



Public Health
England

Protecting and improving the nation's health

COVID-19 Resource Pack for Educational Settings in Yorkshire and the Humber.

Intended audience:

- Schools
- Special Schools
- Residential (boarding) schools
- FE colleges

Version 01.00

23 June 2020

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Please note

As COVID-19 is a rapidly evolving situation, guidance may change at short notice.

Please check the date and version of this guidance on Page 1.

We advise that you refer to the [schools guidance on gov.uk](#) in addition to this document, and updates from PHE and your local authority.

Key local contacts are given on page 5.

Section 1: Local Area Key Contacts

If you have 1 or more child or staff member in your school who has **TESTED POSITIVE**

(this means they are a CONFIRMED case of COVID-19)

Please call:

Public Health England Yorkshire and Humber Health Protection Team on:

0113 386 0300

A member of the Health Protection Team will be available 24/7 to advise.

If you have 1 child or staff member in your school who has symptoms but has not been tested yet see Section 3 of this document.

You do not need to notify the PHE Health Protection Team

Please complete the LA provided template which has been provided separately (details of where to send this are included on the document. This document will be used to assist monitoring of local cases).

The appendices to this document (Appendix 1 and 2) are for internal school use only and if they contain personal information should not be circulated wider in line with GDPR requirements.

For other COVID-19 queries related to educational settings, please see the Local Authority website at www.Rotherham.gov.uk.

If you have a general enquiry about guidance for COVID-19 in educational settings please call or email the DfE helpline. This should not be used to notify or seek advice on possible or confirmed cases.

0800 046 8687

DfE.CoronavirusHelpline@education.gov.uk

Section 2: COVID-19 key messages

What are the symptoms?

The main symptoms of COVID-19 are:

- new continuous cough and/or
- fever (temperature of 37.8°C or higher)
- Loss of or change in, normal sense of taste or smell (anosmia)

What is the mode of transmission?

COVID-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre). These droplets can be directly inhaled by the person, or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

What is the incubation period?

The incubation period (i.e. time between exposure to the virus and developing symptoms) is between 1 and 14 days (median 5 days).

When is a person infectious?

A person is thought to be infectious 48 hours before symptoms appear, and up to seven days after they start displaying symptoms. If someone without symptoms tests positive then it is from 48 hours before the positive test till 7 days after the test result.

Are children at risk of infection?

Children of all ages can catch the infection but children make up a very small proportion of COVID-19 cases with about 1% of confirmed cases in England aged under 19 years. Children also have a much lower risk of developing symptoms or severe disease.

Can children pass on the infection?

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease but the evidence so far from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse. This is unlike 'flu.

Confirmed Case definition

- Someone who has tested positive for COVID-19 with or without symptoms (new continuous cough, temperature or anosmia).

