

# Schools and Colleges 17 May – 19 July

## Flowchart 1: CASES. What to do if there is a suspected or confirmed case of COVID-19 in an education setting

Updated: 16 June 2021

**Pupil or staff member develops symptoms of COVID-19 at home** (fever > 37.8 OR continuous cough OR loss of taste and / or smell)

**Pupil or staff member develops symptoms of COVID-19 in setting** (fever > 37.8 OR continuous cough OR loss of taste and / or smell)

### Suspected case, household and support bubble members:

- Suspected case must get tested immediately. In exceptional circumstances schools may provide a [home test kit](#).
- Suspected case, household and support members (including siblings) should [self-isolate](#) until they have the test result (of suspected case).

See Action Card 1

### Setting on the day:

- Send home suspected case.
- Send home siblings and household members of suspected case.
- No one else in the setting is required to self-isolate.
- If needed, [isolate pupil](#) (and siblings and household members of suspected case) within the setting until collected.
- [Clean the area](#) after suspected case has left.

See Action Card 1

**Settings include:**  
schools, colleges, early years settings

**Staff includes:**  
teaching, support, catering, transport, office, visiting support staff e.g. therapists, health visiting team, immunisation team.

### Other setting actions:

- Inform school transport service where relevant [passenger.transport@croydon.gov.uk](mailto:passenger.transport@croydon.gov.uk)
- Liaise with suspected case to encourage testing and self-isolation.
- If a pupil, ask about other siblings and ask the parents to inform any other settings.

See Action Card 1

Test Negative

What is the test result?

Test Positive

If no one in the household or support bubble has COVID-19 symptoms:

- Pupil or staff member can return when well and no fever for 48 hours.
- Household and support members can return to work or education setting

### SETTINGS:

1. For all cases using the template on page 4 to inform:
  - Croydon Director of Education [shelley.davies@croydon.gov.uk](mailto:shelley.davies@croydon.gov.uk), Director of Public Health [Rachel.flowers@croydon.gov.uk](mailto:Rachel.flowers@croydon.gov.uk) and [covid19@croydon.gov.uk](mailto:covid19@croydon.gov.uk)
  - Your school link advisor
2. Complete the school onsite risk assessment checklist (confirmed cases only, see LCRC resource pack)
3. One simple case in mainstream school settings, contact DfE for advice on 0800 046 8687
4. Special schools should contact LCRC for all cases
5. For complex or multiple confirmed cases in mainstream settings check the LCRC criteria included in the resource pack. Complete the LCRC risk assessment form and email it to [LCRC@PHE.gov.uk](mailto:LCRC@PHE.gov.uk) to request a call back.

