**Pivot Academy COVID-19 Key Procedures**

* 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)
* 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 appear to play a role in transmission.

Adults should continue to take care to socially distance from children and adolescents.

**What to do if a child or staff member is unable to attend school because they 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 or staff member should notify the school of their absence by phone.
* School should record and keep minimum dataset: Reason for absence, date of onset of symptoms, symptoms, class etc.
* Direct to [Stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) 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 10 days.
* Advise that the child/staff member should get tested via [NHS UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) 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>.
* There is no further action required by the school at this time, and no need to notify the Local Authority or Health Protection Team.

**What to do if a pupil is displaying symptoms of coronavirus 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 will be placed in an isolation room until they can be collected. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people**.**
* The following PPE should be worn by staff caring for the child while they await collection:
  + Disposable gloves
  + Disposable plastic apron
  + Fluid-resistant surgical face mask
  + Eye protection (goggles, visor)
* 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 need to notify the Local Authority or the Health Protection Team of the incident***

**What to do if a pupil or staff member tests positive for coronavirus (out of school PCR test):**

* If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the school will notify both the Local Authority and their local Contact Tracing Team.
* The headteacher or appropriate member of the leadership team at the educational setting will be asked 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 in our case to be a large proportion of the school site. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.
* **Close/direct contact is considered to be**:
  + Being coughed on, or
  + Having a face-to-face conversation within 1 metre, or
  + Having skin-to-skin physical contact, or
  + Travel in a small vehicle with the case, or
  + Contact within 1 metre for 1 minute or longer without face-to-face contact
  + Extended close contact (between 1 and 2 metres for more than 15 minutes)
* All direct and close contacts must not attend school and must self-isolate for 10 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 10 day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

Contacts will not be tested unless they develop symptoms. If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via [NHS UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) 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>.

* **Ongoing Routine Testing**
* All pupils are to be offered two lateral flow tests upon their return in the January term. Staff will be tested on a weekly basis in school.
* Staff and pupils who are identified as a contact with a positive case ***in school*** will be offered testing for 7 consecutive days to allow them to continue to attend school /work so long as they return negative tests.
* The 7 days of testing will not be offered to pupils or staff who are identified as a contact with a positive case outside of school and normal self isolation procedures must be followed.
* If at any point a member of staff or pupil tests positive they will need to leave school and take a confirmatory PCR test and follow the usual self isolation guidelines.
* Any other pupils or staff within the bubble in school will also go home for that day before returning to commence the 7 days of testing from the following day.
* **Covid-19 Quick Reference Guide for Parents and Staff (05.01.2021)**

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| * **What to do if…..** | * **Action Needed** | * **Return to school when..** |
| * …my child has a cold | * -No action needed | * -Child can still attend school. * The NHS advises that if a child has mild cold-like symptoms they should continue to go to school. Common cold symptoms such as sore throats and blocked or runny noses are not symptoms of coronavirus |
| * … my child has a cough | * - If your child has a mild cough associated with a cold, your child can still attend school - * In the case of a new continuous cough (coughing for more than an hour, or three or more coughing episodes in 24 hours) or a fever, or a loss of-or change in – sense of smell or taste, your child should stay at home, isolate for at least 10 days and be tested. * Other members of your household should also self-isolate for 10 days from the point when symptoms first appeared. | * …the test comes back negative or a period of 10 days has passed since the symptoms started, and the child feels well. |
| * ..my child has Covid-19 symptoms * new continuous cough and /or * high temperature * loss of or change in taste or smell | * - Do not come to school - Contact school to inform us - Self-isolate the whole household * - Get a test * - Inform the school immediately about the test result | * …the test comes back negative or a period of 10 days has passed since the symptoms started, and the child feels well. |
| …my child tests positive for Covid-19 from a PCR test | * - Do not come to school * - Contact school to inform us * - Agree an earliest date for possible return (minimum of 10 days * - Self-isolate the whole household. | * …10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell. (These symptoms can last for several weeks.) AND the child feels well. |
| …my child tests negative from a PCR test | * Contact school to inform us * - Discuss when your child can come back (same day/next day). | * …the test comes back negative, the child feels well, has not had a fever for 48 hours, and no other household member has tested positive. |
| ...my child tests positive for Covid-19 from a lateral flow test | * -Take a further PCR test to confirm the positive result and inform school of the result. * -the child should isolate until the results of the PCR test are known. | * …10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell. (These symptoms can last for several weeks.) AND the child feels well. |
| ...my child tests negative for Covid-19 from a lateral flow test | * -No need to self isolate and child can remain in school as normal | * ...the child will not have had any time away from school. |
| ...my child is the contact of a positive lateral flow test **in school** | * -You can consent for your child to take part in serial contact testing for 7 days. * -If you do not wish to take part you will need to self isolate for 10 days. | * ...if the child continues to test negative they can remain in school. * ...if the child does not complete the serial contact testing they can return to school after 10 days of self isolation. |
| …someone in my household has Covid-19 symptoms | * - Do not come to school * - Contact school to inform us * - Self-isolate the whole household * - Household member to get a test * - Inform school immediately about test result | * …the test comes back negative. |
| …someone in my household tests positive for Covid-19 | * - Do not come to school * - Contact school to inform us * - Agree an earliest date for possible return (minimum of 10 days) * - Self-isolate the whole household. | * …the child has completed 10 days of isolation. |
| …NHS test and trace has identified my child as a close contact of somebody with symptoms or confirmed  Covid-19 | * - Do not come to school * - Contact school to inform us * - Agree an earliest date for possible return (minimum of 10 days). | * …the child has completed 10 days of isolation. |
| …NHS test and trace has identified a household member (other than my child) as a close contact of somebody with symptoms or confirmed Covid-19 | * - The household member must self-isolate for 10 days. - Child can continue to attend school. | * …child can continue to attend school |
| … my child has travelled abroad from a country or territory that is NOT on the exempt list of countries | * If returning from a destination where quarantine is needed\*: * - minimum of 14 days self-isolation for all those who travelled * - contact school to inform us you are back in the country and we will agree an earliest date for possible return to school * - Self-isolate the whole household. \*Foreign, Commonwealth & Development Office (FCDO) – for up to date travel information | * …the quarantine period of 14 days has been completed. |
| * … my child has travelled abroad from a country or territory that IS on the exempt list of countries. | * . If returning from a destination where quarantine is NOT needed: * - Check the current Exempt countries and territories list to confirm the country you have travelled from or through is on the exempt list. * - Ring school to inform us you have returned to the UK and agree a return date to school. | * … you have informed the office of your return to the UK (the office will ask you a few questions about your travel). |
| …I have travelled from a country that requires us to quarantine (but my child didn’t travel). | * - As long as you do not have / have not had symptoms in the last 14 days, your child can continue to attend school * - The person who has travelled MUST NOT leave the house, including to do pick-ups and drop offs (please contact school if you need support getting your child to school). | …child can continue to attend school |
| …my child’s bubble is closed due to a Covid-19 outbreak in school. - | * Child must not come to school * - Support your child at home with the home learning accessed by the school website * - Your child will need to self-isolate for 10 days * - Other siblings may continue to attend school. … | …school inform you that the bubble will be reopened. |
| … I am unable to get a test for someone in the household  who has symptoms | * If you are not able to get a test in the first 5 days of having symptoms, your child and anyone they live with must stay at home and self-isolate for 10 days. Anyone in your support bubble must also stay at home. | …the child has completed 10 days of isolation. |