COVID-19 Management Flowchart 1. STAFF MEMBER OR PUPIL **BECOMES SYMPTOMATIC IN** Possible / Confirmed COVID-19 Case in School **SCHOOL ENVIRONMENT** Any one of the following symptoms: TO BE READ IN CONJUNCTION WITH NEW SCHOOL DAY **GUIDANCE - SECTION 2 AND SECTION 8** A new, continuous cough; or A high temperature/fever; or Anosmia (a loss or change in **Symptoms** your normal sense of smell, which can also affect your If the individual is seriously sense of taste. ill or injured or their life is **MEMBER OF PUPIL** at risk, call 999. Do not visit **STAFF** the GP, pharmacy, urgent care centre or a hospital. Contact parent / guardian to arrange Move to identified isolation room collection of individual and any siblings / (First Aid Room) with appropriate household members (highlighting potential Send home immediately adult supervision. COVID-19 symptoms) and advise to follow PHA guidance for households with Advise parent / carer / guardian to follow PHA If it is not possible to fully isolate the possible coronavirus infection. child, they should be moved to an guidance for households with possible coronavirus infection. area which is at least 2m away from Advise of need to arrange other people. COVID-19 test, self isolate and Advise of need to arrange minimise contact with COVID-19 test, self isolate and Ideally, a window should be opened others where possible. minimise contact with for ventilation. others where possible. If direct personal care is needed If parent / guardian is unable to arrange test and a distance of 2m cannot be at a PHA testing centre, the school may maintained (such as for a very provide a COVID-19 home test kit. young child or a child with complex needs) PPE should be worn by staff caring for the child while they await If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with Covid-19 collection. symptoms, they do not need to go home unless they develop symptoms themselves. School Management Team Actions (where an individual becomes symptomatic on site) Identify all areas that the individual may have been in contact with and arrange appropriate cleaning. Consider internal communications however, there is no need to advise pupils and parents where an individual has had symptoms of COVID-19. Keep a full record of actions and request a parent / carer / guardian record of their acknowledgement of this action. Await test result. 3. STAFF OR PUPIL IDENTIFIED 2. STAFF OR PUPIL TESTS AS A CONTACT VIA TEST, **POSITIVE** NEGATIVE-**TEST RESULT** TRACE, PROTECT / PHA CONTACT TRACING SERVICE Where an individual has had a negative result and everyone with symptoms who was tested Individual self isolates for at least in their household receive a 10 days in line with PHA negative result, the pupil or advice.See: member of staff can return to www.publichealth.hscni.net school providing they are well enough and have not had a fever POSITIVE Individual informs school of for 48 hours. Normal absence positive test. policies apply. This position is relevant for those who have not Individual co-operates with Test, been contacted by PHA Contact Trace, Protect / PHA Contact Tracing Service. Tracing Service.

School Management Team Actions (Positive Case)

- School management team to draw up list of potentially exposed contacts.
- School management team to proactively contact parents to advise potentially exposed individuals to remain at home.
- PHA Contact Tracing Service / Health Protection will work with school management to clarify 'close contacts' using an agreed pro-forma and provide advice on self-isolation/ next steps.
- Contact C-19 Link Officer / Education Authority (028 90 418056) / Public Health Agency Duty
- Room (0300 555 0119) as required.
- Complete the 'Confirmed Covid-19 Case Pro-forma' (available through C2k and the EA website) and email it to EA at confirmed.covid19@eani.org.uk.
- Consider implications for staff / pupils at risk and seek further advice if required.
- Should a COVID-19 confirmed case occur in a statutory setting, the EA Cleaning Service (028 90 418057) should be notified.
- Communicate with the school community as soon as is practicable, to reassure them that safety measures are being taken and that the environment is safe. EA Communications
 Team can provide support with media queries upon request.
- Make alternative arrangements depending on PHA advice. Consider staffing implications and implications for after school activities.
- Exceptional Closures should only be applied for when PHA advise a school closure is necessary and after engagement with relevant Managing Authority.
- Review internal procedures and risk assessments, and consider any learning that could be applied for future cases.

School Management Team Actions (Potential Outbreak – Two or more cases within 14 days)

An outbreak should be SUSPECTED if there are:

- two or more confirmed cases of COVID-19 in the setting within 14 days or
- increase in background rate of absence due to suspected or confirmed COVID-19.

A suspected outbreak should be reported to the Public Health Agency Duty Room on 0300 555 0119. PHA will undertake a public health risk assessment to determine whether there is an outbreak.

Continue to follow School Management Team Actions (Positive Case).

Co-operate with EA and PHA who will advise of the appropriate actions.