Contact definitions

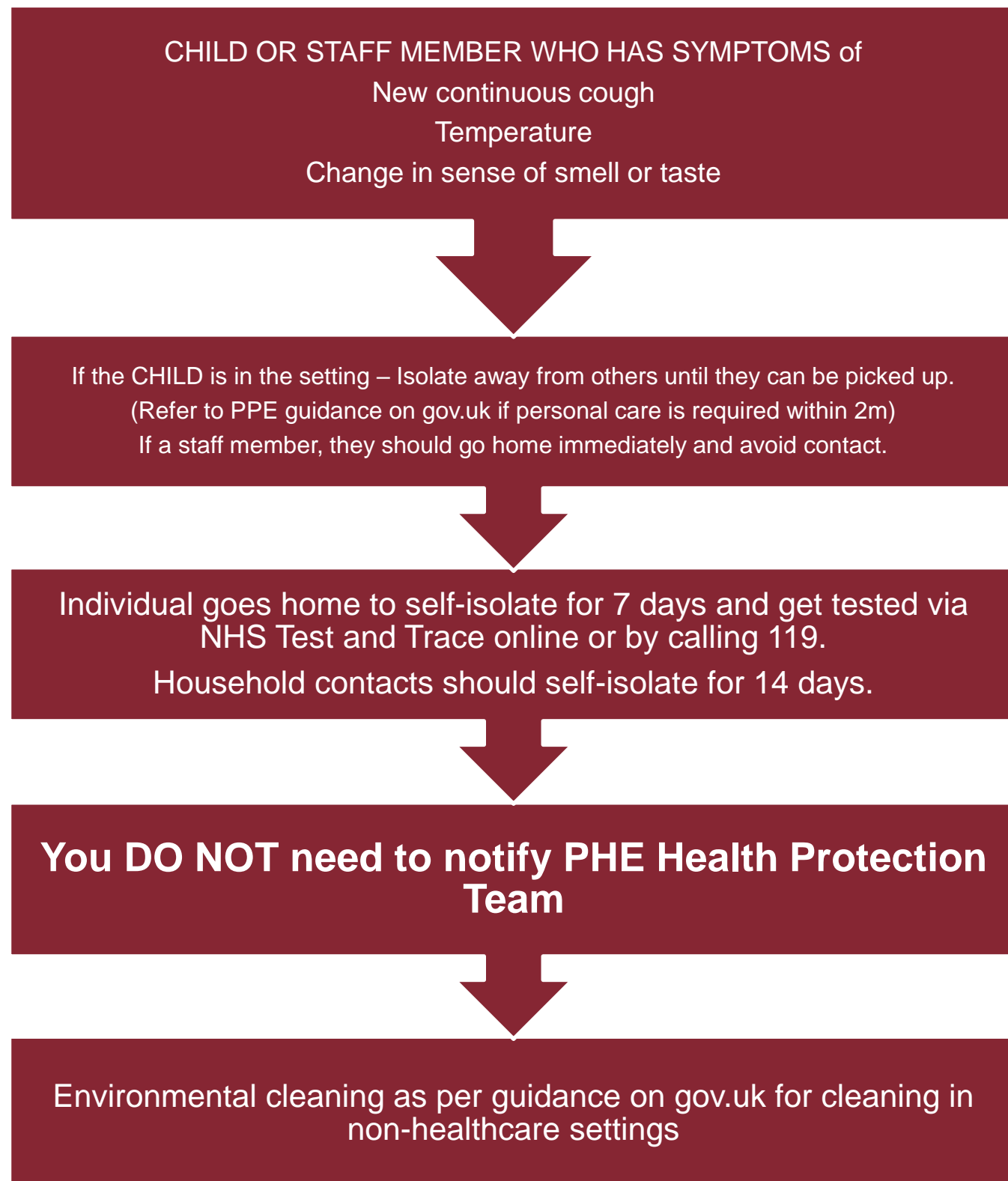
A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic (or 2 days before a test if no symptoms) up to 7 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- 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

More guidance on contacts is available at:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Section 3: Management of a child or staff member with COVID-19 like symptoms.



Pupils or staff who develop COVID-19 symptoms

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate for 7 days from the onset of symptoms. They should not attend school and should follow the steps below.

- Parent/Carer or staff member should notify the school of their absence
- School should record and keep minimum dataset (see suggested template in Appendix 1): Reason for absence, date of onset of symptoms, symptoms, class etc.
- Direct to [Stay at home](#) guidance for isolation advice for child/staff member and their households. The person with symptoms should isolate for 7 days starting from the first day of their symptoms. The rest of their household should self-isolate for 14 days, even if they are tested and are negative for COVID-19.
- Advise that the child/staff member should get tested via nhs.uk or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.
- Children or staff in the same class or bubble or who are contacts of the person with COVID-19 symptoms do not need to self-isolate at this stage (unless they are in the same household e.g. sibling of the person who is unwell).
- If they test positive then follow the advice in Section 4 below.
- There is no further action required by the school at this time, and no need to notify the PHE Health Protection Team.

