

Salford City Council Guidance for when a child, young person or staff member develops symptoms compatible with coronavirus in an education/childcare setting

[Revised 19th August 2021]

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Section 1: Public Health and Government Guidance

[Schools COVID-19 operational guidance – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/schools-covid-19-operational-guidance)

[Contingency framework: education and childcare settings – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/contingency-framework-education-and-childcare-settings)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

[Special schools and other specialist settings: coronavirus \(COVID-19\) – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/special-schools-and-other-specialist-settings-coronavirus-covid-19)

The situation for coronavirus in Salford is being updated each week on the council website and this includes the Public Health message of the week.

<https://www.salford.gov.uk/people-communities-and-local-information/coronavirus/coronavirus-level-in-salford/>

Section 2: Prevention measures

Whilst national guidance from the 19 July 2021 (updated 17 August 2021) removed many of system of controls for educational settings, educational settings will need to consider which measures to continue or strengthen to ensure that the spread of Covid-19 continues to be minimised.

The table below provides guidance on this. The column on the left highlights those measures considered by public health and education colleagues to have the maximum effect on the spread of the virus with minimum impact on the quality of education. The column on the right details those measures that have now been removed because of their negative impact on children’s education. The measures in the right-hand column may be re-introduced wholly or partly in the event of an outbreak of Covid-19 on advice from Salford’s Public Health Team or Public Health England.

Covid-19 Measures in Educational Settings from September 2021			
Effective and should be continued (little or no impact on the quality of education provided)		Effective but clear negative impact on education (this may be re-introduced during a confirmed outbreak/ substantial increase in cases)	
1	DO Vaccination – for all those eligible.	1	Social distancing between children, namely the use of bubble management, between year groups, and/ or classes or in extreme cases where on-site provision is only retained for vulnerable children and children of critical workers.

2	<p>DO Testing – for those with symptoms must isolate and book a PCR test and isolate until the results are known.</p> <p>Continue with LFD home-based testing for staff and secondary-age students without symptoms.</p> <p>DO follow this local guidance and report cases to 0800 952 1000 or using the online form</p>	2	In some outbreak circumstances the setting may be required to support contact tracing and recommend PCR tests for close contacts.
3	<p>DO Support positive cases to isolate, and support contact tracing of staff as per workplace guidance.</p>	3	Use of staggered start and finish times that may/ may not require changes to the length of the school day.
4	<p>DO Social distancing between staff (where feasible).</p>	4	Limits on use of external adults/staff entering the building.
5	<p>DO Respiratory hygiene – for example 'Catch it, Bin it, Kill it'.</p>	5	Limits on trips.
6	<p>DO Keep occupied spaces well ventilated.</p>	6	Face coverings in communal spaces /and in classrooms for staff and students.
7	<p>DO Personal protective equipment (PPE) – to be used in an appropriate and safe manner when managing a symptomatic/ Covid-19 positive person within the setting.</p>	7	Daily testing or wider testing of identified/ cohorts of students and staff.
8	<p>DO Hand hygiene – Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that students clean their hands regularly. This can be done with soap and water or hand sanitiser.</p>	8	As a last resort measure, move classes/ year group to remote learning for a specified period. NB: maintaining provision for vulnerable children/children of critical workers may still be possible.
9	<p>DO Maintain appropriate cleaning regimes, using standard products such as detergents.</p>		
10	<p>WHERE POSSIBLE Utilise multiple entrances and exits to and from the setting to avoid large crowding and utilise outdoor space.</p>		
11	<p>WHERE POSSIBLE Reduce the number of occasions where larger numbers of adults come into the building and where possible or advantageous to the setting/ families utilise remote connect methods.</p>		

Some tips to avoid becoming a contact.

- Staff should maintain the 2 metres social distancing from pupils and colleagues at all times where possible. This includes social contact outside of work.
- Staff should not travel in the same car to meetings.
- Staff making visits to homes of pupils must undertake a risk assessment. Where possible, consider arrange the meeting outdoors (e.g. in the garden).
- If staff handle equipment that a child has handled e.g. a pen or a mobile phone, then hand washing or hand sanitiser needs to be used immediately afterwards.

Section 3: Symptoms of coronavirus (COVID-19)

There are many illnesses that can give rise to concern. Please contact your GP or NHS 111 if you are worried; or call 999 if seriously unwell.

The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:

A new continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
A high temperature (fever) – NHS advice is to look for a high temperature – ‘this means you feel hot to touch on your chest or back; you do not need to measure your temperature’.
A loss of, or change in, your normal sense of taste or smell (anosmia).

Any one of the above symptoms gives reason for a high level of suspicion for COVID-19.