See Action Card 2

### CONFIRMED CASES:

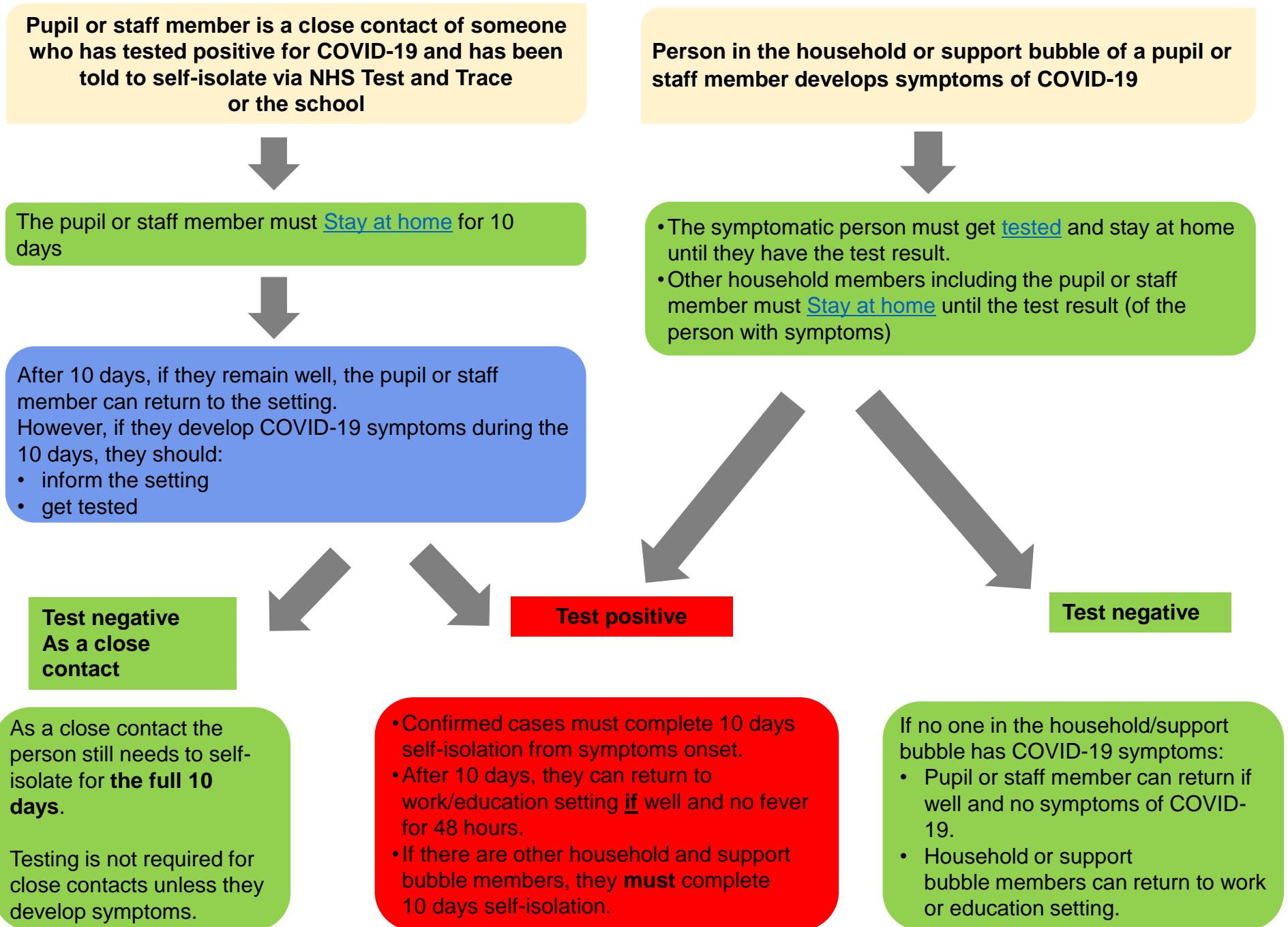
- [Must complete](#) 10 days self-isolation.
- After 10 days, if well and no fever for 48 hours, pupil or staff member can return to the education setting.
- All other **household members** and **other contacts** must complete 10 days self-isolation.
- After 10 days, household members and other contacts can return if well and no one in their household has COVID-19 symptoms.

See Action Card 2



# Flowchart 2: CONTACTS - What to do if a staff member or pupil in an educational setting is a contact - household or other

Updated: 16 June 2021



## Key points – to be reviewed 19 July 2021. See here for [FAQs](#)

### 1. Face coverings ([See here](#))

- Face coverings are no longer recommended for pupils and students in classrooms or communal areas.
- Face coverings are no longer recommended for staff in classrooms.
- Face coverings should be worn by staff and visitors outside of classrooms where social distancing is not possible.
- Children in primary schools do not need to wear a face covering.

### 2. Testing twice weekly ([See here](#))

- All staff and secondary school pupils two weekly LFD testing. Positive LFD tests must be followed by a PCR test.
- LFD testing is not mandatory, but is strongly encouraged.

### 3. Wraparound care ([click here for details](#))

- Each group or bubble should be supervised by at least one staff member.
- Activities for children taking place indoors, they may take place in groups of any number. However, continue to minimise mixing between children.
- Where it is not possible to follow school day bubbles, parents and carers should work with providers to try and keep siblings together.

## What is a **contact**?

A person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms.

Examples include:

- Spending significant time in the same household
- Being coughed on
- Having face to face conversation within one metre
- Having skin to skin physical contact
- Contact within one metre for one minute or longer
- Contact within two metres for more than 15 minutes
- Travelling in a small vehicle for any amount of time.

### Practical examples where 'contact' has happened:

- **In staff rooms and offices**
- **Peripatetic teaching staff**
- **At lunch and social gatherings**
- **At inset days**
- **Sharing cars**
- **Learning support staff moving across the schools**
- **Unsupervised study groups**
- **Seating plans not followed**

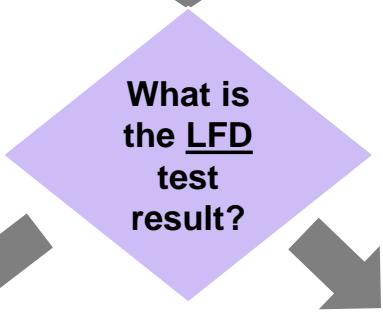
# Flowchart 3: LFD regular testing for asymptomatic staff and pupils.