What to do if someone becomes ill while at school

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible

- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

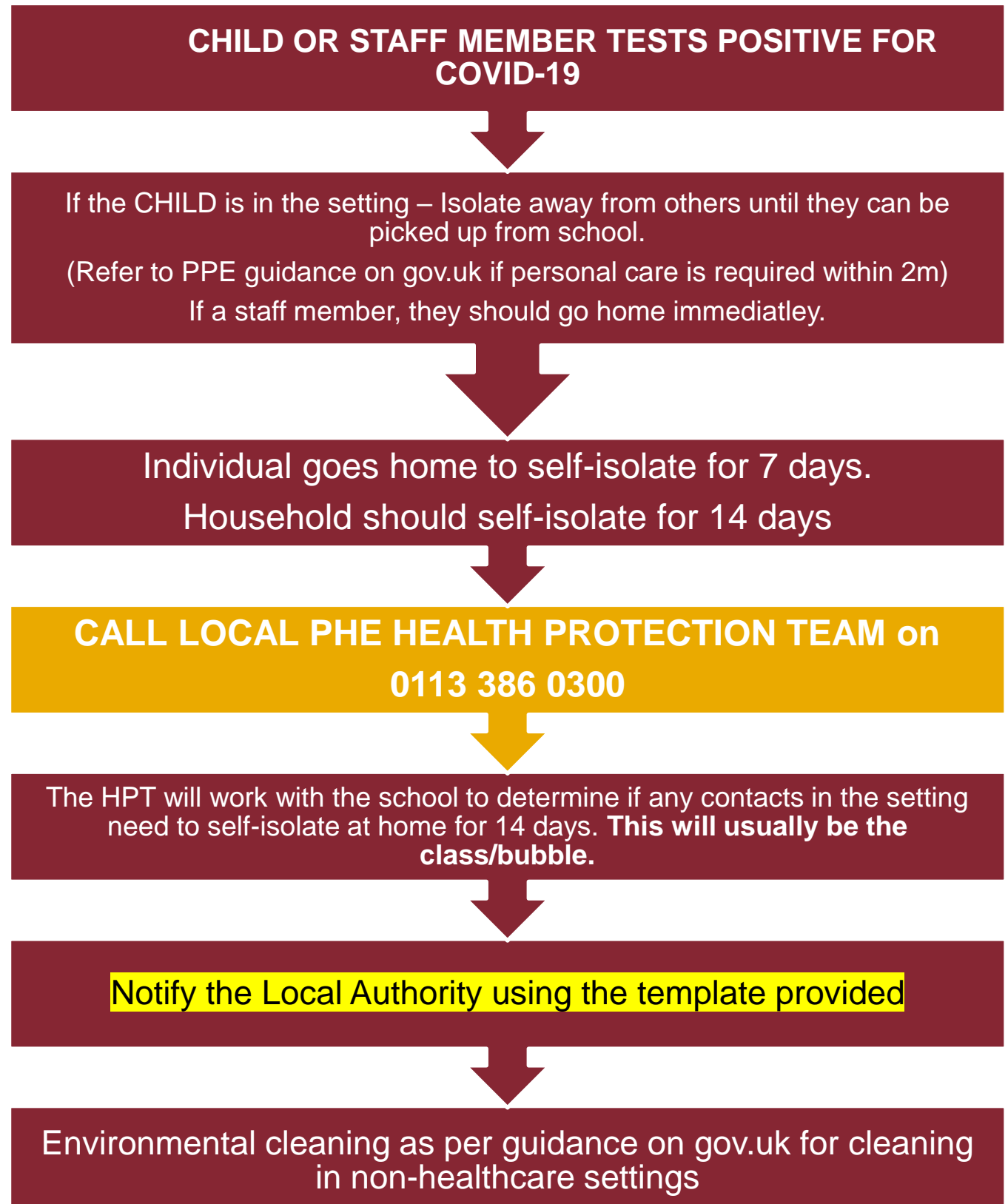
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- If a 2 metre distance cannot be maintained then the following PPE should be worn by the supervising staff member:
 - Fluid-resistant surgical face mask
- If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following PPE should be worn by the supervising staff member
 - Disposable gloves
 - Disposable plastic apron
 - Fluid-resistant surgical face mask
 - Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting
- The school should record and keep the details of the incident in case it is needed for future case or outbreak management (see suggested template Appendix 2)
- **There is no need to notify the Health Protection Team of a possible case.**
- **If they test positive please call the Health Protection Team on 0113 386 0300. Please also complete the Local Authority Template referred to at the start of this document.**

