<u>**Coronavirus (COVID-19) and Coventry schools – (Draft: version 06.07.20)**</u>

1   Context and background

This document sets out the actions that schools and others should take where members of the school community have coronavirus (COVID-19) symptoms. This draft document (for comment) is informed by the <u>DfE Guidance for full opening: schools (Published 2 July 2020)</u> - which is aimed at schools full opening in the Autumn term (2020).

It sets out four sets of scenarios:
- Scenario A: Where one person within a school community has coronavirus (COVID-19) symptoms
- Scenario B: Where two or more people within a school community have coronavirus (COVID-19) symptoms
- Scenario C: Geographical community coronavirus (COVID-19) outbreak
- Scenario D: Coventry-wide coronavirus (COVID-19) outbreak

Please note that this document sits within the context of the <u>Coventry, Solihull and Warwickshire Outbreak Control Plan</u>

2   Scenario A: Where one person within a school community has coronavirus (COVID-19) symptoms

2.1 Staying away from school

Any member of the school community (pupils, staff and other adults) should <u>not come into school if</u>:
- They have developed <u>coronavirus (COVID-19) symptoms</u> at home
- They have tested positive for coronavirus (COVID-19) in the last 7 days
- They are in a household with individuals who have been tested positive for coronavirus (COVID-19) in the last 14 days.
- They have been contacted through the NHS Test and Trace programme and been advised to stay at home.

Please also see *Section 2.3: Immediate actions to be taken by the person sent home (or who has stayed away from school)*, below, for actions relating to staying away from school.

2.2 Actions where a member of the school community has symptoms developed whilst in school
- If a member of the school community becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home.
- The school should contact the parents or carers of the children/young person affected to arrange for them to be collected.
- Whilst the child/young person is awaiting collection, they should be taken, 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. Any adult who becomes unwell should also be isolated.
- 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 a detergent followed by a disinfectant (with at least 1,000 ppm chlorine) before being used by anyone else.

- PPE must 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). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)](#) guidance.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital, but they should call these services, or 999 in an emergency.
- Symptomatic cases should be reported immediately to the **Health Protection Team in Public Health England**. (For information on the current case definition please see [here.](#)) using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I or by telephone to **0344 225 3560 (option 0 option 2)**
- In addition, the 111 online Coronavirus advice service is available [here](#) or you can call 111 if you are unable to access the online platform. This service can help you decide what you need to do. Use this service if you are unclear about what to do regarding your symptoms.
- However, if you have COVID-19 symptoms, you should book a test by going through the online portal: https://www.nhs.uk/conditions/coronavirus-covid-19/ or phoning 119.
- The person (or for a pupil, their parents/carers), should be asked to inform the school of the results of a test immediately.
- The school needs to be cleaned appropriately [1]. This includes:
    - All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: objects which are visibly contaminated with body fluids
    - All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
    - Disposable cloths or paper roll and disposable mop heads should be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below (when there has been a symptomatic case in the school):
    - Either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (the disinfectant should have at least 1000 parts per million chlorine). Note: if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.
- Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
    - Should be put in a plastic rubbish bag and tied when full.
    - The plastic bag should then be placed in a second bin bag and tied.
    - It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
    - Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas for at least 72 hours.
- Infection prevention & control precautions should continue to be implemented including:
    - Good hand hygiene should be implemented before entering and after leaving the setting – [see hand hygiene](#)
    - Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues. If you do not have a tissue to hand then use the crook of your elbow rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.

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[1] https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings

2.3 Immediate actions to be taken by the person sent home (or who has stayed away from school)

- The person sent home should be advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection',
- The person sent home must self-isolate for at least 7 days and until well (including no fever for 48 hours). The result of the test may change this isolation period a little (see below for teste results)
- Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. The result of the test may change this isolation period a little (see below for teste results)
- The person sent home should arrange to have a test immediately to see if they have coronavirus (COVID-19).
- 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.
- Note that in the DfE Guidance for full opening: schools (Published 2 July 2020), the following is stated regarding 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."*

2.4 Actions following the outcome of coronavirus (COVID-19) test result

2.4.1 Finding out the test result
Individuals will be sent their own test results directly (which they should be asked to communicate with the school). Test results should be returned within 24-48 hours.

