

Letter template: Staff in close contact

Dear Colleague,

Advice for Staff close contacts of positive COVID-19 cases

We have been advised that there has been a [small number of] confirmed case(s) of COVID-19 within [Insert year and school, or early years setting]

We have identified that you may have been in close contact with the affected case.

All Staff (regardless of vaccination status)

All staff in mainstream educational settings are advised to work from home where possible, and take regular LFTs if they have access to them. Although you do not have to isolate, you should be careful about interactions with vulnerable people.

If any of your lateral flow tests are positive, it is strongly advised that you stay at home and avoid contact with others, for 5 days after the day your symptoms started (or after the day you tested if you don't have symptoms). You can return to normal activities after this period if you are well enough and don't have a temperature.

Staff in SEND settings

Staff in SEND settings who are identified as a close contact should take LFTs regularly if they have access to them. You should also consider whether you can work from home or reduce your interaction with vulnerable children.

What to do if you/a household member develop symptoms of COVID 19

For most people, COVID-19 will be a mild illness.

The most common symptoms of COVID-19 are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

If anyone in the household develops any of these symptoms of COVID-19, they are strongly advised to stay at home and avoid contact with others. They can return to normal activities when well and they do not have a temperature. If they have tested positive for COVID-19, it is recommended they stay off for 5 clear days (for adults) or 3 clear days (for children) after the day their symptoms started (or the day they tested if they have no symptoms), and until they are well and have no temperature. When COVID-19 is circulating, it is worth also being aware of the wider symptoms of COVID-19 including: sore throat, headache, muscle ache, fatigue, shortness of breath, blocked/runny nose, diarrhoea and vomiting, and cold-like symptoms.

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact Warwickshire County Council on 01926 410410

Further information

Further information is available at nhs.uk/coronavirus

Yours sincerely
Headteacher