What to do if symptomatic staff/children don't get tested

If the school has concerns there may be an outbreak, for example there is an overall increase in sickness absence reporting where COVID-19 is suspected (but where no tests have been done or results are available) then you should follow the advice in section 5 below and notify Public health England's Health Protection Team (number above).

Section 4: Management of child or staff member who tests positive for COVID-19

What to do if there is a confirmed case at the school



If a pupil or staff member of an educational setting tests positive for COVID-19, the school will be contacted by a contact tracer. This contact tracer may be based either in NHS Test and Trace or the local Health Protection Team.

You may learn about a positive case before the local authority or Health Protection Team. If the school become aware of a confirmed case of COVID-19 in a child or staff member please notify the Yorkshire and Humber Health Protection Team on 0113 386 0300 (including out of hours) and your local authority using the provided template.

They will guide you through the risk assessment and what actions to take, including providing template communications for parents and contacts.

The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member becoming ill. This is likely to be the classmates and teacher of that class (sometimes called a 'bubble' within the school setting). The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

- **Direct contact** without PPE:
 - being coughed on, or
 - having a face-to-face conversation within 1 metre, or
 - having unprotected skin-to-skin physical contact, or
 - travel in a small vehicle with the case, or
 - any contact within 1 metre for 1 minute or longer without face-to-face contact
- **Close contact** without PPE:
 - a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes

All direct and close contacts will be advised not to attend school and to self-isolate for 14 days starting from the day they were last in contact with the case during the cases infectious period. For example, if the case tests positive on Thursday and was last in school on the previous Monday, the first day of the 14 day period is the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

Contacts will not usually be tested unless they develop symptoms. If a contact should develop symptoms, then the parent/carers should arrange for the child to be tested via [nhs.uk](https://www.nhs.uk) or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

Section 5: Arrangements for management of a possible outbreak

What to do if there are 2 or more confirmed cases at the school

2 or more confirmed cases of COVID-19 among children or staff in the setting within 14 days **or**

An overall increase in sickness absence reporting where COVID-19 is suspected (but where no tests have been done or results are available)

If the CHILD is in the setting – Isolate away from others until they can be picked up from school.

(Refer to PPE guidance on gov.uk if personal care is required within 2m)

If a staff member, they should go home immediately.

Individual goes home to self-isolate for 7 days
Household contacts should self-isolate for 14 days

**CALL LOCAL PHE HEALTH PROTECTION TEAM
on 0113 386 0300**

The HPT will work with the school to determine if any contacts in the setting need to self-isolate at home for 14 days. **This will usually be the class/bubble.**

Notify the Local Authority using the template provided

Environmental cleaning as per guidance on gov.uk for cleaning in non-healthcare settings

If you are aware of 2 confirmed cases (they have tested positive) or or there is a high reported absence from school which is suspected to be COVID-19 related, please notify the Yorkshire and Humber Health Protection Team on 0113 386 0300 (including out of hours).

The Health Protection Team and Local Authority will work with the school to protect staff and children. This will include undertaking a risk assessment with the headteacher to identify direct or close contacts in the school who will need to self-isolate at home for 14 days. This is likely to be the class/bubble in most cases.

