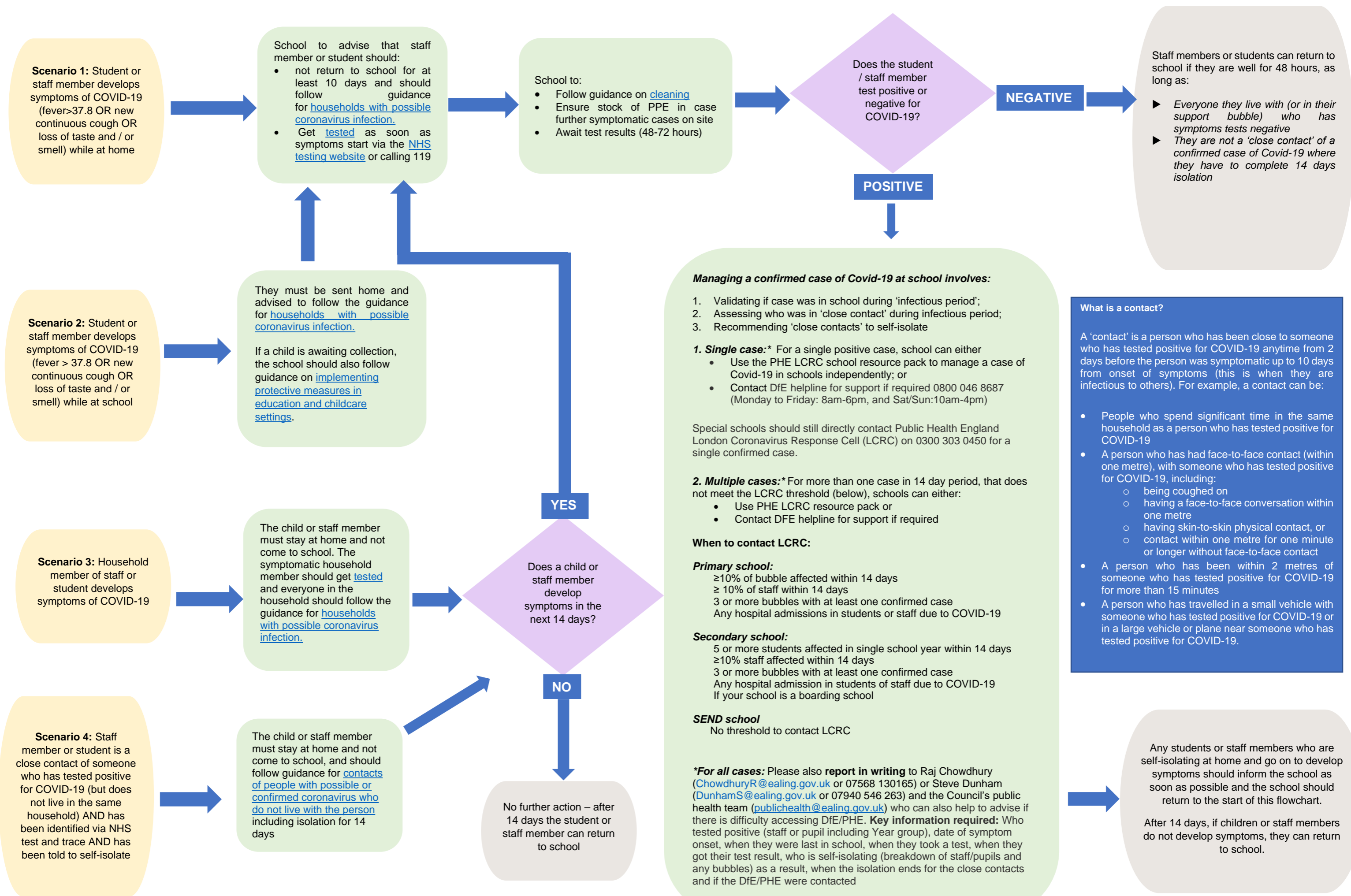


**Process flowchart for schools: What to do if there is a suspected or confirmed case of COVID-19 in school:04.11.20**



**What is a contact?**

A 'contact' is 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 (this is when they are infectious to others). For example, a contact can be:

- People who spend significant time in the same household as a person who has tested positive for COVID-19
- A person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute or longer without face-to-face contact
- A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- A person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19.

**Managing a confirmed case of Covid-19 at school involves:**

1. Validating if case was in school during 'infectious period';
2. Assessing who was in 'close contact' during infectious period;
3. Recommending 'close contacts' to self-isolate

**1. Single case:\*** For a single positive case, school can either

- Use the PHE LCRC school resource pack to manage a case of Covid-19 in schools independently; or
- Contact DfE helpline for support if required 0800 046 8687 (Monday to Friday: 8am-6pm, and Sat/Sun:10am-4pm)

Special schools should still directly contact Public Health England London Coronavirus Response Cell (LCRC) on 0300 303 0450 for a single confirmed case.

**2. Multiple cases:\*** For more than one case in 14 day period, that does not meet the LCRC threshold (below), schools can either:

- Use PHE LCRC resource pack or
- Contact DfE helpline for support if required

**When to contact LCRC:**

**Primary school:**  
 ≥10% of bubble affected within 14 days  
 ≥ 10% of staff within 14 days  
 3 or more bubbles with at least one confirmed case  
 Any hospital admissions in students or staff due to COVID-19

**Secondary school:**  
 5 or more students affected in single school year within 14 days  
 ≥10% staff affected within 14 days  
 3 or more bubbles with at least one confirmed case  
 Any hospital admission in students of staff due to COVID-19  
 If your school is a boarding school

**SEND school**  
 No threshold to contact LCRC

**\*For all cases:** Please also **report in writing** to Raj Chowdhury ([ChowdhuryR@ealing.gov.uk](mailto:ChowdhuryR@ealing.gov.uk) or 07568 130165) or Steve Dunham ([DunhamS@ealing.gov.uk](mailto:DunhamS@ealing.gov.uk) or 07940 546 263) and the Council's public health team ([publichealth@ealing.gov.uk](mailto:publichealth@ealing.gov.uk)) who can also help to advise if there is difficulty accessing DfE/PHE. **Key information required:** Who tested positive (staff or pupil including Year group), date of symptom onset, when they were last in school, when they took a test, when they got their test result, who is self-isolating (breakdown of staff/pupils and any bubbles) as a result, when the isolation ends for the close contacts and if the DfE/PHE were contacted