

## COVID-19 - actions for Schools/Early Years settings

Document informed by: [People with symptoms of a Respiratory Infection](#)  
[Health Protection in Schools and Childcare settings](#)  
[Emergency Planning and Response for Education and Childcare](#)  
*Local recommendations in italics*



<p><b>Index case</b> Person who develops symptoms or has positive LFT test result</p> <p>For symptoms, please see bottom right box</p>	<p><b>Adults and children who have respiratory symptoms* AND are unwell/have a high temperature: stay at home and avoid contact with others until well with no temperature.</b></p> <p>Individuals with <b>positive LFT results:</b></p> <ul style="list-style-type: none"><li>• <b>Self-isolate for 5 clear days (adults) and 3 clear days (children) minimum after the day of test – which is day 0. Can then return to normal activities only if well enough and don't have a temperature.</b></li><li>• <b>If deisolating before the end of 10 days, avoid contact with vulnerable individuals</b></li><li>• Return to school if well and do not have a temperature, on day 6 (adults) or day 4 (children)</li><li>• Above Includes SEND settings</li></ul> <p>*Symptoms of COVID-19 and other respiratory viruses can be found in bottom right box.</p>
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<p><b>Close contacts</b> Including household contacts</p>	<p><i>Where you have high numbers of staff/children unwell with respiratory symptoms but you are not clear if it is or isn't COVID-19, then please keep parents informed as you would usually have done prior to the pandemic, asking them to be vigilant for symptoms</i></p> <p><i>If LFT result of any of the symptomatic individuals is positive and you have rising suspected cases: it is recommended that you notify close contacts of cases – see box below.</i></p> <p><b>Advice for close contacts of COVID_19 cases (in LA letters):</b></p> <ul style="list-style-type: none"><li>• <i>If you have access to a LFT, you may wish to test regularly over next seven days</i></li><li>• Be vigilant for symptoms and avoid contact with vulnerable individuals.</li><li>• Wear a face covering as appropriate in indoor public places</li></ul> <p><i>If close contacts of LFT positive cases become symptomatic, treat as per the guidance for symptomatic individuals (remain off school/setting until well with no temperature).</i></p>
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<p><b>Schools/Early Years Settings</b></p>	<p><u>If the individual is in the setting when they become symptomatic:</u> Isolate individual and arrange for them to go home (or call 999 if seriously unwell). If possible, should isolate behind a closed door or 2m away from others, with an open window. Clean isolation room (and bathroom if used).</p> <p><u>When should you contact the Local Authority?</u> We would ask schools and early years settings to please come to <a href="mailto:dphadmin@warwickshire.gov.uk">dphadmin@warwickshire.gov.uk</a> if you need advice and support with outbreak management during working hours during the week. For urgent health protection issues which need responding to at the weekend, please contact UKHSA on 01384 679031 and ask for the person on-call for Coventry and Warwickshire.</p>	<p><b>COVID-19 symptoms/those of other respiratory infections:</b> continuous cough, high temperature, fever of chills, loss/ change in sense of taste or smell, tiredness/lack of energy, shortness of breath, headache that is unusual or longer lasting than usual, sore throat, muscle ache, blocked/runny nose, diarrhoea, feeling sick or being sick vomiting.</p> <p><b>Close contacts:</b> anyone who has had the following contact with the index individual:</p> <ul style="list-style-type: none"><li>• Face-to-face for any length of time</li><li>• Within 1 metre for 1 minute or more.</li><li>• Within 1-2 metres for 15 mins or more (either as a one-off contact for over 15 minutes, or shorter contacts added together over one day)</li><li>• Travel in a vehicle</li><li>• Note – all children in the same classes/group may be close contacts, plus any others identified – e.g. break times, lunch times, before and after coming into the setting (including on transport)</li></ul> <p><b>Period when to contact trace:</b> Contact trace for the two clear days prior to the day of symptom onset/test (if no symptoms). Example: if symptom onset (and day they were last in setting) was on Wednesday, then trace for Wed, Tues, and Mon</p>
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<p><b>Cleaning:</b> Please refer to detailed guidance for <a href="#">cleaning of non-healthcare settings</a> and for both routine cleaning, and cleaning following an infectious person having been in your follow the key points below:</p> <ul style="list-style-type: none"><li>• Use disposable cloths or paper roll and disposable mop heads.</li><li>• Use, as in cleaning routine, a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av. Cl.) OR household detergent followed by disinfection (1000ppm av. Cl.) OR if an alternative combined detergent/disinfectant is used ensure it is effective against enveloped viruses and meets EN 14476 standards (including any wipes used)</li><li>• Any waste from suspected cases and cleaning of areas should be double bagged and stored for 72 hours before disposal as normal.</li></ul>
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