



Covid Prevention: Sickness Policy – Track and Trace

This document outlines additional risk management based on the guidelines provided by the government GOV.UK – Guidance for full opening of schools / July 2020. These highlight nine key areas for consideration – this document supports the delivering of those areas alongside the schools Post Covid Sickness Policy and Post Covid Cleaning Expectations and Monitoring

1. People who are ill stay at home	Response to Covid 19: Sickness Policy
2. Robust hand hygiene	School Risk Assessment: Prevention of Covid 19
3. Robust respiratory hygiene ‘Catch it, bin it, kill it’	School Risk Assessment: Prevention of Covid 19
4. Enhanced and monitored cleaning	Prevention of Covid 19: Cleaning Expectations and Monitoring
5. Where possible, social distancing – minimise contact	School Risk Assessment: Prevention of Covid 19
6. PPE for soiling and first aid	School Risk Assessment: Prevention of Covid 19
7. NHS Trak and Trace	Response to Covid 19: Sickness Policy
8. Managing cases amongst school community	Response to Covid 19: Sickness Policy
9. Containing outbreak with local health protection team	Response to Covid 19: Sickness Policy

They are additional measures to our normal class / activity risk assessments. All normal risk assessments must be followed as per school policy.

STAFF ILLNESS & REPORTING

Staff are required to report all sicknesses to the school office (via telephone). Staff suspected of showing symptoms of COVID-19 or who have been in close contact with anyone showing symptoms, **must stay at home, call 119 for advice**, then phone the school specifying COVID-19 as the reason for being off. This will include staff and families being contacted by the GOV. Track and Trace System. They may cite this as a reason in the following circumstances:

They may cite this as a reason in the following circumstances:

- They are showing symptoms
- Someone in their house hold is showing symptoms
- Someone in their house hold has a confirmed case of COVID-19

- They have been in contact with anyone showing symptoms
- They have been contacted by GOV. Track and Trace System

The symptoms are:

- **high temperature** – this means they feel hot to touch on their chest or back / temperatures has been taken using a forehead monitor at school
- **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)
- **loss or change to your sense of smell or taste** – they have told us that they are unable to smell or taste anything

If a member of staff is showing symptoms or a member of their household, they will be directed to book a key worker test as below:

<https://www.gov.uk/apply-coronavirus-test> **call 119 for advice and testing**

Contact: If you are unsure about contact you have had with people inside or outside your household, you must call 119 to seek advice and follow instruction given to you. (See Contact section)

The school will record all cases and suspected cases of COVID-19 in order to assist with monitoring / cleaning and dynamic risk assessments.

Positive tests will be reported directly to the Local Health Protection Team by the school

Results near PO9 4LR:

- PHE Hampshire and Isle of Wight Health Protection Team (South East)
Fareham Borough Council Civic Offices, Civic Way
Fareham
PO15 7AZ

[View on Google Maps](#)

[View on Open Street Map](#)

Phone: [0344 225 3861](tel:0344-225-3861) option 1 to 4 depending on area then option 1

Out of hours for health professionals only: please call 0844 9670082

STAFF MANAGEMENT RESPONSIBILITY

It is the duty of the GB and school management team to monitor the wellness of all staff. If the GB or school management team is concerned about the symptoms a member of staff is showing they may ask the staff member to go home and to book a COVID-19 test. Results of the test must be reported to the school immediately.

