

# COVID-19 ACTION CARD

## *Primary and Secondary Schools*

### IS THIS CARD FOR YOU?

The action card is aimed at leadership and management of all primary, secondary and specialist schools including:

- local-authority-maintained schools
- academies
- free schools
- alternative provision schools
- pupil referral units
- independent schools
- boarding schools

### OTHER USEFUL LINKS:

This guidance should be read alongside the detailed guidance for education and childcare settings and providers operating during coronavirus (COVID-19):

- [actions for schools during the coronavirus \(COVID-19\) outbreak](#)
- [actions for FE colleges and providers during the coronavirus \(COVID-19\) outbreak](#)
- [providing apprenticeships during the coronavirus \(COVID-19\) outbreak](#)
- [protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)
- [guidance for special schools and other specialist settings](#)
- [guidance for children's social care services](#)
- [Contingency framework for education](#)
- Government guidance on Education, Universities and Childcare [here](#)
- **Covid-19 Schools Resource Pack For Early Years, Primary Schools, Secondary Schools and SEND settings** London Coronavirus Response Centre Public Health England (latest revision)
- Guidance on maintaining education provision for vulnerable children [here](#)
- Guidance for parents/ carers [here](#)
- Mass asymptomatic testing: schools and colleges [here](#)
- Asymptomatic testing for Primary school staff [here](#)
- A [google drive platform](#) has been set up to house the advice and guidance documents on mass testing

### General advice and emergency contact

You can call 999 in an emergency if someone is seriously ill or injured, for example chest pain, difficulty breathing.

You can call NHS 111 if you are not sure of what to do during an urgent medical problem.

There is guidance on mental health and wellbeing to support individuals during an outbreak. For more information go to [guidance on mental health and wellbeing](#).

Barnet Council also have a web page dedicated to helping young people and families during the pandemic including mental health support for families and young people: [Children, families and schools service update \(COVID-19\)](#)

The Barnet [Community Help Hub](#) has also been established for anyone struggling to cope or concerned about a friend or neighbour. The help hub directs residents to the places to access support in the community.

## **JUMP TO:**

[Part 1-General guidelines to prevent spread of COVID-19](#)

[Part 2- Actions to take in the event of one positive COVID-19 case](#)

[Part 3 – Actions to take in the event of an outbreak \(two or more cases\).](#)

## Part 1-General guidelines to prevent spread of COVID-19

It is your responsibility to take action to make sure your Primary, Secondary or Specialist school setting is COVID-secure. Below outlines the general steps you can take to prevent the spread of COVID-19:

Action	Guidance
<p><b>Remain up to date and aware of the COVID-19 alert level in your area.</b></p>	<p>You can find out the current COVID-19 alert level in your area <a href="#">here</a></p> <p>Depending the COVID-19 alert level, early years settings may be required to take additional measures to stop the spread of COVID-19.</p>
<p><b>Complete a COVID-19 risk assessment.</b></p>	<ul style="list-style-type: none"> <li>• Risk assessments should be reviewed and updated as a "<a href="#">living document</a>". -see Annex 6. If you require support with your updated risk assessments you should contact DfE helpline <b>0800 046 8687</b></li> <li>• Risk assessments involve planning and implementing the guidance set out in <a href="#">safe working in education</a></li> <li>• Safeguarding: <a href="#">Keeping children safe in education</a>.</li> <li>• Consider <a href="#">Public Health England (PHE) review</a> for staff, students and contractors who are considered Black, Asian Minority Ethnic (BAME) and undertake appropriate risk assessments in the workplace for BAME staff.</li> </ul>
<p><b>Develop cleaning, handwashing and hygiene procedures.</b></p>	<p>Cleaning and disinfection in non-healthcare settings <a href="#">here</a></p>
<p><b>Increase ventilation.</b></p>	<p>Keep doors and windows open where possible and always run ventilation systems</p> <p>Further advice on this can be found in Health and Safety Executive (HSE) guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</p>
<p><b>Use Personal Protective Equipment/Face Coverings.</b></p>	<p>Check relevant guidance on <a href="#">face coverings in education</a></p> <p>Government advice on wearing of face coverings in schools may change. Schools should have a process for managing face coverings in school. This process should be communicated clearly to pupils and staff.</p>