## What to do if a member of the staff or pupil has a positive LFD result

### - At home or school

Updated: 16 June 2021

LFD carried out at home or school



Test Negative

Test Positive

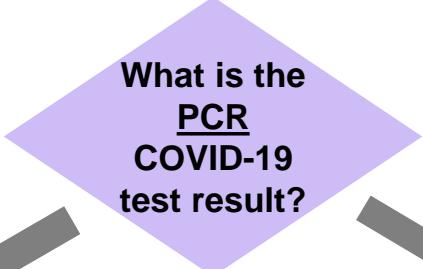
- Report the results as per test kit [instructions](#).
- Pupil or staff can attend/stay at the school and use protective measures, **unless** pupil or staff have been identified as a close contact and advised to self-isolate by NHS Test and Trace or Public Health professionals

**LFD positive case, household and support bubble members:**

- Inform the school
- Report the result as per test kit [instructions](#).
- Pupil or staff who has a positive LFD test result **must get a PCR COVID-19** test to confirm the result.
- LFD positive case, household and support bubble members (including siblings) should [self-isolate](#) until they have the PCR test.

**Setting actions:**

- Setting identify close contacts.
- Any identified close contact would need to isolate for 10 days from the date of their last exposure.



Test Negative

Test Positive

If no one in the household/support bubble has COVID-19 symptoms:

- Pupil or staff member can return to education setting.
- Household or support bubble members can return to work or education setting.
- Close contacts can stop isolating and return to education setting if well and no one in their household has COVID-19 symptoms.

**CONFIRMED CASES:**

- Inform the school.
- **Must complete** 10 days self-isolation.
- After 10 days, if well and no fever for 48 hours pupil or staff member can return to the education setting.
- All other **household members** and **other close contacts** must complete 10 days self-isolation.
- After 10 days, household members and other contacts can return if well and no one in their household has COVID-19 symptoms.

**Settings include:**  
schools, colleges

**Staff includes:** teaching, support, catering, transport, office, visiting support staff e.g. therapists, health visiting team, immunisation team.

**SETTINGS:**

For all cases inform:

- Croydon Director of Education [shelley.davies@croydon.gov.uk](mailto:shelley.davies@croydon.gov.uk) and Director of Public Health [Rachel.flowers@croydon.gov.uk](mailto:Rachel.flowers@croydon.gov.uk) and [covid19@croydon.gov.uk](mailto:covid19@croydon.gov.uk)
- Your school link advisor
- Inform school transport service where relevant [passenger.transport@croydon.gov.uk](mailto:passenger.transport@croydon.gov.uk)

Share information on Test and Trace support payments, including the eligibility criteria:  
<https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support>

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/carer, ask their transport provider to collect them	
2. Adults who accompany or care for a suspected case in isolation and coming within 2m distance of them should wear a mask if no contact, and if contact, mask, gloves and apron. If there is a risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) eye protection should also be worn	
3. If suspected case is a member of staff, send them home immediately, minimising contacts and surfaces touched while still on the premises	
4. Ask the staff or parent/carer to book a PCR COVID-19 test.	
7. Clean the surfaces touched by the suspected case according to <a href="#">guidance</a> .	
8. Contact suspected case (or their parent/carer) 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 10 days.</li> <li>• Ask parent/carer 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>	
9. 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	
10. Follow up parent/carer after 24 hours to see if they have requested a test	
11. 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	
12. 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.	
13. Ensure stock of PPE in the event of further suspected cases	
14. Ensure you Risk Assessment is regularly reviewed and updated.	

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> , the Director of Public Health <a href="mailto:Rachel.Flowers@croydon.gov.uk">Rachel.Flowers@croydon.gov.uk</a> ; <a href="mailto:covid19@croydon.gov.uk">covid19@croydon.gov.uk</a> and your link advisor of the positive test, providing LCRC or DfE reference number if available	
2. Complete the onsite risk assessment checklist (see LCRC resource pack) to identify potential contacts	
3. Schools - If only ONE simple case can contact the DfE helpline 0800 046 8687	
4. Special schools should contact LCRC for any cases	
6. For complex or multiple confirmed cases in mainstream settings check the LCRC criteria included in the LCRC resource pack. Complete the LCRC risk assessment form and email it to <a href="mailto:LCRC@PHE.gov.uk">LCRC@PHE.gov.uk</a> to request a call back.	
7. Only staff and pupils who have COVID-19 symptoms should be asked to get a COVID-19 Test.	
8. Contact confirmed case (or their parent/carer) 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>	
9. Inform transport provider, specialist support staff, social care, LAC team as appropriate	
10. Review the implementation of prevention and control measures within the setting and update the Risk Assessment accordingly.	

