

Appendix 1 Coronavirus (COVID-19) Symptomatic – Confirmed Case Flowchart

Is the individual a member staff, visitor or pupil?

Staff (or Visitor)

Pupil

The member of staff (or visitor) is directed to go home to self-isolate and get tested for COVID-19.

Has the member of staff (or visitor) tested positive for COVID-19?

Yes

The staff member is to immediately self-isolate for 10 days and their **household** is to self-isolate immediately for a period of 10 days. *1st day of isolation starts the day your symptoms started (or the day your test was taken if you do not have symptoms).*

No

The staff member can return to work if not COVID-19 symptomatic and feeling better

When the school becomes aware that a member of staff (or visitor) has tested positive for coronavirus (COVID-19), the **2 STEPS FOR CONFIRMED CASES ONLY** are followed.

2 STEPS FOR REPORTING CONFIRMED COVID-19 CASES ONLY

1. Call the DfE's helpline on **0800 046 8687** and select **option 1 for advice** to identify '**contacts**' and who needs to self-isolate.

In order to assist with identifying close contacts, schools will need to know if the person who tested positive;

- are in which bubbles/groups
- attend before or after school clubs/ activities
- use home to school transport

Note; you are not expected to know which contacts staff or pupils have had outside of school.

*Those individuals who have been identified/informed that they are a contact of a person who has had a positive test result for COVID-19, must self-isolate at home for 10 days after you were in contact with the person who has tested positive for coronavirus. Their **household** does not need to self-isolate with the contact person if they do not have COVID-19 symptoms.*

You may also be asked to inform your Authority, which for Derbyshire schools is the next step regardless.

2. Inform Derbyshire's Public Health Team (information required is also contained in the '2 Steps for Reporting Confirmed COVID-19 Cases Only' form found on the **DCC H&S S4S COVID-19 RESOURCES** page) via email:

ASCH.testandtrace@derbyshire.gov.uk

COVID-19 Symptoms

- A **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- A **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).
- A **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The pupil is taken to a designated isolation area, which is either a well-ventilated room or area where two-metre social distancing can be adhered to. The pupil uses a separate toilet if required, where possible.

The pupil's parents are informed and asked to collect their child.

The pupil is supervised in the isolation area by a member of staff, if required

Can a 2-metre distance be maintained between the supervising staff and the pupil within the isolation area?

Yes

The pupil is able to follow social distancing rules.

No

The pupil is unable to follow social distancing rules due to their lack of understanding of the rules or their needs which require close contact with a member of staff, e.g. increased medical needs.

PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance).

Once the pupil has been collected by their parents, safely dispose of the PPE. The supervising staff member to wash their hands for at least 20 seconds after caring for the pupil. As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).

The isolation area and any subsequent areas the pupil visited, e.g. toilet, are cleaned once the pupil has been collected. Any members of staff who have helped someone with symptoms do not need to go home to self-isolate, unless they develop symptoms themselves.

The school encourages the pupil's parents to get their child tested for COVID-19. (They can request a test by visiting: <https://www.nhs.uk/ask-for-a-coronavirus-test> or contact NHS 119 via telephone).

Has the pupil been tested for COVID-19?

Yes

They have been tested and are the results positive for COVID-19?

Yes

The pupil is to self-isolate for 10 days and the pupil's **household** is to self-isolate for 10 days. *1st day of isolation starts the day your symptoms started (or the day your test was taken if you do not have symptoms).*

When the school becomes aware that a pupil (or visitor) has tested positive for coronavirus (COVID-19), the **2 STEPS FOR CONFIRMED CASES ONLY** are followed.

No

The pupil is to self-isolate for at least 10 days and the pupil's **household** is to self-isolate for 10 days. *1st day of isolation starts on the day your symptoms started.*

No

The Pupil can return to school if not COVID-19 symptomatic and feeling better.

We're Here to Help

