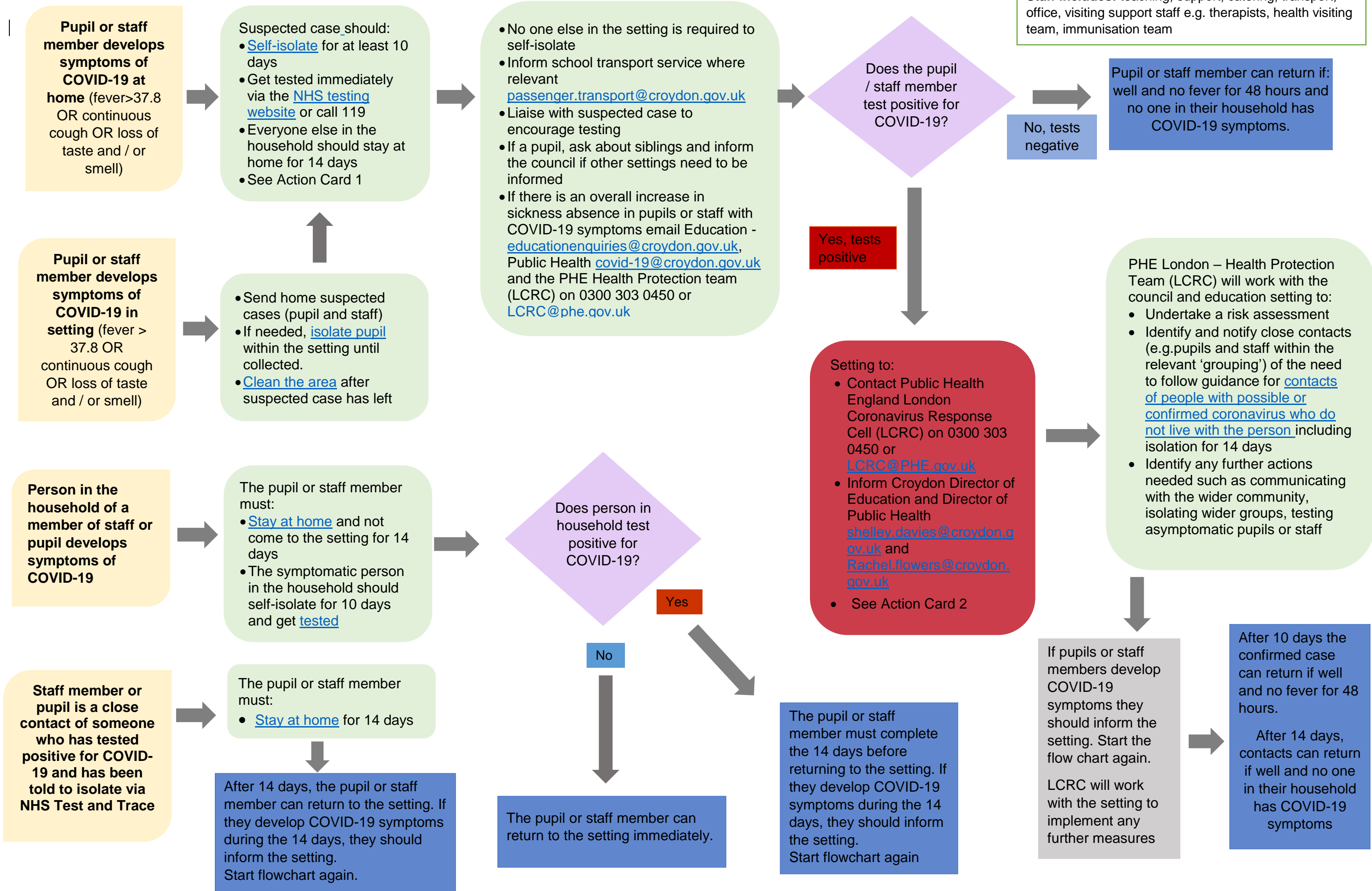


# What to do if there is a suspected or confirmed case of COVID-19 in education setting (early years, schools or colleges)

1 September 2020

**Settings include:** schools, colleges and early years  
**Staff includes:** teaching, support, catering, transport, office, visiting support staff e.g. therapists, health visiting team, immunisation team



Action Card 1 – SUSPECTED CASE	Progress
1. If suspected case is a pupil, isolate them in a safe space until taken home by parent or carer. If they cannot be collected by parent/carers, ask their transport provider to collect them	
2. Adults who accompany or care for a suspected case in isolation and coming within 2 m distance of them should wear gloves, aprons and masks	
3. In <b>exceptional circumstances</b> give the staff member or parent / carer a COVID-19 testing kit from school stock See guidance <a href="#">here</a>	
4. If suspected case is a member of staff, send them home immediately, minimizing contacts and surfaces touched while still on the premises	
5. Clean the surfaces touched by the suspected case according to <a href="#">guidance</a> .	
6. Contact suspected case (or their parent/carers) to: <ul style="list-style-type: none"> <li>• Encourage them to follow <a href="#">guidance</a>: suspected case to stay at home for 10 days; suspected case to request a test; household members to stay at home for 14 days.</li> <li>• Ask parent/carers to inform other education settings if siblings attend other settings</li> <li>• Encourage parents/carers to let contacts know to be very diligent in handwashing and social distancing</li> </ul>	
7. Inform transport provider <a href="mailto:passenger.transport@croydon.gov.uk">passenger.transport@croydon.gov.uk</a> , specialist support staff, social care, LAC team as appropriate	
8. Follow up parent/carers after 24 hours to see if they have requested a test	
9. If a pupil is off sick, and a parent has not been in contact, the education setting should contact the parents to find out if the pupil has COVID-19 symptoms	
10. If there is an overall increase in sickness absence reporting where parents report illness with suspected COVID-19 (but where no tests have been done or results are available) email Education on <a href="mailto:educationenquiries@croydon.gov.uk">educationenquiries@croydon.gov.uk</a> , Public Health on <a href="mailto:covid-19@croydon.gov.uk">covid-19@croydon.gov.uk</a> and the PHE Health Protection team (LCRC) on 0300 303 0450 or <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a> LCRC will provide a reference number for the incident.	
11. Ensure stock of PPE in the event of further suspected cases	

Action Card 2 - CONFIRMED CASE	Progress
1. Inform the Director of Education <a href="mailto:Shelley.Davies@croydon.gov.uk">Shelley.Davies@croydon.gov.uk</a> and the Director of Public Health <a href="mailto:Rachel.Flowers@croydon.gov.uk">Rachel.Flowers@croydon.gov.uk</a> of the positive test, providing LCRC reference number if available	
2. Contact the London Health Protection team (LCRC) on 0300 303 0450 or <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a> to inform them of the positive case (they may already have been in touch) and discuss next actions. LCRC will provide a reference number for the incident.	
3. Send home members of the same school grouping as the confirmed case to self-isolate for 14 days. This may be the “bubble” or a different group of pupils and staff – the decision as to who should self-isolate at home will <b>be made with the support of the LCRC</b>	
4. Contact confirmed case (or their parent/carers) to: <ul style="list-style-type: none"> <li>a. Offer support</li> <li>b. Ask for an update on other members of the household especially those who are at other educational settings</li> <li>c. Ask parents to inform other settings</li> <li>d. Check that the rest of household are self-isolating</li> <li>e. Gather relevant information</li> </ul>	
5. Inform transport provider, specialist support staff, social care, LAC team as appropriate	
6. Send letters (based on template letters A and B) to identified contacts and their parents/carers. The letters do not identify individuals	
7. Review the implementation of prevention and control measures within the setting	