2.4.2 Actions following a NEGATIVE test result

a) What the individual person should do
- If the person with symptoms tests negative for COVID-19, they are allowed to return to school if they are well, including not having a temperature for 48 hours AND all in their household who have COVID-19 symptoms have also tested negative (important as there remains some risk of false negatives). Their household can also stop isolating if those criteria are met.[2]

b) What the school should do
- No further action is needed by the school.

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[2] https://www.nhs.uk/conditions/coronavirus-COVID-19/testing-and-tracing/what-your-test-result-means/

2.4.3 Actions following a POSITIVE test result

a) *What the person should do following a positive test result*
- If the person 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 7 days from the onset of their symptoms and then return to school only if they are well (and have not had a high temperature for 48 hours) - note that symptoms of a cough or loss of sense of smell/taste may persist, as they can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill.
- Other members of their household should continue self-isolating for the full 14 days.

b) *What the school should do following a positive test result*
- 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 in Public Health England (on 0344 225 3560 (option 0 option 2).
- 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 (from 2 days before they developed symptoms and for the duration of their illness), 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.

c) *What household members of contacts who are sent home should do*
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.

d) What others who have been asked to self-isolate should do

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'. Should anyone who has been asked to self-isolate become symptomatic, 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 7 days (and until well and have not had a high temperature for 48 hours) 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).

3 Scenario B: Where two or more people in a school community have COVID-19 symptoms (an "outbreak")

3.1 Scenario description

- This scenario is defined there are two (or more) people with either COVID-19 symptoms **and/or** who are confirmed COVIDCOVID-19 cases, and who have both been in the school (on the school site) within the last 14 days. These two people could be a combination of children and/or school staff. These two people could be part of the same bubble or separate bubbles – across the school. This scenario is defined as an "outbreak".

3.2 Actions for the school

The school must take the following steps at the point that the individuals become unwell. The school should not wait for any test results.

- Where the individuals are in school, support them in the way that is done for individuals (see appendix 1)
- Report the outbreak immediately to the **West Midlands Health Protection Team** in Public Health England using the online reporting system: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I or by telephone to **0344 225 3560 (opt 0 opt 2)**
- Report the outbreak immediately to the local authority using the following single point of access (SPOC) email address: CovID19testing@coventry.gov.uk

3.3 Actions for others

- The Health Protection Team (HPT) works with the school and gathers information from the school to inform a risk assessment. This may involve asking the school to complete a data return and include: the set-up of the school, total number of staff and students confirmed or symptomatic vulnerability of student population, potential number of contacts and current social distancing and IPC measures
- HPT discusses how the school are implementing social distancing and infection, prevention and control (IPC) measures, and provide advice as required (relevant guidance is here and here)

- HPT undertakes a risk assessment to consider the severity and spread of outbreak, current control measures and the wider context (including communications from the school, anxiety level amongst students, staff and families, media interest etc.)
- HPT informs the local authority (SPOC) by e-mail and jointly consider the need for an Outbreak Control Team (OCT). We currently have a single point of contact for this purpose, run by the Public Health Team.
- HPT (or OCT) helps the school to identify contacts who need to isolate (any symptomatic contacts will be advised to access testing). "In some cases, they may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – sometimes a small number, but perhaps the whole site or year group.
- HPT provides schools with letters to be sent to contacts and non-contacts
- HPT notifies the Local Authority of any COVID-19 outbreaks in school
- The HPT may advise widespread swabbing of staff and the student population, particularly in the early stages of Test and Trace. (However, it is important to note that primarily this would be to add to the overall understanding of COVID-19 transmission rather than to inform the management of individual outbreaks. Further actions may, however, be taken on the results). Arranging this will require discussion with partners in the local system.