<p><b>Social distance and minimise <a href="#">close contacts</a> where possible.</b></p>	<p>You should, as much as possible, alter the environment of your setting (such as classroom layout) and your timetables (such as staggered break time) to minimise contact and mixing- see information <a href="#">on safe working</a></p> <p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals. <a href="#">Advice on maintaining social distance</a> in groups or "bubbles" in school.</p> <p>Wrap around care and support activities should continue in National lockdown for vulnerable children and children of critical workers following the guidance <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a>.</p> <p>Additional guidance on restrictions on professional performance, including aspects of music, dance and performing arts go to <a href="#">The Department for Culture, Media and Sport (DCMS)</a> and guidance published by <a href="#">DCMS sectors in relation to COVID-19</a></p> <p>Government has published advice on <a href="#">safer singing</a>. <a href="#">Further advice on school sports and other activities</a> <a href="#">Travel guidance for educational settings</a></p>
<p><b>Monitor children for symptoms of COVID-19. Immediately send any staff, volunteers or visitors presenting with symptoms home</b></p>	<p>If a person has <a href="#">symptoms</a> of COVID-19 they should be isolating. Follow the advice in the action sheet from DfE: <a href="#">what to do if a pupil displays symptoms of COVID</a> <a href="#">NHS action cards for schools</a> reporting an outbreak.</p> <p>The LCRC School Resource Pack also provides detailed information on what action to take when a child or member of staff presents with COVID symptoms.</p> <p>If a person develops symptoms and they are already at your school please follow the guidance outlined under <a href="#">Part 2</a> – Actions to take if child or staff member has symptoms or tests positive for COVID-19.</p>
<p><b>Take part in available testing programmes.</b></p>	<p>Schools participating in the mass/rapid asymptomatic testing programme should follow the <a href="#">Mass asymptomatic testing: schools and colleges guidance</a> for handling any positive tests as a result of that programme.</p>

	<p>The “How to Guide” to and other guides on home testing can be found along with other guidance and templates on the <a href="#">google drive platform</a> .</p>
<p><b>Take part in contact tracing to support NHS Test &amp; Trace.</b></p>	<p>Schools must ensure they understand the NHS Test and Trace process.</p> <p>Ring the DfE helpline on <b>0800 046 8687</b> and select option 1 for advice on taking action in response to a positive case.</p> <p>You must send home those people who have been in <a href="#">close contact</a> with the person who has tested positive, advising them to self-isolate for 10 days.</p>

## Part 2 – Actions to take if child or staff member has symptoms or tests positive for COVID-19.

- Guidance on [What to do if a pupil displays symptoms of COVID](#)
- Reporting an outbreak [action card](#)
- **Covid-19 Schools Resource Pack For Early Years, Primary Schools, Secondary Schools and SEND settings** London Coronavirus Response Centre Public Health England, London (latest version)

