

Test & Trace Guidance for Schools



As schools welcome back all year groups full-time from September, it is important that everyone is aware of the Test & Trace process, and understands how their engagement with it can prevent the spread of COVID-19.

We have collated all information shared previously into one document which we hope will be a helpful reference on what actions you need to take, who to contact and what support you can expect, where there is a **possible** or **confirmed** case of COVID-19 in school, or within an individual's household or support bubble.

If you have any concerns, or questions which are not answered within this document, please contact Jonathan Lewis or Emma Dean using the contact details below.

Key Contacts	
Emergency Inbox	EmergencySchool.Closure@cambridgeshire.gov.uk
Jonathan Lewis	Jonathan.lewis@cambridgeshire.gov.uk 07920 160402
Emma Dean	Emma.dean@cambridgeshire.gov.uk 01223 703514

Contents

Acronyms & Definitions	3
The school's responsibilities	4
Test & Trace process (for schools)	6
What to do if a child/member of staff is isolating due to member of their household/support bubble showing symptoms	7
What to do if there is a POSSIBLE/SUSPECTED case of COVID-19 in school	8
What to do if the POSSIBLE/SUSPECTED case has received a NEGATIVE test result	11
What to do if the POSSIBLE/SUSPECTED case has received a POSITIVE test result.....	12
What to do if there is a CONFIRMED case of COVID-19 in school	13
Useful Documents.....	15
Appendices	16
Appendix 1: Letter to inform parents/carers of the Test & Trace process	17
Appendix 2: Letter where there is a POSSIBLE/SUSPECTED case of COVID-19 in school.....	19
Appendix 3: Letter where the POSSIBLE/SUSPECTED case has received a NEGATIVE test result	21
Appendix 4: Actions to take in response to a confirmed case of COVID-19	22

Acronyms & Definitions

Acronyms

HPT	Health Protection Team
PHE	Public Health England
LA	Local Authority
PPE	Personal Protective Equipment

Definitions

Pillar 1 testing	Swab testing in Public Health England (PHE) labs and NHS hospitals for those with a clinical need, and health and care workers
Pillar 2 testing	Swab testing for the wider population, as set out in government guidance
Pillar 3 testing	Serology testing to show if people have antibodies from having had COVID-19
Pillar 4 testing	Serology and swab testing for national surveillance supported by PHE, ONS, Biobank, universities and other partners to learn more about the prevalence and spread of the virus and for other testing research purposes, for example on the accuracy and ease of use of home testing
Possible or suspected case	New continuous cough or high temperature or a loss of or change in, normal sense of taste or smell (anosmia)
Confirmed case	Staff member or child with a laboratory test positive for COVID-19, with or without symptoms.
Household contacts	• Those living together (sharing kitchen, bathroom), or • Spending a cumulative >8hours in the same household or • Sexual contacts, or • Cleaners (even if resident is not at home during cleaning)
Non-household contacts	• had face-to-face contact of any duration (less than 1 metre away) with the case, or • were coughed or sneezed on by the case, or • had unprotected physical contact (skin to skin) with case, or • spent more than 1 minute within 1 metre of the case, or • spent more than 15 minutes within 2 metres of the case, or • travelled in a car or other small vehicle (even on a short journey), or • Airline contacts

The school's responsibilities

- Schools will be responsible for development and implementation of local processes to reduce the risk of COVID-19 transmission, in line with national guidance.
- Schools should direct staff/children who have symptoms to NHS Test & Trace, who will arrange testing when appropriate and initiate tracing of contacts, as appropriate.
- Schools will help Public Health England (PHE) identify contacts of cases in the school environment following national protocols.
- When an outbreak or confirmed case occurs, schools will be responsible for communicating with parents, children and staff, making use of template letters.
- Schools should monitor their absenteeism rate, and if concerned that an increase could be related to COVID-19, should notify PHE.
- Schools should inform the Local Authority (LA) and PHE Health Protection team of any confirmed case of COVID-19 in staff or children.

Informing Parents/Carers about the Test & Trace process

We would recommend that you inform all parents/carers of the Test & Trace process and make them aware of what to expect if there is a possible or confirmed case in school. A letter template to support you with this can be found in Appendix 1. This can be adapted for your school, to include any additional details/protocols which you have included within your risk assessment.

