covid-19 cases

For all cases relating to staff, please also see the guidance for workplaces:

NHS Test and Trace in the workplace

C **For close contact info, please see appendix C.**

FOR REFERENCE: Close contacts (including household contacts) who:

- are under the age of 18 years and 6 months
- are adults who have had their second Covid-19 vaccine more than 14 days ago
- have taken part in/are currently part of an approved COVID-19 vaccine trial
- are not able to get vaccinated for medical reasons

DO NOT NEED TO ISOLATE

But they should **book a free PCR Covid-19 test** and follow the **guidance to reduce the risk to others**.

Close contacts who are aged under 5 years are advised to take a PCR test only if the positive case is within their own household.

(NB: close contacts do not have to isolate whilst awaiting the result)

Close contacts should not have a PCR test within 90 days of a previous positive Covid-19 test

Close contacts not within the exemption definition above:

(i.e. have been identified as a contact of a suspected or confirmed case of the Omicron variant of Covid-19 regardless of age or vaccination status; are over the age of 18 years and 6 months who have not had a second Covid-19 vaccine more than 4 days ago; in a vaccine trial; or not able to have the vaccine.)

need to **ISOLATE FOR 10 DAYS** from their last contact with the confirmed Covid-19 case (day 0 being the last contact, day 1 the next day and so on).

In view of the delay in some unvaccinated staff (who are identified as close contacts) being officially notified to self-isolate by NHS Test & Trace, Schools/Settings should consider identifying unvaccinated staff, who are close contacts, and advising them not to attend the setting for 10 days as soon as they are made aware of a confirmed case.

B **For isolation details, please see appendix B.**

Threshold for reporting Covid-19 outbreaks

Have:

- 5 children, pupils, students or staff, who are likely to have mixed closely*, tested positive for COVID-19 within a 10-day period (2 in a special school or setting with fewer than 20 people (including children/young people and staff)?

OR

- 10% of children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day period

WHICHEVER IS REACHED FIRST

OR

- Has the confirmed Covid-19 case been hospitalised or died?

*Identifying a group that is likely to have mixed closely will be different for each setting

D (see appendix D for details)

NO

No further action/ escalation required by the school/ setting.

Continue to keep a log of confirmed Covid-19 cases

YES

If the answer is yes to any of the above questions, please contact LCRC and LA by either:

Time:	How?	Where to?
Anytime	Via email	Send case details to relevant Local Authority email and use the template to notify the LCRC: LCRC@phe.gov.uk
8.30am – 5.00pm MONDAY to FRIDAY	Phone	Member of the Education Team relevant for your setting / phase (See the beginning of this flowchart) OR the LCRC: 0300 303 0450 Outbreak management actions will not need to be taken out-of-hours with decisions taken and advice given in school/office hours only

School/setting will be advised on Covid-19 outbreak management in line with infectious disease management in educational settings.

E This is likely to include actions as described in appendix E.

F Links to guidance and further information in appendix F.

Appendices A-F

A

Appendix A: Symptomatic pupils in school/settings

- If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so and a window should be opened for fresh air ventilation.
- Appropriate PPE should also be used if close contact (within 2 metres) is necessary.
- Further information on this can be found in the [use of PPE in education, childcare and children's social care settings guidance](#).
- Any rooms they use should be cleaned after the symptomatic person has left.

If a parent or carer insists on a symptomatic pupil attending the school/setting, a decision can be taken to refuse the pupil if, in the reasonable judgement of school leadership teams, it is necessary to protect other pupils and staff from possible infection with Covid-19.

B

Appendix B: Isolation information

The isolation period for close contacts of a confirmed Covid-19 case WHO ARE NOT EXEMPT FROM ISOLATION

(i.e. have been identified as a contact of a suspected or confirmed case of the Omicron variant of Covid-19 regardless of age or vaccination status; are over the age of 18 years and 6 months who have not had a second Covid-19 vaccine more than 4 days ago; in a vaccine trial; or not able to have the vaccine.)

- **10 days from the last contact so in a school/setting**, that is 10 days from the last day the infected pupil/staff member attended the setting.
 - **Day 1 of isolation is the next day.**
- The confirmed case should isolate for 10 days from the date of the onset of symptoms (or test date if asymptomatic).
- **If the case was not symptomatic when they tested positive and then develop symptoms**, their isolation needs to be extended to 10 days from the first symptom.
 - **If a close contact of a case in the school/setting is not exempt from isolation**, only the close contact themselves (not their household members) have to isolate.
 - **If they become symptomatic during isolation**, they should access a PCR Covid-19 test.
 - **If they test negative**, they must complete the full 10-day isolation as they could develop Covid-19 at any time during the 10 days.
 - **In view of the delay in some unvaccinated staff** (who are identified as close contacts) being officially notified to self-isolate by NHS Test & Trace, Schools/Settings should consider identifying unvaccinated staff, who are close contacts, and advising them not to attend the setting for 10 days as soon as they are made aware of a confirmed case.

Full details are in the [guidance](#)



Appendix C: Identification of close contacts

Contact tracing for confirmed Covid-19 cases in schools/settings will be conducted by NHS Test and Trace or through local contact tracing teams. In exceptional circumstances, education and childcare settings may be contacted by contact tracers if deemed necessary by local health protection teams in response to a local outbreak, as currently happens in managing other infectious diseases.