Atypical COVID-19 testing:

There are other less common symptoms of COVID-19, you are now able to book a COVID-19 test for child/ren who attend school if they feel unwell with ‘non-classical’ COVID-19 symptoms. While we know a lot of people are more likely to catch winter viruses at this time of year, in Salford we still want to rule out the possibility of COVID-19 and encourage pupils to get tested.

Non-classical symptoms include:

- Vomiting/nausea/off your food
- Diarrhoea
- Sleeping more than usual/extreme tiredness
- Listless/restless/agitated
- Shortness of breath
- Feeling cold
- Headache
- Severe body aches
- Sore throat
- Congested or runny nose
- Skin rash
- Complaining of anything that is not feeling themselves

Please note: Pupils who are unwell with any of these ‘non-classical’ symptoms are **not expected to isolate immediately** but are strongly advised to go for a test to rule out COVID-19. Go to www.gov.uk/get-coronavirus-test and, when prompted, click the box that “My local council has asked me to get a test, even though I do not have symptoms”.

Schools should continue to ask children who are unwell with some other common childhood infectious diseases to remain at home until they are 48 hours symptom free. These include but are not limited to, diarrhoea, vomiting, flu like symptoms and chicken pox. Go to www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

Section 4: Dealing with suspected cases – with classic symptoms

1. Pupils, staff or any member of the school community should not attend school if they are unwell with classic COVID symptoms. Parents should not send their child to school/setting. NB If anyone in the household is unwell with classic symptoms and is awaiting testing or has tested positive for COVID then they **should not** attend the school or setting. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.
2. If someone becomes unwell with classic symptoms in school, they should be sent home and advised to isolate while awaiting the result of a COVID test. The school or setting should undertake any necessary cleaning after someone has been unwell, with classic symptoms, on the premises. The appropriate PPE should be worn for cleaning or dealing with an unwell person (masks which are FFPIIR compliant and gloves and goggles if needed).
3. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.
4. To book a test call 119 or <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
5. All parents of pupils tested and staff who have been tested should provide the outcome of the test result (positive or negative) to the school or setting to help protect the wider school community.

Where the pupil or staff member with symptoms tests negative, they can return to the school or setting provided they feel well enough, and they have not had a fever for 48 hours. As there are other viruses circulating such as a cold or flu, it is advisable to avoid contact with other people until they are better.

What happens if it's not possible to test a suspected case?

In a situation where someone is symptomatic but is unable to take a test, the setting should seek advice from Salford's Public Health contact for a professional assessment as to whether the case should be defined as a probable case of Covid-19.

Section 5: Dealing with positive cases and their contacts

What is a 'Contact'?

The main categories that would lead to someone being identified as a 'close contact' in an education setting are as follows:

Face-to-face contact with a confirmed case for **any length of time, within 1 metre**, including:

- being coughed on
- face-to-face conversation
- unprotected physical contact (skin to skin)

Travelling in a small vehicle with a person who is a confirmed case Contact within 2 metres for more than 15 minutes (either as a one-off contact, or added up together over one day).

Please note:

1. Any interactions that have only taken place through a Perspex (or equivalent) screen is not considered sufficient contact. These people **should not** be considered relevant contacts for the purposes of contact tracing and isolation
2. Any items of PPE and other mitigation measures such as face coverings or visors worn in an Education setting, whilst helpful in reducing the spread of infection, **will not** prevent someone from being identified as a contact
3. A person who maintained appropriate social distancing (over 2 metres) **would not** be classed as a 'close contact' and **would not** be required to self-isolate.
4. More information about defining contacts can be found via <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Usually in **EYFS** and **Key Stage 1** and **special schools**/setting context, all children/staff who have shared a classroom during the infectious period class will be classed as a close contact.

In **Key Stage 2** if children mix a lot within the classroom the whole class would usually be defined as contacts; if there is a seating plan then contacts can be identified as individual who are sat within 2 metres of the case during their infectious period.

In **secondary schools**, close contacts will need to be identified following advice from Public Health. Usually this will use seating plans and contacts will be identified who sat within 2 metres of the case during their infectious period.

Any member of the school community who has breached social distancing and come within 1 metre for 1 minute or longer or 2 metres for 15 minutes or longer of a positive case will be classed as a close contact.

Contact must have taken place during the '**infectious period**' of the index case which is defined as: *48 hours (2 days) before the onset of symptoms (or the date of test if they don't have symptoms) until 10 days after symptoms started (or the date of the test if they do not have symptoms).*

All settings are asked to identify any staff who are not fully vaccinated unless they are currently part of an approved COVID-19 vaccine trial, or are not able to be vaccinated for medical reasons, who meet the definition of a close contact, and advise them to isolate for 10 days. These contacts are legally required to self-isolate for 10 days from the day after contact with the index case. Failure to self-isolate for the full time-period may result in a fine of up to £10,000.

