

# PHE SW HPT: Guidance for Childcare and Educational Settings in the Management of COVID-19

Version 16 2021.09.10

Prevent the spread of all infections by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. If you have any infection control concerns or questions please call the **Department for Education (DfE) advice line on 0800 046 8687**.  
**Your local process or the DfE will escalate to the South West Health Protection Team (HPT) as necessary for further risk assessment. Please only call the HPT if they advise you to do so.**  
 GUIDANCE: Visit <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping>  
 FOR TESTING: Visit <https://www.gov.uk/get-coronavirus-test> or call 119.

BEFORE USING THE FLOWCHART – PLEASE CHECK THE DEFINITION OF A POSSIBLE AND CONFIRMED CASE – SEE BOX AT BOTTOM OF PAGE

**POSSIBLE case in child or staff member**

Ensure the case isolates, arranges a **PCR** test and informs you of the result. Household members should also isolate, unless they are fully vaccinated or under 18 and six months, until the results are known

If the possible case cannot, or will not, get a PCR test, they will need to isolate for 10 days from the date their symptoms started.

Clean and disinfect rooms the possible case was using – ensure appropriate PPE (see right) are used.

No further action is needed until the test result is known.

Result of test?

Negative for COVID-19

Case can return once well and at least 24 hours fever free (without medication). Any household members who were still required to isolate can stop and continue as normal.

**IF the CHILD is in the setting – Isolate away from others and send home.**  
  
(Refer to PPE guidance if personal care is required within 2m)

**Positive for COVID-19 FOLLOW THE CONFIRMED CASE process**

**CONFIRMED case in child or staff member**

Ensure the case isolates for 10 days. Household of the case isolates for 10 days (unless fully vaccinated or aged under 18 years and 6 months).

If positive test came from an LFD test, case should take a confirmatory PCR test within 48 hours of the LFD.

**Student/child:**  
Following a PCR positive, NHS Test and Trace (T&T) will speak to the case (or their parent/carer) to identify close contacts and provide testing and isolation advice as required. NHS T&T will advise close contacts to get a PCR test.

**Staff:**  
Settings should identify any close contact co-workers and report these to the Self-isolation Self Service Hub (020 3743 6715). NHS Test and Trace will then make contact to advise on isolation (if not fully vaccinated) and testing.  
  
Staff and children who do not need to isolate should continue to attend school as normal.

Clean and disinfect rooms the case was using – ensure appropriate PPE (see right) are used.

Cases & any isolating contacts can return once the isolation period is completed (so long as well).

If the CONFIRMED case has not been in the setting during the infectious period (2 days before symptoms to 10 days after) then no further action needs to be taken by the school

If the follow-up PCR is negative AND the case has no symptoms, the case can stop isolating.

**More than 2 CONFIRMED cases in the same group or class within 14 days**

Follow the process for a possible/confirmed for each case

Reinforce infection prevention measures throughout your setting including baseline measures (see right) and:  
 - Rapid isolation of possible and confirmed cases  
 - Good hand and respiratory hygiene  
 - Good ventilation of indoor spaces  
 - Regular cleaning of frequently touched areas

Report outbreak for risk assessment if you meet the below threshold(s) via DfE helpline (0800 046 8687) or via your local process

For most education and childcare settings:

- You have > 5 cases of confirmed COVID-19 within 10 days of each other that have mixed closely.
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
- There are any admissions to hospital for COVID-19.
- You are having problems implementing the control measures.
- You have applied the control measures and are still seeing a significant rise in cases.

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.

**COVID-19 symptom definition:**

- high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

**Infectious Period:**  
Two days before the onset of symptoms to 10 days after onset.  
IF case has no symptoms but a positive test, treat the two days prior to test as the infectious period

**Ensure baseline measures and outbreak control measures are in place:**

- Regularly review and update risk assessments for proportionate control measures
- Implement a Contingency Plan setting out how the school would operate if additional measures were recommended in their setting to control an outbreak.
- Follow advice on COVID-19 testing in educational settings.
- Follow advice on managing a case of COVID-19 in your setting.
- Practice good hand and respiratory hygiene.
- Appropriate use of PPE.
- Ensure good ventilation of indoor spaces.
- Maintain appropriate cleaning regimes.
- Deliver strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases.
- Encourage vaccination uptake for eligible students and staff.

**Possible and confirmed case definition**  
**Possible case:** A child or staff member with a new continuous cough and/or high temperature and/or loss of, or change in, normal sense of taste or smell (anosmia) prior to PCR testing.  
**Confirmed case:** PCR or LFD positive case with or without symptoms.  
**LFD testing:** seek a follow-up PCR test following an LFD positive test at home or at an assisted site. Staff and pupils with a positive LFD test result should self-isolate in line with the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>. If the PCR is negative, and the case remains symptom free, the case can stop isolating.  
 NB: If any staff or pupils develop COVID19 symptoms ALWAYS seek a PCR test. **LFD tests should not be used on people with symptoms. LFD tests should not be used on children under the age of 11 years old.**