

## **Bolton Islamic Girls School Guidance for Managing a Confirmed or Possible Case of Covid 19, Based on Bolton Council guidelines, August 28<sup>th</sup> 2020**

### **Instructions to Staff/ Parents/ Pupils:**

If you or a member of your household develop symptoms at home:

If you develop symptoms of COVID-19, or a member of your household develops symptoms, you should immediately self-isolate. Members of staff and pupils with symptoms should not attend school and should follow the steps below. The person with symptoms should stay as far away from other members of the household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable within the household.

- Parent/Carer of pupil or staff member with symptoms should notify the school of pupil's/ own absence by phone or email following normal absence processes. (If the child has any siblings who attend this or any other school/childcare setting, they should also self-isolate at home for 14 days and their school/ childcare setting should be informed.)
- Parent/ Carer of child with symptoms or staff member should see [Stay at home guidance](#) for isolation advice for child/staff member and their households. The person with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days. After 10 days, or longer, if you still have symptoms **other** than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better. The 14 -day period for members of the household starts from the day when the first person in the household became ill. (NB If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when *their* symptoms appeared, regardless of what day they are on in their original 14 -day isolation period.)
- School will record and keep the following data for the purpose of monitoring and in order to inform local bodies as required under current Covid measures: Reason for absence, date of onset of symptoms, positive test confirmed or no positive test.
- Parents/ pupil/ staff member should consider alerting the people that pupil/ staff member has had close contact with outside of school in the last 48 hours to let them know you have symptoms of coronavirus COVID-19. (Definition of close contact below).
- Staff member (and older pupils) should begin to make list of people that they have had close contact with in the last 48 hours in School, including parts of School entered, unless too unwell to do so- in which case school will do this. (Definition of close contact below).

The child/staff member plus any parent or household member who develops symptoms should get 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 <https://www.gov.uk/apply-coronavirus-test-essential-workers>. Following a positive test result, you will receive a request by text, email or phone to log into the NHS Track and Trace service website and provide information about recent close contacts.

**If a child or member of staff has some COVID-19 symptoms, gets tested and tests negative, they can return to school even if they still have symptoms** as long as:

A) They are NOT a known contact of a confirmed case  
and

B) They feel well and they have not had a fever for 48 hours.

Their fellow household members can end their self-isolation.

**However, if the child or staff member 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 or staff member tests negative on day 3 they may still go on to develop the infection.

If a staff member or pupil (or visitor) develops symptoms whilst on School premises:

If anyone in an education 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 stay at home guidance above.

What will happen with regard to other pupils/ staff in the relevant 'bubble':

If a child has become unwell, at this stage, children in the assigned group ('bubble') can remain on school premises and remain within their assigned group where possible.

A letter will be prepared and sent to the parents of other children within the assigned group.

If a staff member has become unwell, arrangements will be made to replace the staff member to cover the assigned group. A letter will be prepared and sent to the employee and the parents of the children within the assigned group or groups.

If the pupil or staff member tests positive, the headteacher or appropriate member of the leadership team at the educational setting will be contacted by the PHE contact tracing team and 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. (If PHE contact tracing team does not contact School, School will contact them on [contact.tracing@bolton.gov.uk](mailto:contact.tracing@bolton.gov.uk)). NB The school will not be contacted if a test is negative.

#### Who are direct and close contacts?

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

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

**Direct contact** without PPE includes:

- being coughed on, or
- having a face-to-face conversation within 1 metre, or
- having unprotected skin-to-skin physical contact, or
- travel in a small vehicle with the case,
- travel in a large vehicle near the case
- spending significant time in the same household as a 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

The School will follow advice from the Bolton Public Health Team (or the out of hours body) about who needs to be sent home 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.

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

The contact tracer will provide a standard letter to the school 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 (contact 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 <https://www.gov.uk/apply-coronavirus-test-essential-workers>

If a 'bubble' is told to self-isolate, School will contact the local authority [policyandperformance@bolton.gov.uk](mailto:policyandperformance@bolton.gov.uk) and give this information: School name; Year group / Bubble (i.e. whether whole year group or part of a year group that has closed); Estimated numbers asked to isolate.

As part of the national track 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.

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.

What happens if a member of staff or pupil has to self –isolate because a family member (who is not part of the School community) has symptoms?

If the member of staff or pupil self-isolating for the reason above does not develop signs and symptoms then the 'bubble' does not need to self-isolate. If the member of staff or pupil develops signs and symptoms during this 14-day period, then School should be informed and the 'bubble' will need to self-isolate for 14 days from the last contact.