Contact tracing

NB Positive cases will be followed up by NHS Track and Trace (NHSTT). Any close contacts identified by NHSTT will be contacted and given appropriate advice.

Contacts from an education setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Education settings may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

If staff or parents contact the setting to request contact details for staff or other parents after receiving a phone call from NHSTT, the setting **must not** release these contact details, as this would be a breach of data protection regulation. As previously, details can be shared with local Health protection and NHSTT.

From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Adults who have received both vaccinations will also no longer be required to self-isolate.

Instead of self-isolating, those who are double jabbed and under 18s identified as close contacts of positive coronavirus (COVID-19) cases are advised to get a free polymerase chain reaction (PCR) test as soon as possible.

Dealing with positive cases

1. For any positive results among pupils or staff, the school must notify **0800 952 1000 or use the online form <https://contactus.salford.gov.uk/?formtype=TRACING> to inform they have a positive case.** It is important that schools notify the call centre of all positive cases so we can ensure prompt action is taken to reduce the risk of spread. The call centre will pass on the message to Public Health Case and Contact Management Team.

NB LA advice is that the DFE helpline does not need to be contacted as locally there is capacity to support with school cases. If a school does wish to gain DFE advice, then please do continue to notify Salford in the usual way so we can keep accurate records of cases. Please note: If a school isn't informed of a positive test result, the NHS Test and Trace service is informed of all positive results and will in due course inform the school and Salford Public Health. However, there will be a delay and it is much faster to arrange public health advice when the school is notified.

2. If a member of the wider school community (e.g. a parent/carer, a member of cleaning staff, a governor) tests positive, they should let the school know immediately to identify if the confirmed case attended the setting in the 48 hours before the onset of their symptoms right up to the date of the test.
3. NB For single cases (i.e. not part of an outbreak), cases will be followed up by NHS Track and Trace (NHSTT). Any close contacts identified by NHSTT will be contacted and advised to get a PCR test (unless the contact is an adult who is not fully vaccinated who will be required to self-isolate for 10 days).
4. For the purpose of calculating self-isolation requirements, the date they last had contact with the index case is considered to be day 0 of the required 10 day self-isolation period. For example if a child / staff member last had contact with the index case on 1st December then day 0 is 1st December, Day 1 is 2nd December and Day 10 of self-isolation is 11th December and the child/staff member can return to school on Day 11 i.e. 12th December.



If the index case has not been at the education setting during the infectious period, the education setting does not need to take any further action.

Following the identification of a positive case in your setting, you may exercise your own judgement and utilise a 'warn and inform' letter to staff, to parents/ carers with children in an affected class, year groups or wider setting community. Templates for 'warn and inform' letters have been provided.

- One letter is for children who you think may be a possible close contact – this letter advises the parents to get a PCR for their child.
- The other letter is general warn and inform letter for children.
Please call 0800 952 1000 if you need any support or advice for this

5. In addition, identify any staff who are not fully vaccinated, who meet the definition of a close contact, and advise them to self-isolate for 10 days. Personal and community contacts of the person with the confirmed diagnosis will be contacted separately by NHS Test and Trace, and this will be directly with the person. The setting does not need to identify or contact these people.
6. The setting's role as a workplace is to have a duty of care to staff. Therefore, settings are required to follow the [NHS Test and Trace workplace guidance](#). Settings should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.
7. Settings will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts during the infectious period. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.
8. Settings should make reference to the '[COVID-19: management of staff and exposed patients or residents in health and social care settings](#)' guidance where staff who directly support vulnerable children and young people have been identified as a close contact of a Covid-19 positive case, and meet the criteria for exemption to isolate. Settings should follow the guidance, risk assess accordingly, and seek advice from the local Public Health.

Section 6: Lateral Flow Testing

Lateral Flow Testing

Cases who have a positive LFD test result will be required to take a follow-up confirmatory PCR test. This is the case for **every** LFD test (taken at home or at a testing site supervised with a trained assistant present).

1. Following a positive result, the staff member / pupil must isolate. Any adult contacts, who are not fully vaccinated, (including family members of the person testing positive) must also isolate.
2. A confirmatory PCR test for the positive LFD case will need to be booked. This should be booked immediately either [online](#) or by calling 119 and should be undertaken within 2 days.
3. NB Two positive LFD tests will negate the need for a confirmatory PCR
4. Inform Salford Public Health of the positive Lateral flow result by completing the online form <https://contactus.salford.gov.uk/?formtype=TRACING> or calling 0800 952 1000.

