

Schools, Colleges and Early Years Settings September 2021

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

Updated 1 September 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)

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, and adults who are not fully vaccinated should [self-isolate](#) until the result of the PCR test result is known
- Under 18 years olds and 18 year olds plus six months do not need to self isolate

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

Setting on the day:

- [isolate pupil](#) within the setting until collected.
- Send home suspected case.
- Send home adults close contacts who are not fully vaccinated
- [Clean the area](#) after suspected case has left.
- Inform school transport service where relevant passenger.transport@croydon.gov.uk

Settings include:
schools, colleges, early years settings and universities

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

PCR Test Negative

- If the test is negative pupil or staff member can return when well
- Non vaccinated close contacts stop isolating

What is the PCR test result?

PCR Test Positive

SETTINGS:

1. For all cases using the template on page three to inform:
 - Croydon Director of Education shelley.davies@croydon.gov.uk, Director of Public Health Rachel.flowers@croydon.gov.uk and covid19@croydon.gov.uk
 - Your school link advisor or Early years contact - child.care@croydon.gov.uk
2. Any concerns contact DfE for advice on 0800 046 8687
3. Special schools should contact LCRC for all cases
4. If you have had two cases or more please follow Flow Chart 2.

Key Infection control and outbreak management points –See here for [FAQs](#) and Appendix A for more detail

Contingency plans

- Update the risk assessments and contingency plans for when threshold levels are reached

LFD Testing twice weekly ([See here](#))

- It is strongly recommended that all staff and secondary school pupils two weekly LFD testing. (LFD testing is not mandatory, but is strongly encouraged)
- Staff and children with a positive LFD should self isolate and must have a PCR test within two days.

Face coverings

- The Director of Public Health, Rachel Flowers, strongly recommends that as a minimum staff and pupils in secondary schools wear face coverings in corridors and communal areas

Handwashing

- Frequent handwashing is as important as ever

Ventilation

- Keep all spaces well ventilated

Cleaning

- Keep to the same enhanced cleaning regimes

Vaccination

- Encourage staff and eligible pupils to get vaccinated

CONFIRMED CASES:

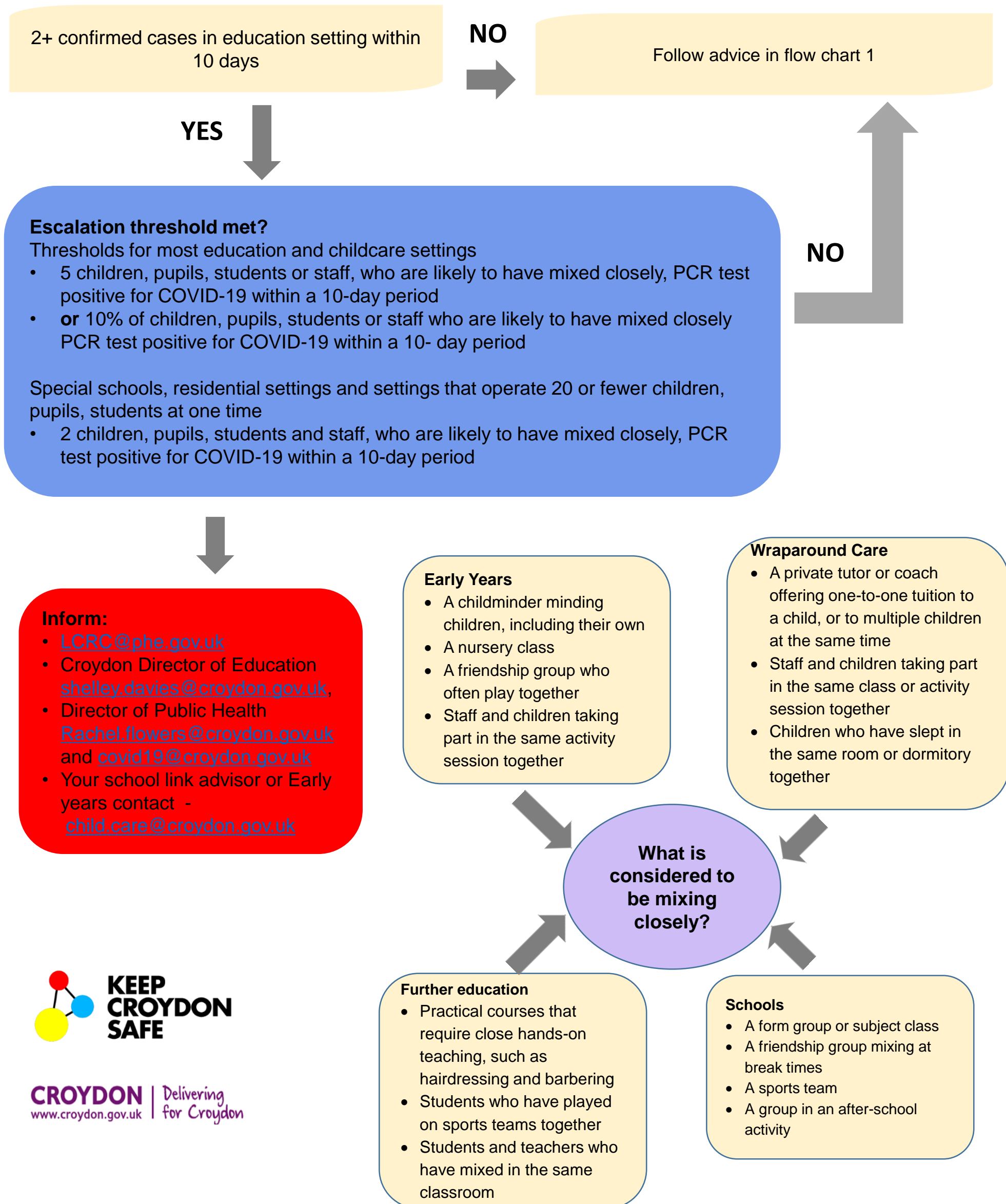
- [Must complete](#) 10 days self-isolation.
- After 10 days, if well pupil or staff member can return to the education setting.
- **Unvaccinated close contacts** must complete 10 days self-isolation.
- After 10 days unvaccinated close contacts can return if well and no one in their household has COVID-19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



Schools, Colleges and Early Years Settings September 2021

Flowchart 2: 2 or more confirmed COVID-19 cases in an education setting

Updated: 1 September 2021



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 and rough number of children			
Advice needed from Public Health	Yes	No	
Please report to: Shelley Davies shelley.davies@croydon.gov.uk – Director of Education Rachel Flowers Rachel.flowers@croydon.gov.uk – Director of Public Health COVID-19 covid19@croydon.gov.uk Public Health Team Education educationenquiries@croydon.gov.uk – Education Team Your early years contact child.care@croydon.gov.uk			