In this scenario settings may share proportionate and relevant information as requested by NHS Track and Trace/local contact tracing team/Local Authority without consent. The sharing of information in these exceptional circumstances does not require consent as it is enabled by specific legislation, but to support this, the existing privacy notices should continue to be in place and be easily accessible.

FOR REFERENCE: Identification of close contacts of Covid-19 cases:

- 1) The infectious period of the confirmed case is considered:
2 days prior to symptoms showing (or 2 days prior to test for asymptomatic cases) and 10 days afterwards WHEN THE CASE WAS IN THE SCHOOL/SETTING
- 2) FOR THIS PERIOD, the school/setting consider the close contact types – Pupils/Staff/Contractors/Visitors

Definition of a Close Contact:

- anyone who lives in the same household as another person who has Covid-19 symptoms or has tested positive for Covid-19
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for Covid-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of a confirmed case for 15 minutes or longer (either as a one-off contact, or added up together over one day)
- travelling in a small vehicle, like a car, or aeroplane with a confirmed case

If a school/setting is aware that there are close contacts who have not been notified they are a contact, they can advise them to access a free PCR test (not whole classes) If schools/settings are informed of a confirmed pupil case of the Omicron variant of COVID-19 in early years (including nursery/reception), contacts of the confirmed case should be advised to self-isolate.

Full guidance on contact definitions is [here](#) Full Infectious period: from 2 days prior to symptom onset (or the date of the test if asymptomatic) to 10 days after.

In exceptional cases only, settings may decide to refuse a pupil if, in the setting's reasonable judgement, it is necessary to protect those within the setting from possible infection with Covid-19. The decision would need to be carefully considered in light of all the circumstances and current public health advice.

Individuals should only be asked to stay home for Covid-related reasons if:

- they are symptomatic
- they have tested positive with a PCR or LFD (they may return to the setting if a positive LFD result is followed by a negative PCR within 2 days) information.

Settings should consider whether individuals in their setting (taking account of factors such as known vulnerability) need to be informed of a positive case. When informing individuals of a positive case, the setting should not disclose any information that could result in an individual being identified. Settings may make their own decisions on how they wish to communicate the information.



Appendix D: Guidance for defining cases who have mixed closely

Identifying a group that is likely to have mixed closely will be different for each setting as follows:

In early years:

- a childminder minding children, including their own
- childminders working together on the same site
- a nursery class/group and their staff
- a friendship group who often play together
- staff and children taking part in the same activity session together

For primary, secondary, special schools and alternative provision:

- a form group or subject class
- smaller intervention groups
- a friendship group sat together/mixing at lunch/break times
- a sports team
- a group in before after-school care or activity session
- pupils or staff who travel to and from school together (including walking groups, cycling groups and school transport)

For wraparound childcare or out-of-school settings:

- a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- staff and children taking part in the same class or activity session together
- children who have slept in the same room or dormitory together

For further education colleges:

- students and teachers on practical courses that require close hands-on teaching, such as hairdressing and barbering
- students who have played on sports teams together
- students and teachers who have mixed in the same classroom/seminar/teaching space
- students who have mixed socially during break/ lunchtimes



Appendix E: Possible Covid-19 outbreak management actions

Actions to consider once a threshold is reached:

At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place.

Settings should also consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment
- whether bubbles/ zoning to keep classes/year groups apart could be introduced.

Schools/settings may wish to seek additional public health advice from the LCRC if they are concerned about transmission in the setting, either by emailing OR phoning your local Public Health team OR the LCRC@phe.gov.uk or phoning 0300 303 0450.

A Director of Public Health or LCRC may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above.

Additional actions that could be advised by public health experts:

If you have contacted either your local authority Public Health team OR LCRC and they subsequently judge that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:

- 1. Strengthened communications** to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting
- 2. Temporarily reinstating face coverings for pupils/students**, staff and visitors in indoor and/or communal spaces in secondary schools, colleges and for staff in primary, early years, out-of-school and specialist settings. This should be for two weeks in the first instance, pending regular review
- 3. Reinstating on-site rapid LFD testing** in secondary schools and colleges for a two-week period to encourage uptake of twice weekly testing
- 4. Increased frequency of testing**
- 5. Consider limiting:**
 - residential educational visits
 - open days
 - transition or taster days
 - visitors, including visiting professionals - consider virtual meetings where possible
 - parental attendance in settings
 - live performances in settings

Local authorities, Directors of Public Health and/or Health Protection Teams may recommend these precautions in individual settings or across an entire area.

They will work closely with their Regional Partnership Teams and keep the situation under regular review.

They will inform settings when it is appropriate to stop additional measures, or if they should be extended.

E Appendix E: Possible Covid-19 outbreak management actions (Continued)

Attendance restrictions:

High quality face-to-face education remains a government priority and research has shown that the impacts of missing face-to-face education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a Director of Public Health may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak).

High-quality remote learning should be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.

Attendance restrictions should only ever be considered as a short-term measure and as a last resort:

- for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or
- across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

F Appendix F: Further information

NATIONAL GUIDANCE

National guidance for each setting published on GOV.UK (links below):

[Early years](#)

[Schools](#)

[FE colleges and providers](#)

[Contingency Framework](#)