Administering First Aid & Use of Personal Protective Equipment (PPE)

Some schools have chosen to designate particular members of staff to support children displaying symptoms of COVID-19.

It is vital for any member of staff who uses PPE to read the following document - [CCC & PCC First Aid Requirements](#) – and to also watch the [video](#) which runs through the basics of use of this equipment.

Staff should not use PPE unless they have followed this advice on training.

Additional PPE

The grab packs provided by the LA are only intended to be used in situations where children display symptoms of COVID-19 whilst in your care, who need to be isolated pending collection and where staff need to be within 2 metres of them.

If you have used PPE in these scenarios only and need a replacement, please contact Hazel.belchamber@cambridgeshire.gov.uk

If you have used PPE in other scenarios, the school will be responsible for replacing this. A list of suppliers of PPE can be found [here](#).

As a reminder, if you would like access to the Amazon COVID store, please visit [COVID-19 Supplies page](#) to request access. There is no upfront payment needed on any of the products, and there are no minimum order quantities. Amazon is not making profit on the PPE sold using this facility and have also waived third party seller fees. All customers who are authorised to access

the COVID-19 Supplies facility will also receive free Business Prime for the duration of the site's existence, giving free expedited delivery.

Replenishment of Home Test Kits for Schools

Guidance on replenishment of kits will be published shortly. Once this is published, you will be able to re-order these kits. There will be a cap on how many and how frequently orders can be placed, based on pupil numbers for your education setting.

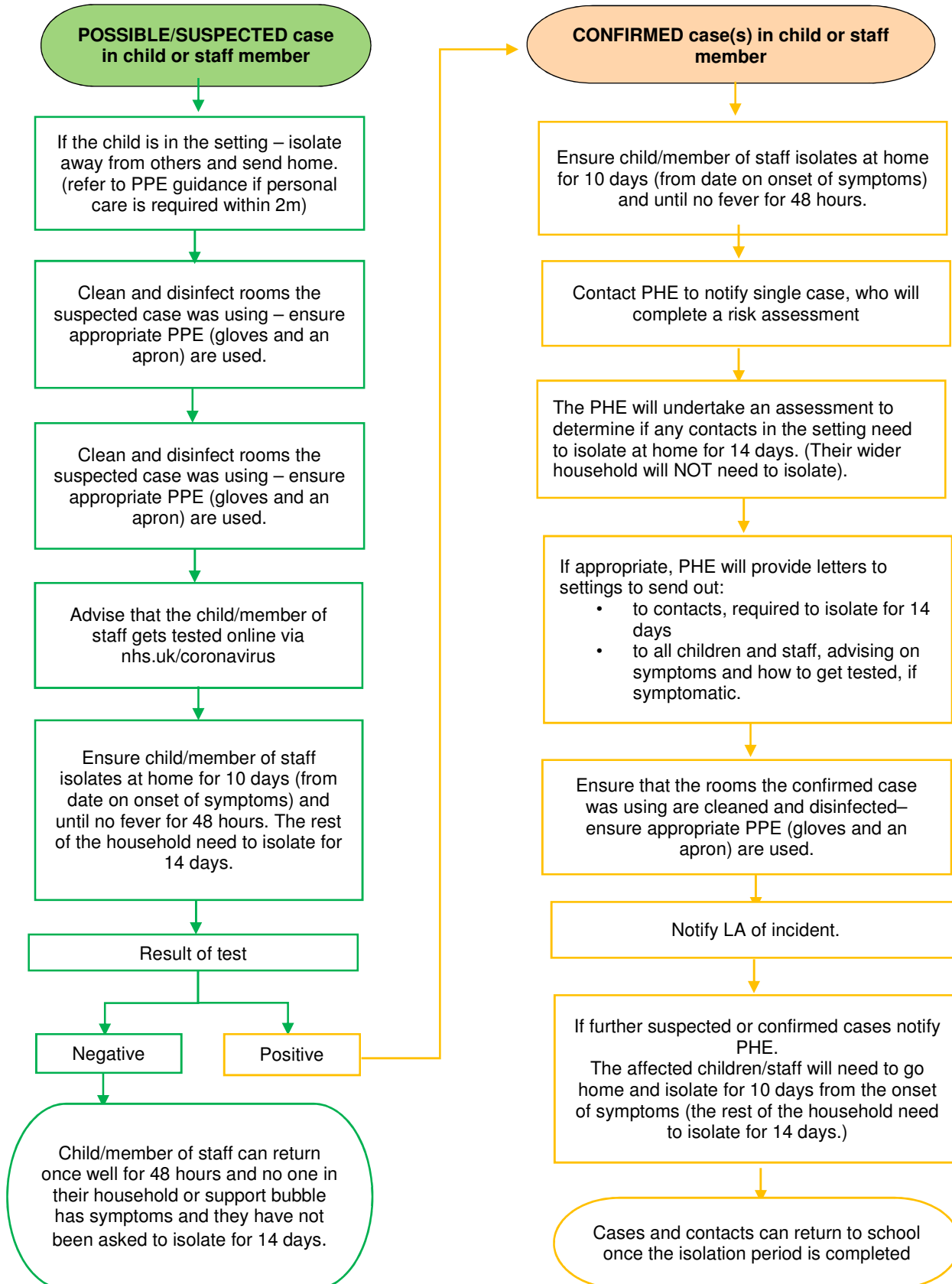
You will be provided with a unique organisation number (UON) in the email about your initial stock of home test kits. This will be needed to order replenishment kits so please keep a record of this.



