

What to do in the event of Suspected Cases of COVID-19

CHILD / STAFF BECOMES UNWELL WITH COVID-19 SYMPTOMS IN SETTING

SETTING ACTION:

1. Arrange for child/staff to go home
2. Isolate in a well-ventilated room, if possible, whilst waiting to be collected. Each individual unwell person to be isolated from other unwell individuals.

If supervised, keep 2m away

If less than 2m, PPE to be worn

3. Advise to stay at home (at least 10 days from start of symptoms) and arrange for a test **make an appointment**
4. Household members to self-isolate for 14 days or until negative test result received
5. Advise to share test result with the setting

MAIN SYMPTOMS:

- New continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours)
- Fever (temperature of 37.8 or higher)
- Loss of sense of taste or smell (anosmia)

SETTING RECEIVES TEST RESULT FROM PARENT/ STAFF (24-48 HOURS):

- **Negative result:** Child/Staff can return to setting if well and no symptoms (no raised temperature for 48 hours)
- **Positive Result:** Follow "Confirmed Case" flow chart
- **Void/Unclear Result:** Continue to self-isolate and arrange retesting

SETTING IS NOTIFIED OF SYMPTOMATIC CHILD / STAFF

SETTING ACTION:

1. Ensure child/staff does not attend setting
2. Advise to stay at home (at least 10 days from start of symptoms) and arrange for a test **make an appointment**
3. Household members to self-isolate for 14 days or until negative test result received
4. Advise to share test result with the setting

What to do in the event of Confirmed Case of COVID-19

SETTING INFORMED OF POSITIVE TEST (STAFF / CHILD)

ACTIONS BY THE SETTING

Setting to contact DfE Helpline **0800 046 8687**
Selecting the correct option to report a positive test result / confirmed case of COVID-19
Setting to inform the relevant member of the Havering Education Services Team of a positive test, and/or full/partial closure:
Early Years: Celia.freeth@haverling.gov.uk
Primary: Grahame.smith@haverling.gov.uk
Secondary: Susan.sutton@haverling.gov.uk
Special: Caroline.penfold@haverling.gov.uk
AP / Post 16: Darren.purdie@haverling.gov.uk
(Who will inform Local Public Health Team)

PUBLIC HEALTH TEAM /CONTACT TRACER ACTION:

- Contact Setting and confirm information
- Identify direct and close contacts of positive case
- Risk Assessment
- Advise which contacts should self-isolate
- Advise required action for the setting
- Provide letters for setting to send

POSSIBLE OUTBREAK IN A SETTING:

- Setting informed of 2 or more confirmed cases
- Setting identifies high reported absence due to suspected cases

London Coronavirus Response Cell will be alerted and provide additional support to the setting.