It is also possible that you may be contacted by PHE Yorkshire and the Humber Health Protection Team, or the local authority public health team, if they have identified that there have been 2 or more cases at the school within 14 days. In that case, the same process of risk assessment and advice would be undertaken with the headteacher.

Key information to have to hand when calling the Health Protection Team, where possible, includes:

- Number of confirmed/possible cases
- Date of onset of first case
- Number of potential contacts
- Total number of staff and children / numbers in the affected class/bubbles
- Are any children or staff in hospital
- Any issues affecting safe operation of the school
- Any communications already issued to parents or staff

The Health Protection Team will also provide you with template communications to use with parents and contacts.

Any further actions and ongoing support will be discussed with the headteacher to support you to protect the health and wellbeing of your children and staff.

Section 6: Frequently Asked Questions

Please note

As COVID-19 is a rapidly evolving situation, guidance may change at short notice.

We advise that you refer to the [schools guidance on gov.uk](#) in addition to this document, and updates from PHE and your local authority.

Cases and contacts

What is a household?

A household is taken to mean anyone who the child or staff member lives with. Some people may have multiple households. It also includes anyone in their 'support bubble' (currently one other person who lives alone can join a [support bubble](#)¹ and not maintain social distancing).

Should a child/staff member come to school if a member of their household is unwell?

No. If a member of the child's household is unwell with COVID-19 symptoms then the child/staff member should isolate for 14 days starting from the day the household member(s) became ill and follow the [Stay-at-home-guidance](#).

If the child subsequently develops symptoms they should isolate for 7 days from the date they developed symptoms. See [Stay-at-home-guidance](#).

If I am notified by a parent that their child is ill do I need to advise the other children in their class to self-isolate?

Children and staff can attend school as normal.

The child who is ill should stay at home ([Stay-at-home-guidance](#)) and be advised to get tested. If the child has any siblings who attend the school they should also be self-isolating at home for 14 days. See Section 3 above

If the child tests positive for COVID-19, you should call the Health Protection Team for support with identifying contacts for further advice. Contacts should self-isolate for 14 days. See Section 4 (page 11) above

If I am notified by a parent that their child has had a positive test do I need to advise the other children in their class not to attend school or notify anybody?

¹ <https://www.gov.uk/guidance/meeting-people-from-outside-your-household#making-a-support-bubble-with-another-household>

You should call your local PHE Health Protection Team to notify them of this confirmed case and follow the flowchart in Section 4 (page 11). The Health Protection Team will support you to identify their contacts and provide further advice. Direct and close contacts will be advised to self-isolate for 14 days.

A household member of a child/staff member is a contact of someone who tested positive for COVID-19, what should we do?

If a household member is known to be a contact of a confirmed case they will be advised to self-isolate and follow the [guidance for contacts](#). Their contacts do not need to self-isolate, so a child or partner in the household would not need to self-isolate as long as no one in the household has symptoms or has tested positive.

If someone in the household develops symptoms or tests positive, the household should follow the guidance to stay at home and self-isolate.

Who is considered a contact in a school setting?

This will usually be the teacher and other students in a school bubble/class.

A contact is defined as a person who has had contact with a confirmed case of COVID-19 (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 7 days after onset of symptoms (or test):

- a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
 - being coughed on, or
 - having a face-to-face conversation, or
 - having skin-to-skin physical contact, or
 - any 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 coronavirus (COVID-19) for more than 15 minutes
- a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19)
- people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)

Which contacts need to self-isolate?

Where the child, young person or staff member tests positive and they had attended the school in the 48 hours prior to developing symptoms, direct and close contacts will be identified and advised regarding self-isolation by a contact tracer.

Please note: The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Can the siblings of a child who has been self-isolating because they are a contact of a case attend school?

Yes, other household members of the contact do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

A child/parent reports to us that they have had contact with someone with symptoms – what should we do?

