

## Procedure for Managing Covid-19 Cases in Educational Settings in Solihull *Updated 04/03/21*

**If there are CONFIRMED Covid-19 cases a school/setting should:**

Notify **ANY** cases to Solihull Council by either:

Time:	How?	Where to?
Anytime <i>if it is not urgent</i>	Via email	Send case details to <a href="mailto:contacttracing@solihull.gov.uk">contacttracing@solihull.gov.uk</a> <b>Please state if you require a call back or not. These are not routinely picked up out-of-hours</b>
8.30am – 5.00pm MONDAY to FRIDAY	Phone	<b>Covid-19 Response Line - 0121 704 6892</b>
5.00pm – 8.30am and all day SATURDAY and SUNDAY	Phone	<b>Education Out-of-Hours line – 0121 704 6603</b> Please only phone out-of-hours if you require <b>urgent</b> advice. <i>If the line is not answered, please leave a voice message with a contact number and you will receive a call back.</i>



### Approach to managing the cases following a positive result from either rapid lateral flow test (LFT) or PCR (usual) test

**[Please note: if the LFT was taken at home, a PCR test will need to be taken to confirm the result but isolation should still begin. Isolation for all contacts (staff and pupils) can be cancelled if the PCR test is negative]**

- 1) Advisor records the details of the case completing the **PHE Checklist** (see appendix)  
**IF IT IS A REPEAT CASE AT A SETTING ONLY COMPLETE THE GREY TABLE OF THE CHECKLIST**
- 2) Advisor considers the **infectious period** of the confirmed case:  
**2 days prior to symptoms showing or 2 days prior to test for asymptomatic cases) WHEN THE CASE WAS IN THE SCHOOL/SETTING**
- 3) **FOR THIS PERIOD**, the Advisor and school/setting consider the close contact types – **5 types – Pupils/Teaching Staff/Peers/Other Staff/Visitors**

#### Definition of a Close Contact:

- 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 a confirmed case for 15 minutes or longer**
- travelling in a **small vehicle**, like a car, with a confirmed case

**Full guidance on contact definitions is [here](#) Full Infectious period: from 2 days prior to symptom onset (or the date of the test if asymptomatic) to 10 days after**



## 1. PUPILS

### 1. Pupils in the classroom/s

Early Years/Infants (up to Y2) – isolate **whole class/bubble**

Juniors (Y3-6) – if there is **lots of movement/mixing** – isolate **whole class/bubble**. If class are **static with a seating plan**, identify pupils **within 2m** (two rows in front, 2 behind, 2 desks either side and possibly diagonal placed pupils **within 2m**).

Secondary School/Further Education (Y7 to Y13+) – **DEFAULT: NO NEED TO ISOLATE THE WHOLE CLASS** – Identify **attended classes whilst infectious** (including registration/form group sessions) and **identify contacts sat within 2m of the case** (two rows in front, 2 behind, 2 either side and possibly diagonal placed pupils **within 2m**).

## 2. TEACHING STAFF

### 2. Teaching staff and form tutor

Early Years/Infants (up to Y2) – isolate **teaching staff**

Juniors (Y3-6) – Staff may be able to be **2m distant** and not be a contact.

Secondary School/Further Education (Y7 to Y13+) – Staff **should be 2m distant** and not be a contact but check this is the case.

## 3. PEERS/TRAVEL

### 3. Peer/social contacts (including travel bubble if required)

Early Years/Infants (up to Y2) – identify any **peer contacts** (from within school community – including **before/after school clubs**) from **travel bubble** (e.g. **car sharing/school bus/taxi/walking group etc**)

Juniors (Y3-6) – identify any **peer contacts** (from within school community including **before/after school clubs**) from **travel bubble** (e.g. **car sharing/school bus/taxi/walking group/cycling group etc**)

Secondary School/Further Education (Y7 to Y13+) – identify any **peer/social close contacts** from breaks and lunch time (including **before/after school clubs**) as well as from **travel bubble** (e.g. **car sharing/school bus/taxi/walking group/cycling group etc**)

