

Protocol for responding to a **confirmed case** of COVID-19

If schools are notified of a positive COVID19 test result for a member of staff or a pupil:

1. **contact the DfE Helpline on 0800 046 8687** and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team
2. email the LA to inform them of the decision(s) made - COVID19.SchoolsInformation@eastsussex.gov.uk

The [NHS website](#) provides advice on the main symptoms of COVID-19.

If you receive a report of a pupil being diagnosed with COVID-19, sensitively ask for proof of their positive test. A parent should be able to share a screenshot of the confirmation they received via text following the test. Where this is not possible the report must be treated as genuine.

Reports of a positive test from staff members will not require proof to be supplied.

When someone tests positive inform advise their households to follow the [Government 'Stay at home' guidance](#).



Having been notified of a positive COVID-19 test result for a member of staff or a pupil, **contact the DfE Helpline on 0800 046 8687** then contact and update the LA via the COVID19.SchoolsInformation@eastsussex.gov.uk inbox.



Inform parents, staff and governors using letter templates and advice given by Public Health England

Based on the advice given, **schools must send home those people who have been in close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Do not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow the [Government 'Stay at home' guidance](#)



Remind all staff and parents of their responsibility to understand and engage with the NHS Test and Trace process. They should be ready and willing to:

- (i) [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- (ii) **provide details** of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- (iii) [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)



Continue to work with the local health protection team

Should the school have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, call **Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861** (0844 967 0069 out of hours) the HPT will advise on any further actions

If schools are implementing controls from DfE guidance, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.