Remind parents of the [government guidance](#) not to leave home if anyone in the household has symptoms and to seek a test via [NHS Test and Trace online](#) or calling 119.

Schools should regularly remind parents of the government guidance on staying at home and the importance of a household self-isolating if anyone in the household develops symptoms.

No-one with symptoms should be attending school and anyone who develops symptoms while at school should be isolated and sent home as soon as possible.

If a child has COVID-19 symptoms, gets tested and tests negative, can they return to school even if they still have symptoms?

If the child is NOT a known contact of a confirmed case the child can return to school if the result is negative, provided they feel well and they have not had a fever for 48 hours.

If the child is a contact of a confirmed case they must stay off school for the 14 day isolation period, even if they test negative. This is because they can develop the infection at any point up to day 14 (the incubation period for COVID-19), so if a child tests negative on day 3 they may still go on to develop the infection.

If a child who was a contact of a confirmed case tests negative, can they return to school?

No, the child should complete 14 days of isolation.

If I get confirmed cases does the school need to close?

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Schools will generally only need to close if they have staff shortages due to illness or being identified as contacts. It is expected that only the contacts of a confirmed case will need to be advised not to attend school and self-isolate at home. If there are a number of confirmed cases across different classes and year groups at the same time then the school may be advised to close by the PHE Health Protection Team in consultation with other partners.

Testing

How can a parent arrange testing?

The parent can arrange for any child to be tested via nhs.uk or by contacting NHS 119 via telephone if they do not have internet access.

Will the school be informed of any test results?

The school will be informed if a child or staff member tests positive as part of NHS Test and Trace if they have been in attendance at school whilst symptomatic. The school will not be informed of any negative results and would not normally be informed of a result where the child has not attended school while infectious.

How can a staff member get tested?

All education and childcare workers can apply for a test if they are symptomatic via <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Can people be tested if they do not have symptoms?

No. People should only be tested if they have symptoms.

High risk groups

Can our pregnant members of staff work? What if staff have pregnant household members?

Pregnant women are currently advised to work from home where possible. Education and childcare settings should support this, for example, by asking staff to be involved in remote education, carrying out lesson planning or other roles which can be done from home.

If they cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

If a staff member lives with someone who is pregnant, they can work.

Should children or staff who are shielding (classed as clinically extremely vulnerable due to pre-existing medical conditions) attend school?

You should consult the latest [guidance on gov.uk](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) as the guidance has changed on 23 June 2020. The advice below is correct as of this date.

Until 1 August 2020 children and staff who fall into this group should not be attending school or work.

From 1 August the government will be advising that shielding will be paused. From this date, the government is advising you to adopt strict social distancing rather than full shielding measures. Strict social distancing means you may wish to go out to more places and see more people but you should take particular care to minimise contact with others outside your household or support bubble. In practice this means that from 1 August children who are clinically extremely vulnerable can return to their education settings if they are eligible and in line with their peers. Where possible children should practise frequent hand washing and social distancing

As guidance can change, the most up to date guidance should always be checked and is available online at:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Should children or staff who have family in the shielding group be coming to school/work?

They should only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home. Given the potential risk, if at all possible, schools should support children / young people who have a family member in the shielding group to continue to learn from home

Staff

We have staff who are asymptomatic but wish to be tested is this possible?

Currently, only people who are symptomatic are advised to access a test via nhs.uk or calling 119.

Can the school still have supply teachers come in if there has been multiple cases?

If there have been multiple cases in a school you should ensure the local PHE Health Protection Team and Local Authority are aware. The Local Authority will be able to advise regarding operational issues with staffing caused by self-isolation of staff.

Can non-teaching staff, for example cleaners and caterers, work for two or more schools?

Local risk assessment should be undertaken and staff advised to stay home and self-isolate if they are assessed as being a contact of a confirmed case in a setting or anyone in the household has symptoms.

If a staff member has not been identified as a close contact in any of their workplaces they can continue to work as normal but should do so following the relevant guidance for the setting to minimise contact and ensure social distancing is in place.