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#### 4. OTHER STAFF

##### 4. Other Staff Contact

**Pupil cases** - ask the school/setting to send an email to all staff asking if anyone has had close contact (as per the definition) with a confirmed pupil case during the time period when they were infectious (outside of lessons/form period (e.g. during breaks/lunchtime (consider lunchtime supervisors), in the corridor/grounds, temporary exclusion from class)

**Staff cases** -ask the case who they have contact with

#### 5. VISITORS etc

##### 5. Visitors/Social Workers/Contractors/Cleaning Staff on site

Ask the school setting if there is the possibility that the confirmed case had any close contact with visitors/Social Workers/School Nurses/contractors/therapists/ cleaning staff on the school/setting site during the time period when they were infectious

School/setting to identify close contacts and email the following information to [contacttracing@solihull.gov.uk](mailto:contacttracing@solihull.gov.uk):

- Confirmation of the number of isolated pupils and staff (if the case wasn't in the school/setting when infectious, this may be no one –record on the checklist)
- Provide the initials of the confirmed case and which class/year group are in.

#### ISOLATION PERIOD

The isolation period for close contacts of a confirmed Covid-19 case is **10 days from the last contact so in a school/setting, that is 10 days from the last day the infected pupil/staff member attended the setting.** Day 1 of isolation is the next day. Pupils/staff should be told by the school/setting **which date they should return on.**

The confirmed case should isolate for 10 days from the date of the onset of symptoms. For whole bubble isolation, in reality pupils who are confirmed Covid-19 cases can return on the same day as the rest of their bubble.

**An isolated pupil/staff members' household do not have to isolate unless that person then becomes symptomatic** (cough and/or high temperature and/or loss/change in taste/smell). If a pupil/staff member becomes symptomatic during isolation, their household should isolate and they should get a Covid-19 test. **If they test negative, they must complete the full 10 day isolation as they could develop Covid-19 at any time during the 10 days (see flowchart in appendix)**

**Advisor** to send **Confirmed Case Email** (see appendix) to the school/setting **if this is their first confirmed case**. The email has an infection prevention guide (with **template letters for sending to parent/carers when there are confirmed Covid-19 cases**), testing and isolation flowchart and the link to [cleaning guidance following a confirmed Covid-19 case](#).

**ADVISOR** sends the completed **PHE checklist** (see appendix) and a brief email detailing the advice given to: [contacttracing@solihull.gov.uk](mailto:contacttracing@solihull.gov.uk)

Information is added to the Covid-19 Database and **Educational Setting Outbreak Log** for **ongoing monitoring**.

Public Health department **notifies Public Health England** of confirmed cases

**Educational Setting Outbreak Cell** (meets regularly) **MONITORS ALL POSSIBLE OUTBREAKS UNTIL RESOLUTION**  
**Reviews Educational Setting Outbreak Log**

**SCHOOL/SETTING** to send **template letter/email** to parents/carers of:

- All isolated pupils
- **AND** either a letter to all parents/carers notifying of a **single confirmed case** or more than one linked case (an **outbreak**)
- **Isolation period begins** (pupils should be sent home as soon as possible)

**OUT OF HOURS ESCALATION**  
Only escalate out-of-hours if there is a serious issue/emergency with a case/outbreak (such as a major outbreak (over 5 cases at reported at once), hospitalisation or death)

In these cases, please phone **0121 704 6603** (please leave a voicemail message with contact details if it is not immediately answered). Phone 0121 704 6892 if you are having issues getting through.

#### **FURTHER INFORMATION**

National guidance for each setting published on GOV.UK (links below):

[Early years](#)  
[Schools](#)  
[FE colleges and providers](#)

## Appendices:

- **Public Health England Checklist:**



PHE Checklist.docx

- **Testing and Isolation Flowchart (as attached to the template email below):**



SMBCPHUpdatedTestingFlowchartSchools20

- **Template Email to send to a school/setting if it's their first Covid-19 case:**



Confirmed case of  
Covid-19.msg

Denise Milnes  
Senior Public Health Specialist – Children and Young People  
Public Health  
Solihull Metropolitan Borough Council  
[denise.milnes@solihull.gov.uk](mailto:denise.milnes@solihull.gov.uk)  
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