Test & Trace process (for schools)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces.

- To notify a case(s), please call the Health Protection Team of Public Health England on 0300 303 8537 (option 9). If the matter is not urgent you can also email ee.crc@phe.gov.uk.
- To raise any general questions or concerns, please contact Jonathan Lewis (07920 160402) or Emma Dean (01223 703514).
- To access detailed schools guidance, including cleaning and the use of Personal Protective Equipment (PPE) visit gov.uk/coronavirus.



What to do if a child/member of staff is isolating due to member of their household/support bubble showing symptoms

Booking a Test

We would encourage you to ask anyone showing symptoms of COVID-19 to book a test. Where possible, this should be carried out at a test site as test results are received much more quickly. Where this is not possible, a home test kit can be ordered. To book a test, visit <https://www.nhs.uk/ask-for-a-coronavirus-test> or phone 119.

Reporting to the LA

You should inform the LA **without delay** using:
EmergencySchool.closure@cambridgeshire.gov.uk

Within the email, include:

- Name of school
- Number of children/staff isolating
- Confirmation that the symptomatic individual has booked a test

Please also notify the LA using the same email address when the outcome of the test is known.

What to do if there is a POSSIBLE/SUSPECTED case of COVID-19 in school

Where an individual is displaying symptoms of COVID-19, they should be sent home and advised to self-isolate, along with members of their household/support bubble. They should also arrange a test at the earliest convenience.

Children awaiting collection

Whilst awaiting collection, the individual should be moved to a room where they can be isolated behind a closed door. Where this relates to a child, it will be dependent upon their age and may require adult supervision. If possible, open a window for ventilation.

If it is not possible to isolate the individual, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom, if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Booking a Test

We would encourage you to ask anyone showing symptoms of COVID-19 to book a test. Where possible, this should be carried out at a test site as test results are received much more quickly. Where this is not possible, a home test kit can be ordered. To book a test, visit <https://www.nhs.uk/ask-for-a-coronavirus-test> or phone 119.

In exceptional circumstances where you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school's home test kits to improve the chances that the individual will get tested.

The school kits are suitable for people of all ages over the age of one. They should not be given directly to children, only to adults over the age of 18 or a child's parent or carer. Parents and carers will be required to administer the test to those under the age of 11.

Full instructions on how to administer the test and what to do next are provided within each kit. Schools and colleges will not be expected to administer testing.

Parent/Carer communication

For transparency, we would advise sending a letter to parents/carers of other children within the bubble of the possible/suspected case(s). A letter template for you to use can be found in Appendix 2.