3.4 Potential outcomes
- School remains open (school communicates with parents). This will be the situation in the majority of cases, where schools are addressing risks and implementing controls.
- If school is a maintained school, and the risk assessment with the HPT suggests that further action may be required to control the outbreak over and above initial measures outlined above;
    - The governing body are given control of the use and occupation of premises and will make further decisions, including around closure, based upon the health and safety of pupils
    - The Local Authority can also **direct** a schools' closure on the grounds of health and safety, if required, or can also apply for a court order to close the school.
    - The Secretary of State can direct school closure if required.
- If the school is non-maintained (Trust/Academy/Free School), and the risk assessment with the HPT suggests that further action may be required to control the outbreak over and above initial measures outlined above;
    - The governors are given control of the use and occupation of premises and will make further decisions, including around closure, based upon the health and safety of pupils
    - the Local Authority **advises** the school to close.
        - Should the school decide not to close, the Local Authority can apply to the court for an order to close the school
    - The Secretary of State can direct school closure if required

4 Scenario C: Geographical community COVID-19 outbreak

4.1 Scenario description

In this scenario, a "geographical community" is defined as a locality or neighbourhood within Coventry. Please note that these geographical communities may span administrative boundaries such as wards, but may have more than one school in this area and potentially include primary and secondary schools.

The scenario would be where there are a high and increasing number of cases (I.e. the growth rate is increasing) within a defined geographical context and there are cases across more than one school. Note that thresholds for action will be defined through detailed public health risk assessment, as in any outbreak, and work with the national Joint Biosecurity Centre, who will be supporting local authorities to identify hotspots and monitor the impact of local interventions.

4.2 Actions for the school

Head teachers in the geographical area would work collaboratively with the HPT/OCT to ensure all key infection control actions were being taken, with regard to organisation measures to support social distancing, as well as handwashing and cleaning.

4.3 Actions for others

The OCT, chaired by PHE, would require the support of local infection control and microbiology leads, school leaders, business leaders, local authority directors, working with the Joint Biosecurity Centre nationally and would follow routine outbreak management steps:
1) Understand the data regarding hotspot areas and trends – analysis by time, place, person
2) Implement immediate control measures – e.g. community engagement re social distancing, supporting handwashing and cleaning measures, isolation of symptomatic individuals and their contacts
3) Monitor impact of control measures, and evaluate hypotheses for spread

Should routine control measures not be effective, the OCT would review the need for one or more closures (these decisions would be taken on a case by case basis with each school that has an outbreak. More widespread closure (which would be an intervention of last resort) may be necessary ultimately to contain spread.

4.4 Potential outcomes

Following the actions set out above, there could be the following outcomes
- The LA to direct all maintained schools in the geographical community to close, based on Public Health guidance
- The LA to advise all non-maintained schools to close in the geographical community to close, based on Public Health advice (should schools opt not close – further enforcement action (as outlined in Scenario A) will be taken).
- School(s) could remain open if the thresholds for action were not considered, by Public Health, to be met

5: Scenario D: COVID-19 outbreak across Coventry

5.1 Scenario description
In this scenario, the scope would be city-wide (across all of Coventry) including all Coventry government-funded schools.

The scenario would be where there are a high and increasing number of cases (i.e. the growth rate is increasing) across all of Coventry context and there are cases across several schools.

5.2 Actions for the school
Coventry schools would work collaboratively with the HPT/OCT and follow public health advice given (as for scenario C)

5.3 Actions for others
At this stage, a much wider response will be required, involving not just a local outbreak control team, but the West Midlands Strategic co-ordinating group (membership consisting of Police, Fire Service, Ambulance Service, NHS, PHE, Military, Utilities), which would support the mobilisation of resource to support the emergency response. An internal Strategic emergency response would also be in place to support management of the widespread increase in cases.

5.4 Potential outcomes
Following the actions set out above, there could be the following outcomes:
- The LA to direct all maintained schools close, based on Public Health guidance
- The LA to advise all other schools to close, based on Public Health guidance. Should schools opt not close – further enforcement action (as outlined in Scenario B) will be taken.
- It should be noted that in a scenario such as the one described. closure of workplaces in the first instance etc may be more effective in reducing spread.
- School(s) could remain open if the thresholds for action were not considered, by Public Health, to be met.