

Action to be taken by all schools (version 15th Oct 2020) (including academies and independent schools)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent Covid-19 spreading in schools, as well as other infectious diseases. GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance, including cleaning and the use of Personal Protective Equipment (PPE) in schools.

The list of main COVID-19 symptoms of can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/

SUSPECTED case in child or staff member

If the child/staff member is in school – isolate away from others and send home. (refer to PPE guidance if personal care is required within 2m)

Clean and disinfect rooms and equipment the suspected case was using – ensure appropriate PPE (gloves and an apron) are used.

Advise that the child/staff member gets tested.

Staff – via the employer portal Children over 5 - online via nhs.uk/coronavirus Children under 5 - Call NHS 111

Ensure child/staff member isolates at home for 10 days (from date of onset of symptoms) and only return once they have had no fever for 48 hours. The rest of the household need to isolate for 14 days.

Complete Part 1 of Local Authority Form *

Result of test

Negative Positive

Child/staff member can return once well.

 Please click on the links or the forms can be found at http://www.suffolklearning.co.uk/covid-forms



CONFIRMED case(s) in child or staff member

Ensure child/staff member isolates at home for a minimum of 10 days (from date of onset of symptoms) and only return once they have had no fever for 48 hours. The rest of the household needs to isolate for 14 days.

Complete Part 2 of Local Authority Form *

CYP and Public Health colleagues will support the school to undertake an assessment to determine if any contacts in the school need to isolate at home for 14 days. (The contact's wider household members will NOT need to isolate).

If appropriate, letters will be provided to schools to send out:

- to contacts, required to isolate for 14 days
- to all pupils and staff, advising on symptoms and how to get tested, if symptomatic.

Ensure that the rooms and equipment the confirmed case was using are cleaned and disinfected— ensure appropriate PPE (gloves and an apron) are used.

If further confirmed cases, complete Part 2 of Local Authority Form for each one*

The affected pupils/staff will need to go home and isolate for 10 days from the onset of symptoms (the rest of the household need to isolate for 14 days.)

Cases and contacts can return to school once the isolation period is completed and they have had no fever for 48 hours

Local Authority Contacts:

Schools - 01473 263 942

EducationOfficersResolution@suffolk.gov.uk Special Schools and AP – 01473 263 581 ProviderDevelopmentTeam@suffolk.gov.uk

For emergency out of hours contact – 01473 433 444