[Schools are being advised](#) to adopt preventative measures including small class sizes and social distancing to minimise contact between students and teachers.

Why are staff and children not advised to wear PPE?

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work. This is because transmission in school settings is low and other infection control measures such as:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often, using standard products
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Cleaning

What additional cleaning is necessary following a symptomatic or confirmed case?

It is important to concentrate on regular cleaning of frequently touched items / surfaces. This is likely to be highly effective as high contact surfaces will present the main risk in terms of

indirect transmission. Regular cleaning should be thorough and maintained at all times so there is no need for additional cleaning.

Cleaning should include:

- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Wear disposable or washing-up gloves and aprons for cleaning.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- All the disposable materials should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Do toilets need to be cleaned after every use?

Toilets are frequently touched surfaces, so they need to be cleaned frequently throughout the day, but not after every use (except if used by a symptomatic person whilst waiting to go home).

Increase the frequency of cleaning toilets to at least five times a day:

before school starts
after morning break
after lunch
after afternoon break
at the end of day.

Apart from gloves and apron, there is no need for additional PPE.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or
- a household detergent followed by disinfection (1000 parts per million available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

All the disposable materials should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

Section 7: National Guidance Documents

This local guidance document has been based on national PHE, NHS and government guidance. Links to key national guidance are displayed here for reference:

Social distancing for different groups

- [Stay at home: guidance for households with possible coronavirus \(COVID-19\) infection](#)
- [Guidance on social distancing for everyone in the UK](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

Guidance for contacts

- [Guidance for contacts of people with possible or confirmed COVID19](#)

Specific guidance for educational settings

- [Guidance for schools and other educational settings](#)
- [Opening schools and educational settings to more pupils: guidance for parents and carers](#)
- [Guidance on isolation for residential educational settings](#)
- [COVID-19: implementing protective measures in education and childcare settings](#)
- [Safe working in education, childcare and childrens social care settings including the use of PPE](#)
- [Guidance on isolation for residential educational settings](#)

Testing

- [NHS: Testing for coronavirus](#)

Infection prevention and control

- [Safe working in education, childcare and childrens social care settings including the use of PPE](#)
- [5 moments for hand hygiene: with how to hand rub and how to handwash.](#) Posters
- [Catch it. Bin it. Kill it.](#) Poster

Coronavirus Resource Centre posters

- [available here.](#)

Guidance on prevention

- Supporting children and young people with SEND as schools and colleges prepare for wider opening
- [Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#)
- [Providing free school meals during the coronavirus \(COVID-19\) outbreak](#)
- [supporting children and young people's mental health and wellbeing](#)
- [Parents and schools with clinically extremely vulnerable children](#)

The Department of Education's helpline for schools - 0800 046 8687 – are available to respond to queries from schools (particularly in relation to published guidance). Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends.

Feedback

We will always try to provide clear and helpful advice but strive to make improvements wherever needed. To provide feedback or suggestions on this schools pack please click [here](https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=9IKLn8I63) or go to: <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=9IKLn8I63>

APPENDIX 1 – Template to record school absences

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Reason for absence*	Date of onset of symptoms	Symptoms **	Has the child/staff been assessed by GP, NHS 111 etc? Y/N/NK	Has the child/staff been tested? Y/N/NK	Is the child/staff reporting a positive test result? Y/N/NK	Is the child/staff in hospital? Y/N/NK

Reason for absence*: Ill, Household member ill, Contact of a confirmed/suspected case, Shielding, Other e.g. dental appointments

Symptoms * T = Temp (≥ 37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

APPENDIX 2 – Template to record illness at school

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Date/Time of onset of symptoms	Symptoms*	Time between detection of symptoms and isolation at school	Did staff member wear PPE?** Y/N

Symptoms * T = Temp (≥ 37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

**** Only required if social distancing could not be observed**