# SCHOOLS CHECKLIST : ACTIONS TO HELP STOP THE SPREAD OF COVID-19

AREAS	ACTIONS	Are we doing this? Has the setting sent a message out to parents and staff?
<b>At home, on the way to and from school</b>	<ul style="list-style-type: none"> <li>• Minimising the number of social contacts outside school is as vital as in school</li> <li>• Face coverings should always be worn on public transport</li> <li>• Social distancing on the way to and from school is as important as at school</li> <li>• Encourage walking or cycling to and from the school</li> <li>• There should be no car sharing</li> <li>• Social distancing among parents waiting outside of the schools should be maintained at all times.</li> </ul>	
<b>In the classroom</b>	<ul style="list-style-type: none"> <li>• Maximising ventilation in classrooms – open the windows every 20 minutes for a couple of minutes to let fresh air in (not necessary if have air purifying / fresh air exchange system)</li> <li>• Face coverings are no longer recommended for pupils in classrooms or communal areas.</li> <li>• Face coverings are no longer recommended for staff in classrooms</li> <li>• Record actual sitting in classrooms and study rooms to assist contact tracing</li> <li>• Making bubbles as small as possible within each school's circumstances</li> </ul>	
<b>Wrap around care</b>	<ul style="list-style-type: none"> <li>• Each group or bubble should be supervised by at least one staff member</li> <li>• Where it is not possible to follow school day bubbles, parents and carers should work with providers to try and keep siblings together</li> <li>• Activities for children taking place indoors, may take place in groups of any number. However, mixing between children should be minimised.</li> <li>• All children can access wraparound activities</li> </ul>	
<b>Communal areas and indoor areas outside of class rooms</b>	<ul style="list-style-type: none"> <li>• Face coverings should be worn by staff and visitors outside of classrooms where social distancing is not possible</li> <li>• Education settings should take steps to have a small contingency supply of face coverings.</li> </ul>	
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Making bubbles as small as possible within each school's circumstances and ensure they don't mix</li> </ul>	
<b>At break times and in the staff room</b>	<ul style="list-style-type: none"> <li>• Social distancing at lunchtimes, break times, study areas, is as important as in the class room</li> <li>• Wear face masks in staff rooms</li> <li>• Ventilate staff rooms</li> </ul>	
<b>Offices</b>	<ul style="list-style-type: none"> <li>• Check social distancing – is it 2 metres as far as possible?</li> <li>• Are people wearing face coverings?</li> <li>• Are the windows being kept open?</li> </ul>	
<b>When you have symptoms of COVID-19</b>	<ul style="list-style-type: none"> <li>• Anyone with symptoms of COVID-19, even if these are mild, must stay at home and not come to the school</li> <li>• Anyone awaiting a test result must stay at home</li> </ul>	
<b>Risk assessments</b>	<ul style="list-style-type: none"> <li>• Review and update risk assessments regularly</li> </ul>	

EDUCATION SETTING: REPORT OF POSITIVE CASE(S) OF COVID-19

Email template to complete with each new email report

Setting Name		
Number of cases	Staff Number and roles	Pupils Number
Total number of Positive Tests(s) Date of positive test if possible		
Number of positive test(s) using LFD		
Number of positive test(s) using PCR Please state if any are confirmatory PCRs following a positive LFD		
The year groups of the positive cases		
How many staff / pupils are isolating		
The year groups which isolating staff and pupils are in		
Comments:		
<p>Please report to:                  Shelley Davies <a href="mailto:shelley.davies@croydon.gov.uk">shelley.davies@croydon.gov.uk</a> – Director of Education                  Rachel Flowers <a href="mailto:Rachel.flowers@croydon.gov.uk">Rachel.flowers@croydon.gov.uk</a> – Director of Public Health                  COVID-19 <a href="mailto:covid19@croydon.gov.uk">covid19@croydon.gov.uk</a> Public Health Team                  Education <a href="mailto:educationenquiries@croydon.gov.uk">educationenquiries@croydon.gov.uk</a> – Education Team                  Your early years contact <a href="mailto:child.care@croydon.gov.uk">child.care@croydon.gov.uk</a></p>		