Home testing

1. A negative PCR means self-isolation can stop for the individual and any isolating contacts. School will need to notify Spirit of Salford of the negative PCR result.

2. If the confirmatory PCR test is not done within 2 days, the LFD result is used. If a follow up PCR is refused by the staff member/pupil. the LFD result is used.

Supervised testing e.g. on school site or community testing site

- LFD tests on site will need a follow up PCR test within 2 days of the LFD positive result.
- Whilst awaiting the PCR result, the positive case should continue to self-isolate.
- If the PCR test is negative, it overrides the LFD test and the staff member, pupil or student can return to school or college.
- If they receive their negative PCR test result 2 days after the date of their initial LFD test, then the legal duty to self-isolate remains.

Please note:

1. Asymptomatic positives - If someone tests positive but then goes on to develop symptoms they must restart their isolation from the onset of symptoms. this won't impact on any contacts who are already isolating, they just need to complete their original 10 day isolation.
2. Serial testing for contacts instead of self isolation is currently not approved by Public Health England
3. Current guidance – rapid testing is now not required for 90 days after a positive test result. A PCR test should be undertaken if you develop new symptoms.

Section 7: Households

During the isolation period for the positive case, any adult household member who is not fully vaccinated would be identified as a contact and will need to isolate for 10 days. All household members should get a test if they were to have any symptoms of being unwell at all.

The isolation period for relevant household members should be 10 days and even if a new positive case were to develop on Day 11 or Day 12, any household members that remained symptom free would be able to end their isolation period after 10 days.

If a family member becomes positive on day 11 / day 12 there is no need for relevant adults to recommence another 10-day isolation period.

However, if a family member becomes positive on day 13 or later the relevant household members would have to isolate again. PH guidance is that we can't assume immunity for anyone as it could be a different strain of the virus.

The person who has tested positive (index case) should isolate for at least 10 days until they feel better, and their symptoms have resolved. They can return if just the cough or loss of smell/taste persist as these can last for several weeks after the infection. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

The adult household members (of the index case) **who are not fully vaccinated** must self-isolate for 10 days while they watch for symptoms. If a member of the household starts to

display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

As a last resort Salford Public Health may decide that all members of their bubble (for the person who has tested positive) may need to self-isolate for 10 days and will be offered a PCR test. Even if a test is returned negative, all members of the bubble must continue to self-isolate for the full 10 days while they watch for symptoms.

Section 8: Principles of managing an outbreak situation

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

If the answer to any of the above three questions is YES, then it is likely that there was transmission within the setting and Salford Public health will support the school with implementation of their outbreak management plan as appropriate.

NB In Salford, prior to reaching the thresholds outlined above where there are two or more cases within a 10-day period in a setting, Salford Infection Control team will discuss the cases with school to explore these cases and provide any appropriate advice with a view to putting in place preventative measures to avoid a significant outbreak such as the thresholds outlined above.

Section 9: Obtaining PPE

Schools should order quality standard PPE via their usual supply lines and if they are unable to source stock, they should contact csdbusinesssupport@salford.gov.uk where emergency provision can be supplied

Section 10: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

If a member of school staff has contracted COVID-19 and the infection has resulted directly from their work then it is reportable as a notifiable disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

NB Academies need to make these referrals via their Academy Trusts not via the LA process.

A report should be made under RIDDOR when the following circumstance applies:

- Where an employee has been diagnosed as having COVID-19 from a workplace exposure to coronavirus. This must be reported as [a case of disease](#)

NB When deciding if a report is required, the responsible person (usually the manager or Headteacher) must make a judgement, based on the information available, as to whether or not a confirmed diagnosis of COVID-19 is likely to have been caused from their workplace, and from this decide that there is reasonable evidence that this is the likely cause of the disease.

It's important that records are accurate and up to date for reporting purposes so next steps are outlined below:

When discussing current cases/ outbreaks with public health, if you believe the threshold has been met for a referral please raise with the public health lead and agree if a referral should be made. If after consultation with a public health lead you believe that the above criteria have been met, then you should complete the online accident and incident form.

The Health Safety Team will then complete the RIDDOR report.

Further advice is available from Health & Safety. <https://myzone.salford.gov.uk/knowledge-zone/how-we-do-things/health-and-safety/browse-by-topic/accidents-and-incidents/>

If you have any questions please don't hesitate to contact a member of the Health and Safety Team [Health and safety officers \(salford.gov.uk\)](#)