Covid-19 Case Flowchart

SUSPECTED case in child or staff member

If CHILD is in the setting, isolate from others until collected.

If MEMBER OF STAFF they should go home immediately and avoid all contact

If you develop symptoms at home, DO NOT come into school

Ensure that child/staff member isolates at home for 10 days (day of onset PLUS 9 days) The rest of the household need to isolate for 14 days

Clean and disinfect rooms the suspected case was using – ensuring appropriate PPE (gloves and apron) are used

Advise that the child/member of staff get tested

CHILDREN nhs.uk/coronavirus or by calling 119

STAFF www.gov.uk/apply coronavirus-test to be prioritised as essential worker

CONTACT WPT to update them on the situation

School to instigate Track and Trace, collate information for WPT

WPT do not need to notify PHE

NEGATIVE TEST

Case can return to school

once feeling well. Contacts
can stop self-isolating and
carry on as normal

POSITIVE TEST Follow confirmed case process

COVID-19 like symptoms

A high temperature

A new, continuous cough

A loss or change to taste or sense of smell

CONFIRMED case in child or member of staff

schools to contact WPT
with details of
child/member of staff along
with Track and Trace
information

WPT will notify PHE of single case and follow up

WPT/PHE will undertake an assessment to determine if any contacts in the school/setting (zones) need to self-isolate at home for 14 days

Ensure that child/staff member isolates at home for 8 days (day of onset PLUS 7 days) The rest of the household need to isolate for 14 days

Inform parents (if instructed by WPT) letter 1

MONITOR the exposed group closely for 14 days. Advise that anyone with symptoms get tested

If further suspected or confirmed cases occur within this group, they need to isolate for 8 days from the onset of the symptoms

CONTACT WPT to update them on the situation

School to instigate Track and Trace, collate information for WPT

Cases and contacts can return once the isolation period is completed



MULTIPLE CONFIRMED cases in child or member of staff within the same bubble

schools to contact WPT
with details of
child/member of staff along
with Track and Trace
information

WPT will notify PHE of multiple cases and follow up

WPT/PHE will undertake an assessment to determine if any contacts in the school/setting (zones) need to self-isolate at home for 14 days

Ensure that child/staff member isolates at home for 10 days (day of onset PLUS 9 days) The rest of the household need to isolate for 14 days

WPT to notify the LA

Close the zone at the end of the day for 48hours to allow the rooms to be cleaned and disinfected

Inform parents via letter 2

Clean and disinfect rooms the suspected case was using – ensuring appropriate PPE (gloves and apron) are used

Zone to reopen

MONITOR the exposed group closely for 14 days. Advise that anyone with symptoms get tested

Cases and contacts can return once the isolation period is completed

Keeping our school clean



Handwashing facilities will be available. Where a sink is not nearby, hand sanitiser will be in classrooms and other learning environments.



Surfaces that students touch will be regularly cleaned, such as: books, desks, chairs, doors, sinks, toilets, light switches and bannisters.

All of our students and staff will:



Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.



Clean their hands when they get to school, before and after eating, and after sneezing or coughing.



Use a tissue or their elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').