

Hollingworth Learning Trust

HOLLINGWORTH LEARNING TRUST SYMPTOMS AND TESTING PROCEDURE - COVID-19 PANDEMIC

This procedure is under continuous review, in light of the changing guidance in relation to the pandemic. We will share this procedure with staff and parents each time it is updated. It is important that staff and parents are familiar with the symptoms of COVID19 and the actions that we all must take if you, your child or your household have symptoms or a positive test result. Please read the procedure in full.

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Section 1: Introduction

At Hollingworth Learning Trust, we have a duty of care to ensure that we look after our school community. Staff and pupils in all settings will be eligible for testing if they become unwell with coronavirus symptoms, as will members of their households. This document aims to set out a process for staff, pupils and parents/carers to follow if they, or their children, display symptoms.

A negative test will enable children and young people to get back to childcare or education, and their parents to get back to work.

A positive test will ensure "rapid action" to protect their classmates, staff in their setting and families.

Each academy in our Trust has a Workplace Risk Assessment which sets out how they will reduce the risk of transmission in a way that works best for their school.

Please note that, as COVID-19 is a rapidly evolving situation, guidance may change with little notice. Hollingworth Learning Trust will share updated documents as soon as a change is made. We advise that, in addition to familiarising yourself with the content of this document, you refer to the relevant national guidance.

Section 2: COVID-19 Key Messages

What are the symptoms?

The main symptoms of COVID-19 are:

- new continuous cough and/or;
- fever (temperature of 37.8°C or higher);
- loss of, or change in, normal sense of taste or smell (anosmia).

Children may also display gastrointestinal symptoms.

Please do not attend work or leave your house (except for a test) if you have the above symptoms.

If anyone in an educational or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

What is the mode of transmission?

COVID-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre). These droplets can be directly inhaled by the person, or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

What is the incubation period?

The incubation period (i.e. time between exposure to the virus and developing symptoms) is between 1 and 14 days (median 5 days).

When is a person infectious?

A person is thought to be infectious 48 hours before symptoms appear, and up to ten days after they start displaying symptoms.

Are children at risk of infection?

Children of all ages can catch the infection but children make up a very small proportion of COVID-19 cases with about 1% of confirmed cases in England aged under 19 years. Children also have a much lower risk of developing symptoms or severe disease.

Can children pass on the infection?

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease but, the evidence so far, from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse. This is unlike 'flu'.

Why is PPE not recommended for teachers and children?

Transmission of Covid-19 is usually through droplets; the mainstay of control measures are minimising contact and thorough hand and respiratory hygiene. When these measures are maintained, and symptomatic persons are excluded, the risk is minimal.

Section 3: Management of a Suspected Case & Self-Isolation Guidance

What to do if a child or staff member is unable to attend school because they, or a member of their household, have COVID-19 symptoms:

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend school and should follow the steps below:

- Parent/carer should notify the school of pupil absence in the usual way by phone. It is an expectation that all pupils return to school in September 2020, unless this has been pre-approved by the school on medical grounds.
- Staff/parent/carer to read [Stay at home guidance](#) for isolation advice for child/staff member and their households.
- **The advice on self-isolation periods changed on 30th July 2020 – please familiarise yourself with these changes (summarised below).**

The updated Government advice on self-isolating is below:

If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. Do not go to a GP surgery, pharmacy or hospital.

If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.

If you live with others, all other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

If you have symptoms, try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

How to get tested for COVID19:

- Parents/carers should get tested / apply for a test for their child via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms.
- If any staff develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.
 - Or they can contact the appointed person(s) in their academy who will book a test on their behalf:
 - Hollingworth Academy:
 - Dannielle Beaumont (HR & Wellbeing Manager)
 - Susan Collinge (Compliance Manager)
 - Newhouse Academy:
 - Lynne Thompson (Business Manager)
 - David Cairns (Schools Manager)
- If you book a test yourself, please can you keep your school up to date with your health and the test result.
- There is no further action required by the school at this time.