Situation	Guidance
<p><b>Pupil or staff member has <a href="#">symptoms</a> of coronavirus.</b></p>	<p>(1) Pupil or staff member needs to self-isolate            (2) Clean the area they were in (<i>Non healthcare cleaning guidance <a href="#">here</a></i>)            (3) Get tested <i>General LBB Testing information can be found <a href="#">here</a>. The Barnet LOCP webpage also includes testing process maps for key workers, care settings etc. and can be found <a href="#">here</a></i>            (4) Request the individual notifies the school of test result</p> <p>If result is <i>negative</i>, individual can return to <i>the school</i> if they feel well.</p> <p>If result is positive, see <a href="#">advice</a>.</p>
<p><b>Pupil or staff member has a positive coronavirus test (PCR-symptoms or LFD-no symptoms).</b></p>	<p>Guidance on self-isolating can be found <a href="#">here</a></p> <p>If they have attended the school 2 days before their symptoms started or if received a positive test result (Primary school staff if tested positive for LFD must seek a confirmatory PCR test unless tested at a community testing site), you must</p> <ol style="list-style-type: none"> <li>(1) Clean the area they were in</li> <li>(2) Notify DfE Helpline of positive cases <b>0800 046 8687</b> option 1. They will help identify close contacts and give advice on next steps.</li> <li>(3) Identify <a href="#">close contacts</a> within your school and send them home to self-isolate or as advised by DfE helpline</li> <li>(4) Review your <a href="#">COVID-19 Risk Assessment</a> and update as necessary</li> </ol> <p><b>Please note, the child or staff member should not get retested (PCR or LFD) within 90 days of an original positive test. Unless they fall ill within this time with COVID symptoms in which case they need to self-isolate and take a PCR test.</b></p>
<h3>CLOSE CONTACT RULES</h3>	
<p><b>Pupil or staff member reports a member of their household or bubble has symptoms.</b></p>	<p><i>Pupil or staff member</i> must self-isolate until household member has test results. Guidance on how long to self-isolate can be found <a href="#">here</a>.</p> <p>If the household/bubble member tests negative, the child or staff member no longer needs to self-isolate.</p>
<p><b>Pupil or staff member reports:</b></p> <p><b>a) Household or bubble member has a positive test.</b></p> <p><b>OR</b></p>	<p>Pupil or staff member must follow self-isolation <a href="#">guidance</a>. <b>They should not get tested unless they develop symptoms. Even if they have a negative test result, they must continue to self-isolate according to the self-isolation guidance.</b></p> <p>If the Individual develops symptoms, please see guidance <a href="#">above</a>.</p>

**b) Is informed they are a close contact by NHS Test & Trace**

## **SUPPORT FOR THOSE SELF-ISOLATING**

If a pupil or staff member needs support to isolate, the following information may be useful:

Information on how to access self-isolation support payments in Barnet can be found [here](#)

Local shopping and prescription pick-up services can be found [here](#)

If a prescription delivery is urgent, please encourage the *individual* to contact their GP or Pharmacy first

If an *individual* is unable to find the help they need via the above links and they are Barnet residents, they can contact the council via our Barnet helpline on **0808 281 3210**

## Part 3 - Actions to take in the event of an outbreak (two or more cases)

### SUSPECT AN OUTBREAK

When you reach a threshold number of cases as described in the LCRC Schools Resource Pack (Section 4), this is a moment to take stock of the infection control measures you have put in place and to review your prevention measures. You do not need to contact LCRC.

Contact DfE help line to notify cases and ask for further advice if needed.

Contact LCRC if you require further advice.

Continue to follow the advice in the LCRC Schools Resource Pack (Section 4)

### IMMEDIATELY REPORT

If you suspect an outbreak, you should immediately inform:

**Contact:** DfE Helpline **0800 046 8687** option 1

Contact if needed for further information: Public Health England London Coronavirus Response Cell (LCRC) [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk). The LCRC school pack has a template form for this purpose.

**You are not required to notify** the Barnet Public Health Team but for general non-urgent public health advice e mail [publichealth@barnet.gov.uk](mailto:publichealth@barnet.gov.uk) or for more specific enquiries contact the On Call Consultant from 8am-1pm on a Monday Tuesday or Thursday. Please check you are calling the correct consultant for the day on the On Call rota.

### ACTIONS THAT MAY BE NEEDED

The DfE Advice Line and the LCRC will provide support and direction where needed. An Outbreak Control Team may be put in place to lead the Public Health response and investigations, maintain the COVID-19 risk assessment, and work with you to put appropriate interventions in place. Actions for you to take will depend on the risk assessment outcome.

**The Outbreak Control Team will declare when the outbreak is over.**