When adapting the letter, you should ensure that there is not any personally identifiable information, unless you have sought permission from the responsible adult of the individual involved.

Reporting to the LA

You should inform the LA of the situation **without delay** using:

EmergencySchool.closure@cambridgeshire.gov.uk

Within the email, include:

- Name of school
- Number of children/staff with symptoms
- Confirmation that the child/member of staff has booked a test

Please also notify the LA using the same email address when the outcome of the test is known.

Use of PPE

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

PPE should also be worn for cleaning the area where the individual with possible/suspected COVID-19 has been. At minimum, this should include gloves and an apron.

Staff should wash their hands with soap and water for 20 seconds after all PPE has been removed.

Cleaning and disinfection

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)
or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
or
- If an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses

Note:

- **Avoid mixing cleaning products together as this can create toxic fumes.**
- **Avoid creating splashes and spray when cleaning.**

Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be handled and stored in the following way:

1. Put waste in a plastic rubbish bag and tie when full.
2. Place the plastic bag in a second bin bag and tie.
3. Store in a suitable and secure place (marked 'for storage') until the individual's test results are known.

Note:

- **It should be stored safely and kept away from children.**
- **It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.**
- **If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:**
 - **keep it separate from your other waste**
 - **arrange for collection by a specialist contractor as hazardous waste (there will be a charge for this service)**

Other household waste can be disposed of as normal.

What to do if the POSSIBLE/SUSPECTED case has received a NEGATIVE test result

Evidence of the test result

Schools do not need to request evidence of the test result or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Returning to school / continuing to self-isolate

If the child/member of staff has been tested because they were showing symptoms and the test has come back negative, they can return to school once they have been well for 48 hours providing no-one in their household or support bubble has symptoms and they have not been asked to isolate for 14 days.

If the child/member of staff has been isolating as they have been identified as a contact of someone who has tested positive, they should continue to isolate for 14 days regardless of their test result.

Waste

If the individual tests negative, any waste can be put indisposed of immediately with the normal waste.

Parent/Carer communication

Parents/Carers of the bubble concerned should be notified of this outcome as soon as possible. A letter template for you to use can be found in Appendix 3.

When adapting the letter, you should ensure that there is not any personally identifiable information, unless you have sought permission from the responsible adult of the individual involved.

What to do if the POSSIBLE/SUSPECTED case has received a POSITIVE test result

If the individual receives a positive test result, the school should follow the guidance 'What to do if there is a CONFIRMED case of COVID-19 in school' (see overleaf).

What to do if there is a **CONFIRMED** case of COVID-19 in school

Reporting the incident to the Health Protection Team of Public Health England

If you have a confirmed case in school, you must notify the Health Protection Team (HPT) of Public Health England as soon as possible on 0300 303 8537 (option 9) or via ee.crc@phe.gov.uk.

They are likely to ask for:

- Setting Name & Address
- Primary Contact at the setting
- How many students in total attend the setting
- How many are attending at the time of this discussion
- Number of potentially at risk (total staff and children) e.g. how many within the child's 'bubble'
- Number of possible/suspected cases
- Number of confirmed cases

The HPT will work with the school to complete a risk assessment, help to identify contacts and advise on who, if anyone, needs to get tested.

It is important that you follow the advice given by the HPT even if this differs to the flowchart. There may be intelligence or details of your scenario which means a different path is more suitable. The risk assessment will help to determine what is right in your situation.

Parent/Carer communication

The HPT will provide the school with letters to send to parents/carers to inform them of what to do next and where to seek further information.

Reporting the case to the LA

You should inform the LA **without delay** using EmergencySchool.closure@cambridgeshire.gov.uk

The LA will then make contact to ensure that you have access to the appropriate support.

Cleaning and disinfection

For symptomatic individuals who have previously been sent home, a thorough clean of the school site will have already taken place.

Where an individual has been asymptomatic e.g. has received a positive result through routine testing, it will be necessary to follow the cleaning advice below.

Public areas where the individual has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the individual has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Use one of the options below:

- a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)
or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
or
- If an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses

Note:

- **Avoid mixing cleaning products together as this can create toxic fumes.**
- **Avoid creating splashes and spray when cleaning.**

It is not necessary for the school to close for a deep clean, unless specified by the HPT.