<https://www.gov.uk/apply-coronavirus-test> **call 119 for advice and testing**

- **high temperature** – this means they feel hot to touch on their chest or back / temperatures has been taken using a forehead monitor at school
- **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)
- **loss or change to your sense of smell or taste** – they have told us that they are unable to smell or taste anything

PUPIL ILLNESS & REPORTING

All pupils are required to report all sicknesses to the school office (via telephone). Children suspected of showing symptoms of COVID-19 or who have been in close contact with anyone showing symptoms, **must stay at home, call 119 for advice**, then phone the school specifying COVID-19 as the reason for being off. This will include children and families being contacted by the GOV. Track and Trace System. They may site this as a reason in the following circumstances:

They may site this as a reason in the following circumstances:

- They are showing symptoms
- Someone in their house hold is showing symptoms
- Someone in their house hold has a confirmes case of COVID-19
- They have been in contact with anyone showing symptpoms
- They have been contacted by GOV. Track and Trace System

The symptom are:

- **high temperature** – this means they feel hot to touch on their chest or back / temperatures has been taken using a forehead monitor at school

- **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)
- **loss or change to your sense of smell or taste** – they have told us that they are unable to smell or taste anything

Someone in their house hold is showing symptoms – in this case they will be absent from school for a minimum of 14 days

Someone in their house hold has a confirmed case of COVID-19 – in this case they will be absent from school for a minimum of 14 days

If they are showing symptoms – in this case they will be absent from school for a minimum of 10 days

If they have a confirmed case of COVID-19 – in this case they will be absent from school for a minimum of 10 days

They have been contacted by GOV. Track and Trace System – in this case they will be absent from school for a minimum of 14 days

In any of these circumstances absences may increase due to other household members becoming ill.

If a pupil is showing symptoms or a member of their house hold, they will be directed to book a test as below:

<https://www.gov.uk/apply-coronavirus-test> call 119 for advice and testing

Contact: If you are unsure about contact you have had with people inside or outside your household, you must call 119 to seek advice and follow instruction given to you. (See Contact section)

The school will record all cases and suspected cases of COVID-19 in order to assist with monitoring / cleaning and dynamic risk assessments.

Positive tests will be reported directly to the Local Health Protection Team by the school

Results near PO9 4LR:

- PHE Hampshire and Isle of Wight Health Protection Team (South East)
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Phone: [0344 225 3861](tel:03442253861) [option 1 to 4 depending on area then option 1](#)

Out of hours for health professionals only: please call 0844 9670082

STAFF MANAGEMENT RESPONSIBILITY

It is the duty of the GB and school management team to monitor the wellness of all pupils. If the GB or school management team is concerned about the symptoms a pupil is showing they will phone guardian and ask for immediate collection.

<https://www.gov.uk/apply-coronavirus-test> **call 119 for advice and testing**

- **high temperature** – this means they feel hot to touch on their chest or back / temperatures has been taken using a forehead monitor at school
- **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)
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TESTING AND REPORTING

Where possible Staff, Parents and Children will be directed to the GOV. guidance for testing as stated in this document. In the following exceptional circumstances a kit may be sent home:

- They have developed symptoms while at school or your college, and
- We believe they may have barriers to accessing a test elsewhere

- We believe that if you sent the individual home without a kit, they would not receive a test at all

In these exceptional circumstances the school will consider factors that may prevent parents from testing in the standard way – test centres or ordering a home kit via the 119 number.

These ‘exceptional circumstances’ will be based on additional factors such as these examples: mobility, communication, home circumstances etc.

Under no circumstances are tests to be used in school. Information on using tests at home can be found on TP ‘School Testing Information’. Teaching staff should talk through the instructions with parents/career before sending the kits home.

CONTACT – WHAT DOES THIS MEAN

A ‘contact’ is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- 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 someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

Contacts of a person who has tested positive for COVID-19 need to self-isolate at home because they are at risk of developing symptoms themselves in the next 14 days and could spread the virus to others before the symptoms begin

If you are a contact of someone who has tested positive for COVID-19, then you will be notified by the NHS Test and Trace service via text message, email or phone. If you are notified, please follow the guidance in this document closely.

If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance, for example, social distancing, hand-washing, and covering coughs and sneezes.

This guidance does not include health care workers and others working in health and social care settings, who should follow [separate guidance](#).

GOV GUIDELINES WILL BE ADHERED TO BY STAFF, PARENTS AND FAMILIES AS BELOW

Response to any infection

7. Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils 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
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all 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, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

9. Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