What to do if someone falls ill while at school.

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible.

- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, 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.
- PPE should be worn by staff caring for the child while they await collection ONLY if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

- If a 2 metre distance cannot be maintained then the following PPE should be worn by the supervising staff member:
 - Fluid-resistant surgical face mask.
- If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following PPE should be worn by the supervising staff member:
 - Disposable gloves.
 - Disposable plastic apron.
 - Fluid-resistant surgical face mask.
 - Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting.

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.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

- The school should record and keep the details of the incident in case it is needed for future case or outbreak management.
- There is no requirement to notify the Trust Head Office of the incident.

Section 4: Management of a Confirmed Case

Q. What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19.

Please follow the advice above on how to book a test.

Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an educational or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or educational setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-

isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children / young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Q. What happens where there is a Positive Result?

The current advice dictates ten days of isolation after testing positive (assuming the person is well enough after this time to either return to work and/or cease self-isolation).

The teacher's/staff's 'bubble' will need to self-isolate for up to 14 days and those in that bubble will need to take a test if they develop symptoms.

Others in the school may also need to isolate if they have been in close contact with the infected person.

If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team.

The Headteacher or appropriate member of the leadership team at the academy will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teachers of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

- **Direct contact** without PPE:
 - being coughed on, or;
 - having a face-to-face conversation within 1 metre, or;
 - having unprotected skin-to-skin physical contact, or;
 - travelling in a small vehicle with the case, or;
 - any contact within 1 metre for 1 minute or longer without face-to-face contact.

- **Close contact** without PPE:
 - Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

All direct and close contacts will be asked to isolate from school and advised to self-isolate for 14 days, starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14 day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

The contact tracer will provide a standard letter to the academy containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts.

Contacts will not be tested unless they develop symptoms (contract tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via the advice given above.

The school does not need to notify the Trust Head Office if they are informed of a positive test result by a parent or other source. If further advice is required, please contact the Health Protection Team or Trust Head Office.

Q. If the pupils and staff who have been in contact with the person who has tested positive for coronavirus have also been in contact with other groups of pupils and staff, should they also self-isolate?

Those who are asked to self-isolate because they have been in contact with someone who has tested positive will need to self-isolate and take a test if they develop symptoms.

If that test comes back positive, only then does anyone they, in turn, they have been in close contact with need to self-isolate.

This is why it is so important to ensure that, while in school, we need to keep year groups / bubbles as separate as we possibly can do.

If anyone has had contact with someone outside the group, and then test positively for coronavirus, then this is when track and trace comes in. It would be up to track and trace to then decide if they need to self-isolate. Our academies will work closely with the track and trace teams where this applies.

Section 5: Arrangements for Management of a Possible Outbreak

If there are more confirmed cases linked to the academy the local Health Protection Team will investigate and will advise the academy on any other actions that may be required.

If a school has come across two or more confirmed cases, or there is a high reported absence which is suspected to be COVID-19 related, then the local Health Protection Team or the Trust Head Office should be notified promptly.

However, it is probable that some outbreaks will be identified by either the local Health Protection Team or the Local Authority Public Health Team and the school will then be contacted by one of these teams.

Section 6: Frequently Asked Questions

Cases and contacts:

Q. Should a child/staff member come to school if a member of their household is unwell?

No, if a member of the child's household is unwell with COVID-19 symptoms then the child/staff member should isolate for 14 days starting from the day the household member(s) became ill. If the child subsequently develops symptoms then they should isolate for 10 days from the date they developed symptoms. See [Stay-at-home-guidance](#). The household member(s) should be tested within 5 days of symptom onset. If all symptomatic household members test negative, the child/staff member can return to work.

Q. If I am notified by a parent that their child is ill, do I need to exclude the other children in their class?

No, classmates and staff can attend school as normal. The child who is ill should stay at home ([Stay-at-home-guidance](#)) and be advised to get tested. If the child has any siblings who attend the school, they should also be self-isolating at home for 14 days. If the child tests positive for COVID-19, direct and proximity contacts should be excluded for 14 days. The school will be contacted by contact tracers to support with contact identification and provision of advice.

