



## Ocklynge Junior School.- Protocol for responding to a confirmed case of COVID-19.



As a school If we are notified of a confirmed COVID19 test result for a member of staff or a pupil:- the school must:

1. Contact Public Health England for advice before informing staff and parents.
2. Contact the Local Authority to inform them of the decision made

If we receive a report of a pupil being diagnosed with COVID-19, we will ask for proof of their positive test. When someone tests positive we will inform advise their households to follow the [Government 'Stay at home' guidance](#).



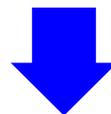
Having been notified of a positive COVID-19 test result for a member of staff or a pupil, we will immediately contact Public Health England for advice then contact and update the Local Authority



### **We will Inform parents, staff and governors by letter and email.**

*Based on the advice given, schools will 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. We will 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.***



### **We will 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)