COVID-19 Management Flowchart
Possible / Confirmed COVID-19 Case in School

TO BE READ IN CONJUNCTION WITH NEW SCHOOL DAY GUIDANCE – SECTION 2 AND SECTION 8

1. STAFF MEMBER OR PUPIL BECOMES SYMPTOMATIC IN SCHOOL ENVIRONMENT

Symptoms

Any one of the following symptoms:

- A new, continuous cough; **or**
- A high temperature/fever; **or**
- Anosmia (a loss or change in your normal sense of smell, which can also affect your sense of taste.

If the individual is seriously ill or injured or their life is at risk, call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital.

PUPIL

Move to identified isolation room (First Aid Room) with appropriate adult supervision.

If it is not possible to fully isolate the child, they should be moved to an area which is at least 2m away from other people.

Ideally, a window should be opened for ventilation.

If direct personal care is needed and a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs) PPE should be worn by staff caring for the child while they await collection.

Contact parent / carer / guardian to arrange collection (highlighting potential COVID-19 symptoms)

Advise parent / carer / guardian to follow PHA guidance for households with possible coronavirus infection.

Advise of need to arrange COVID-19 test, self isolate and minimise contact with others where possible.

If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with Covid-19 symptoms, **they do not need to go home unless they develop symptoms themselves.**

MEMBER OF STAFF

Send home immediately and advise to follow PHA guidance for households with possible coronavirus infection.

Advise of need to arrange COVID-19 test, self isolate and minimise contact with others where possible.

School Management Team Actions (where an individual becomes symptomatic on site)

- Identify and isolate all areas that the individual may have been in contact with and arrange cleaning as per guidelines. (See New School Day – Section 8)
- Consider internal communications however, there is no need to advise pupils and parents where an individual has had symptoms of COVID-19.
- Keep a full record of actions and request a parent / carer / guardian record of their acknowledgement of this action.
- Await test result.

TEST RESULT

NEGATIVE

Where an individual has had a **negative result** and **everyone with symptoms who was tested in their household receive a negative result**, the pupil or member of staff **can return to school providing they are well enough and have not had a fever for 48 hours.**

POSITIVE

2. STAFF OR PUPIL TESTS POSITIVE

Individual self isolates for at least 10 days in line with PHA advice.

Inform school of positive test. (directly or via PHA Contact Tracing Service)

Cooperates with Test, Trace, Protect / PHA Contact Tracing Service.

Should a COVID-19 confirmed case occur in a statutory setting, the EA cleaning service should be notified.

Test, Trace and Protect / PHA Contact Tracing Service advise contacts to self isolate as required.

3. STAFF OR PUPIL IDENTIFIED AS A CONTACT VIA TEST, TRACE, PROTECT / PHA CONTACT TRACING SERVICE

Test, Trace, Protect (PHA Contact Tracing Service) advise contacts to self isolate as required.

School Management Team Actions

- Co-operate with PHA Contact Tracing Service who will advise of next steps.
- Consider implications for staff / pupils at risk and seek further advice if required.
- Should a COVID-19 confirmed case occur, the EA cleaning service should be notified. Following notification the normal process is undertaken of isolating the prevalent location within the school where any incidence of COVID-19 is likely to have happened. After three days of isolation an enhanced clean of the isolated location will be conducted. The normal cleaning regime then resumes thereafter.
- Communicate with the school community as soon as is practicable, to reassure them that safety measures are being taken and that the environment is safe. EA Communications Team can provide support with media queries upon request.
- Make alternative arrangements depending on PHA advice. Consider staffing implications and implications for after school activities.
- Exceptional Closures should only be applied for when PHA advise a school closure is necessary.
- Review internal procedures and risk assessments, and consider any learning that could be applied for future cases.
- Contact Education Authority. Complete the 'Confirmed Covid-19 Case Pro-forma' (available through C2k and the EA website) and email it to EA at confirmed.covid19@eani.org.uk

Useful Contacts

Public Health Agency: 0300 555 0119 / 0300 555 0114

Education Authority Education Restart Helpline: 028 38 368186

Education Authority (dedicated number/email for school with confirmed positive Covid-19 cases): 028 90 418056 / confirmed.covid19@eani.org.uk

Education Authority Cleaning Services: 028 90 418057