

1. Immediately isolate the symptomatic pupil/member of staff in the allocated room. Ref: [Section 1 of Guidance on the full opening of schools](#).
2. Record details on the covid tracker spreadsheet.
3. Arrange for the pupil to be collected from school. If it is a member of staff, send them home. They should not use public transport.
4. Use PPE whilst the child / young person is awaiting collection if 2m distance cannot be maintained: gloves, apron, fluid-repellent Type IIR surgical mask, and eye protection if there is a risk of splashing to the eyes.
5. Tell parents of the child / member of staff to book a test immediately and follow self-isolation guidance until the result is received. The person having the test and anyone they live with must stay at home until they get the result. Remember other pupils and staff within the “bubble” should attend school as normal until the result of the test is known.
6. Tests are available for persons with one or more of the three symptoms via:
 - [Online coronavirus test booking service](#) or by calling 119 if unable to access the online service.
 - Schools have been given home tests for exceptional circumstance when you believe they may have barriers to accessing a test elsewhere, and that giving them a home test kit directly will therefore significantly increase the likelihood of them getting tested. School testing kits can be replenished via the DfE order line and put on ‘repeat order’ every 21 days. <https://request-testing.test-for-coronavirus.service.gov.uk/>
 - If still having difficulties obtaining a test, please email the Public Health coronavirus queries inbox who will liaise with the Testing Co-ordination Cell to find the best solution to get tests to staff in a timely manner: CoronaVirusQueries@nottinghamcity.gov.uk
7. Tell parents/member of staff to notify the school immediately of the result of the test. They will get a text or email when their result is ready. Most people get their test results the day after taking the test. Some results might take longer, but they should get them in 72 hours.
8. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. [Further details are available here](#).
9. Dispose of potentially contaminated waste (used PPE, cleaning waste) in line with [guidance](#).

Negative Test Result

Those who receive a negative test result may return to school if they feel well enough. If they have diarrhoea or being sick, they must stay at home until 48 hours after the last episode. Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Positive Test Result

Those who receive a positive test result (or refuse a test) should follow [Government guidance](#): continue to self-isolate for 10 days from the **onset of their symptoms**. (If they had a test but did not have symptoms they must self-isolate for 10 days from when they **had the test**).

They can stop self-isolating after 10 days if they:

- do not have any symptoms
- they just have a cough or changes to their sense of smell or taste – these can last for weeks after the infection has gone.

They must keep self-isolating if they have any of these symptoms after 10 days:

- a high temperature or feeling hot and shivery
- a runny nose or sneezing
- feeling or being sick
- diarrhoea (may return 48 hours after the last episode)

If during the 14 day isolation a household member becomes symptomatic, they should access COVID testing. A negative test result does not reduce the 14 day isolation period and if they have a positive test the 10 day isolation period resets.

Single Positive Case

Contact the Schools H&S Team

Tel: 0115 87 64608

Please contact the team on this number in the event of a positive test result or advice at any time. We will inform directors and councillors and co-ordinate any necessary media response.

Contact the DfE Helpline

It is **not mandatory** to contact to notify the DfE in the event of a single positive case, although they may offer advice. **0800 046 8687 (select option 1)**

If, following triage, further expert advice is required you may be asked to contact PHE: **0344 225 4524**

Notification to Parents

Parents should only be notified in the event of a positive test result. Schools must not share the names or details of people with coronavirus. A template letter will be provided by PHE to send to parents and staff if needed.

Multiple Cases (2 or more cases in a 14 days)

Contact PHE

In the event of an “outbreak” contact PHE who will be able to advise if additional action is required:
0344 225 4524

Close Contacts Definition

An individual who has tested positive being in contact 2 days prior to their symptoms starting (or test if asymptomatic) in one of these categories:

- 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 someone who has tested positive for COVID-19 for more than 15 minutes