Q. If I am notified by a parent that their child has had a positive test, do I need to exclude the other children in their class or notify anybody?

No, the school will be notified if a child has had a positive test. No action needs to be taken until that time, apart from ensuring that the child is following the stay at home guidance.

Q. Who is considered a contact in a school setting?

A person who wore appropriate PPE or maintained appropriate social distancing (over 2 meters) would not be classed as a contact.

A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 10 days after onset of symptoms (or test):

- a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
 - being coughed on, or
 - having a face-to-face conversation, or
 - having skin-to-skin physical contact, or
 - any 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 coronavirus (COVID-19) for more than 15 minute;
- a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19), or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19);
- people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19).

Q. Which contacts need to self-isolate?

Where the child, young person or staff member *tests positive* and they had attended the school in the 48 hours prior to developing symptoms, direct and close contacts will be identified and advised regarding self-isolation by the academy and/or a contact tracer.

Please note: The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Q. Can the siblings of a child who has been excluded because they are a contact of a case attend school?

Yes, other household members of the contact do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms

Q. A child/parent reports to us that they have had contact with someone with symptoms – what should we do?

There is no action required by the school. No-one with symptoms should be attending school and anyone who develops symptoms while at school should be isolated and sent home as soon as possible. Schools should regularly remind parents of the Government guidance on staying at home and the importance of a household self-isolating if anyone in the household develops symptoms.

Q. If a child has COVID-19 symptoms, gets tested and tests negative, can they return to school even if they still have symptoms?

If the result is negative and if the child is NOT a known contact of a confirmed case, the child can return to school, provided they feel well and they have not had a fever for 48 hours.

If the child is a contact of a confirmed case they must stay off school for the 14 day isolation period, even if they test negative. This is because they can develop the infection at any point up to day 14 (the incubation period for COVID-19), so if a child tests negative on day 3 they may still go on to develop the infection.

Q. If a child who was a contact of a confirmed case tests negative, can they return to school?

No, the child should complete 14 days of isolation.

Q. If they get confirmed cases does the school need to close?

The school does not need to close on public health grounds. Schools will generally only need to close if they have staff shortages due to illness or being identified as contacts. It is expected that only the class of a confirmed case will need to be excluded. If there are a number of confirmed cases across different classes and year groups at the same time, then the school may be advised to close by the Health Protection Team in consultation with other partners.

Pupil Behaviour Policy Addendum – will be issued to each individual academy staff.

Testing:

Q. Will children and young people be eligible for testing?

All children and young people eligible to attend education and childcare settings, and members of their households, will have access to testing if they display symptoms of coronavirus (COVID-19). This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. Parents will have a number of routes to access testing for them and their children. Visit the [guidance on coronavirus \(COVID-19\) testing and how to arrange to have a test](#).

Q. How can a parent arrange testing?

Parents/carers should get tested / apply for a test for their child via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms.

Q. Will the school be informed of any test results?

The school will be informed if a child or staff member tests positive as part of NHS Test and Trace. The school will not be informed of any negative results. The Headteacher will notify school staff if a positive test result is received within the school population.

Q. How can a staff member get tested?

All education and childcare workers are considered essential workers and can apply for a test if they are symptomatic via <https://www.gov.uk/apply-coronavirus-test-essential-workers>. Or they can contact the appointed person(s) in their academy who will book a test on their behalf

- [Hollingworth Academy: DBE / SCO](#)
- [Newhouse Academy: LTH / DCA](#)

Q. Can people be tested if they do not have symptoms?

No, people should only be tested if they have symptoms.

Q. What happens with a Negative Result?

Staff and pupils are able to return to work / school (providing they are fit and well to do so) upon the result of a negative test result.

High Risk Groups:

Q. Can our pregnant members of staff work? What if staff have pregnant household members?

Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools.

Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](#). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise our academies and pregnant women to follow this advice and to continue to monitor for future updates to it.

A maternity risk assessment will be completed for all pregnant staff and the specifics of the individuals' health, any characteristics which could mean they are increasingly vulnerable in relation to COVID19 and their role at school, will determine what control measures need to be put in place for each pregnant employee.

If a staff member lives with someone who is pregnant, they can work.

Pregnant women who are 28+ weeks:

Our Trust endeavours to support pregnant women and will look at all options for this, including potentially working from home. Where this applies the Trust could for example, ask staff to support remote education, carry out lesson planning or other roles which can be done from home. Women in their third trimester of pregnancy will be supported in the best solution for their particular role, on a person by person basis. This is likely to include home working if stringent social distancing cannot be put in place for their role.

Q. Should children or staff who are classed as clinically extremely vulnerable, or clinically vulnerable, due to pre-existing medical conditions attend school?

Staff who are clinically extremely vulnerable:

Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures will therefore be paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, the Government advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in the Government reopening schools document, in line with the school's own workplace risk assessment.

The Government advice is that in all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.

For staff who are extremely clinically vulnerable, where stringent social distancing cannot be guaranteed, staff will be supported with home working or changes to their working pattern should they request this. All staff in this category should have a risk assessment with their line manager and seek advice from HR if required.

Staff who are clinically vulnerable:

Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures to minimise the risks of transmission.

This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the 'Prevention' section of the Government reopening schools guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.

Staff who this applies to may request that a personal risk assessment is completed.

Q. Should children or staff who have family in the extremely clinically vulnerable group be coming to school/work?

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who this applies to may request that a personal risk assessment is completed.

Q. Are any other groups considered to have increased vulnerability in relation to COVID19?

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#), which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff and pupils can return to school in September.

Hollingworth Learning Trust have completed an Equality Impact Assessment, based on current national guidance and advice on how different groups may be increasingly vulnerable in relation to COVID19.

The Equality Impact Assessment can be found on each schools website.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Staff:

Q. We have staff who are asymptomatic but wish to be tested - is this possible?

Currently, only people who are symptomatic can access a test.

Q. We have had a child confirmed as a case and who has had contact with other staff, including catering staff at lunch - do they need to be excluded?

It depends on the level of contact. Staff would need to isolate only if they had face to face contact with a case for any length of time, including being coughed on or talked to. This includes exposure within 1 metre for 1 minute or longer OR the staff member had extended close contact (within 2 metres for more than 15 minutes) with the case.

Q. What post testing support is in place for staff?

SLT/HR/Line Managers in academies will keep in touch with staff post testing to offer support and advice.

If staff feel that counselling would be beneficial, this can be arranged in the following ways;

- Hollingworth Academy, via Employee Assistance Programme
- Newhouse Academy, via Employee Assistance Programme

If staff need to request any reasonable adjustments due to a result of the pandemic, they can request this from their Line Manager/SLT/HR contacts.

Q. How are you supporting Staff Wellbeing?

Staff to receive regular support from their Line Manager about support available to them and how to raise any concerns, with an aim to increased wellbeing and reduced anxiety / concerns. Staff and Line Managers will be provided with access to a return to work toolkit to support with mental health and wellbeing.

Section 7: National Guidance Documents

This local guidance document has been based on national PHE, NHS and Government guidance. Hyperlinks to key national guidance are displayed here for reference (click on the link to be taken to the relevant guidance/information online).

Social distancing for different groups

- [Stay at home: guidance for households with possible coronavirus \(COVID-19\) infection](#)
- [Guidance on social distancing for everyone in the UK](#)
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Guidance for contacts

- [Guidance for contacts of people with possible or confirmed COVID19](#)

Specific guidance for educational settings

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- [COVID-19: implementing protective measures in education and childcare settings](#)
- [Safe working in education, childcare and children's social care settings including the use of PPE](#)
- [Guidance on isolation for residential educational settings](#)