Use of PPE

PPE should also be worn for cleaning the area where the individual with confirmed COVID-19 has been. At minimum, this should include gloves and an apron.

Staff should wash their hands with soap and water for 20 seconds after all PPE has been removed.

Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be handled and stored in the following way:

1. Put waste in a plastic rubbish bag and tie when full.
2. Place the plastic bag in a second bin bag and tie.
3. Store in a suitable and secure place (marked 'for storage') until the individual's test results are known.

Note:

- **It should be stored safely and kept away from children.**
- **It should not be placed in communal waste areas until the waste has been stored for at least 72 hours.**
- **If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:**
 - **keep it separate from your other waste**
 - **arrange for collection by a specialist contractor as hazardous waste (there will be a charge for this service)**

Other household waste can be disposed of as normal.

Please note: A simplified one page poster of the steps required can be found in Appendix 4. This should be shared with staff who will be responsible for reporting and/or managing any confirmed cases of COVID-19 in school.

Useful Documents

Government Guidance

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#) - Details of how to respond to a possible/suspected case of COVID-19 including the expectation that schools will engage with the Test and Trace process.

[COVID-19: Cleaning of non-healthcare settings outside the home](#) - General principles of cleaning during the COVID-19 pandemic, as well advice for cleaning areas used by individuals with possible/suspected or confirmed COVID-19.

[COVID-19 Guidance in Education](#) – A poster containing key messages and infection control measures for schools/educational settings.

[COVID-19: Guidance for households with possible coronavirus infection](#) - Key messages for households with possible/suspected COVID-19 including the importance of booking a test and self-isolation.

[Guidance for full opening: Schools](#) - Details of protective measures to prevent the risk of transmission in schools, including the school's engagement with the Test and Trace process.

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) – Strategy for infection prevention and control, including the specific circumstances in which PPE should be used, to enable safe working during the coronavirus (COVID-19) outbreak

[Statement from the UK Chief Medical Officers on extension of self-isolation period: 30 July 2020](#) - Announcement stating that self-isolation period will be extended to 10 days for those in the community who have coronavirus (COVID-19) symptoms or a positive test result.

Local Authority Guidance

[A guide to NHS Test and Trace in Cambridgeshire and Peterborough](#) – A simple guide to explain the NHS Test and Trace model that Cambridgeshire and Peterborough are adopting to help prevent the spread of COVID-19

[Coronavirus \(COVID-19\) NHS Test and Trace and Outbreak Management](#) – An overview of the Test and Trace process, including videos translated into various other languages.

Appendices

Appendix 1: Letter to inform parents/carers of the Test & Trace process

Dear Parents/carers,

As children in all year groups return to school full-time, we must ensure that we put in place a range of protective measures to reduce the risk of transmission. We will also be engaging fully with the NHS Test & Trace process, and will work closely with the local Health Protection Team of Public Health England and the local authority to ensure that any confirmed cases are reported without delay.

Within this letter, you will find details of what to expect if the school is notified of a **possible** or **confirmed** case of coronavirus in school.

Where there is a possible case of coronavirus in school

If a child or member of staff develops symptoms of coronavirus, the individual concerned will be sent home and asked to self-isolate for 10 days. They will be asked to arrange a test at the earliest convenience (either by visiting a test centre, or by requesting a home test kit) and to share the results with the school.

The parents/carers of other children within the bubble will be sent a letter to notify them of this situation however, the individual will not be named and personally identifiable information will not be included. All other children within the bubble will be able to continue to attend school as normal whilst the test is carried out and until the result is known.

The wider school community will not receive this letter.

Where there is a confirmed case of coronavirus in school

If a child or member of staff tests positive for coronavirus, the individual concerned will be asked to self-isolate for at least 10 days from the date when their symptoms appeared.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household or support bubble should self-isolate for 14 days from when the symptomatic person first had symptoms and should continue this period of isolation even if they too have been tested and have received a negative test result.

The school will work with the Health Protection Team of Public Health England to carry out a risk assessment to determine who else, if anyone, also needs to isolate.

The parents/carers of other children within the bubble will be sent a letter to notify them of this situation, and will be advised of any additional measures which are required. Again, the individual will not be named and personally identifiable information will not be included.

What you can do

If your child, a household member or a member of your support bubble develops any of the following symptoms, we would ask that you **notify the school immediately** and arrange a test by visiting <https://www.nhs.uk/ask-for-a-coronavirus-test> or by phoning 119.

- A high temperature
- A new and persistent cough
- A loss of, or change in, normal sense of taste or smell (anosmia)

We would like to take this opportunity to thank you for your continued support. If you have any concerns or questions about the Test and Trace process, please contact the school office who would be happy to discuss further.

Yours sincerely,

Headteacher

Appendix 2: Letter where there is a POSSIBLE/SUSPECTED case of COVID-19 in school

Dear Parents/carers,

We are writing to inform you that we have been notified of a **possible** case of coronavirus within your child's bubble. The individual concerned has been sent home to self-isolate and we have requested that they now book a test. This is in line with the national guidance issued by the Department for Education which states that '*When a child, young person or staff member develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.*'

Anyone who the individual lives with, or who forms part of their support bubble, must also isolate for 14 days unless the test result comes back negative.

At present, whilst we await the result of the test, your child may continue to attend school as normal.

What happens next?

Negative test result

Where the child, young person or staff member tests negative, they can return to school and members of their household/support bubble can end their period of self-isolation.

Positive test result

Where the child/member of staff tests positive, the rest of their 'bubble' should be sent home and advised to self-isolate for 14 days. Other members of their household/support bubble of that wider class or group do not need to self-isolate unless the child/member of staff they live with in that group subsequently develops symptoms.

All children and staff will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. To book a test, visit <https://www.nhs.uk/ask-for-a-coronavirus-test> or phone 119.

As soon as we are notified of the outcome of the test, we will write to you and advise whether any further action is necessary.

In the meantime, we would like to take this opportunity to remind you of the steps that we can all take to minimise the risk of spreading infection. These simple measures are:

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Yours sincerely,

Headteacher

Appendix 3: Letter where the POSSIBLE/SUSPECTED case has received a NEGATIVE test result

Dear Parents/carers,

We wrote to you on **DATE** to inform you that a **possible** case of coronavirus had been reported within your child's bubble. In line with national guidance, the individual concerned was sent home to self-isolate and was asked to book a test.

I am pleased to be able to inform you that the test results have now been received and are **negative**. This means that the individual can return to school and no further actions are necessary.

Yours sincerely,

Headteacher

Appendix 4: Actions to take in response to a confirmed case of COVID-19

1. If the individual is in school, arrange for them to be sent home as soon as possible and request that they self-isolate for 10 days.

- If it is a child who is awaiting collection, and it is age-appropriate, they should be moved, if possible, to a room where they can be isolated behind a closed door. If this is not possible, move them to an area which is at least 2 metres from other people.
- If you can, open a window.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

2. Gather information about the individual and their circumstances.

- Gather the names and dates of birth of any individuals within the child's bubble.
- Consider whether there has been contact with any wider bubbles e.g. breakfast/after school club, school transport, childminder etc.

3. Contact the Health Protection Team of Public Health England.

- Contact can be made by phone (0300 303 8537 - option 9) or by email (eoecrc@phe.gov.uk).
- The HPT will provide letters for any contacts you need to inform.

4. Clean the area whilst wearing disposable gloves and an apron.

- Follow protocols set out in risk assessment. At a minimum:
 - Public areas where the individual has spent minimal time and are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.
 - All surfaces that the individual has come into contact with should be cleaned and disinfected.
 - Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces – think one site, one wipe, in one direction.
 - Personal waste from individuals and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. This should then be sorted in a suitable and secure place and marked for storage until the individual's test results are known.
 - Anyone carrying out the above responsibilities should then wash their hands with soap and water for 20 seconds after all PPE has been removed.
- For further information about cleaning, visit:
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

5. Contact the LA using EmergencySchool.Closure@cambridgeshire.gov.uk

- Summarise the situation. Someone will call you back to make sure you have the support you need.

