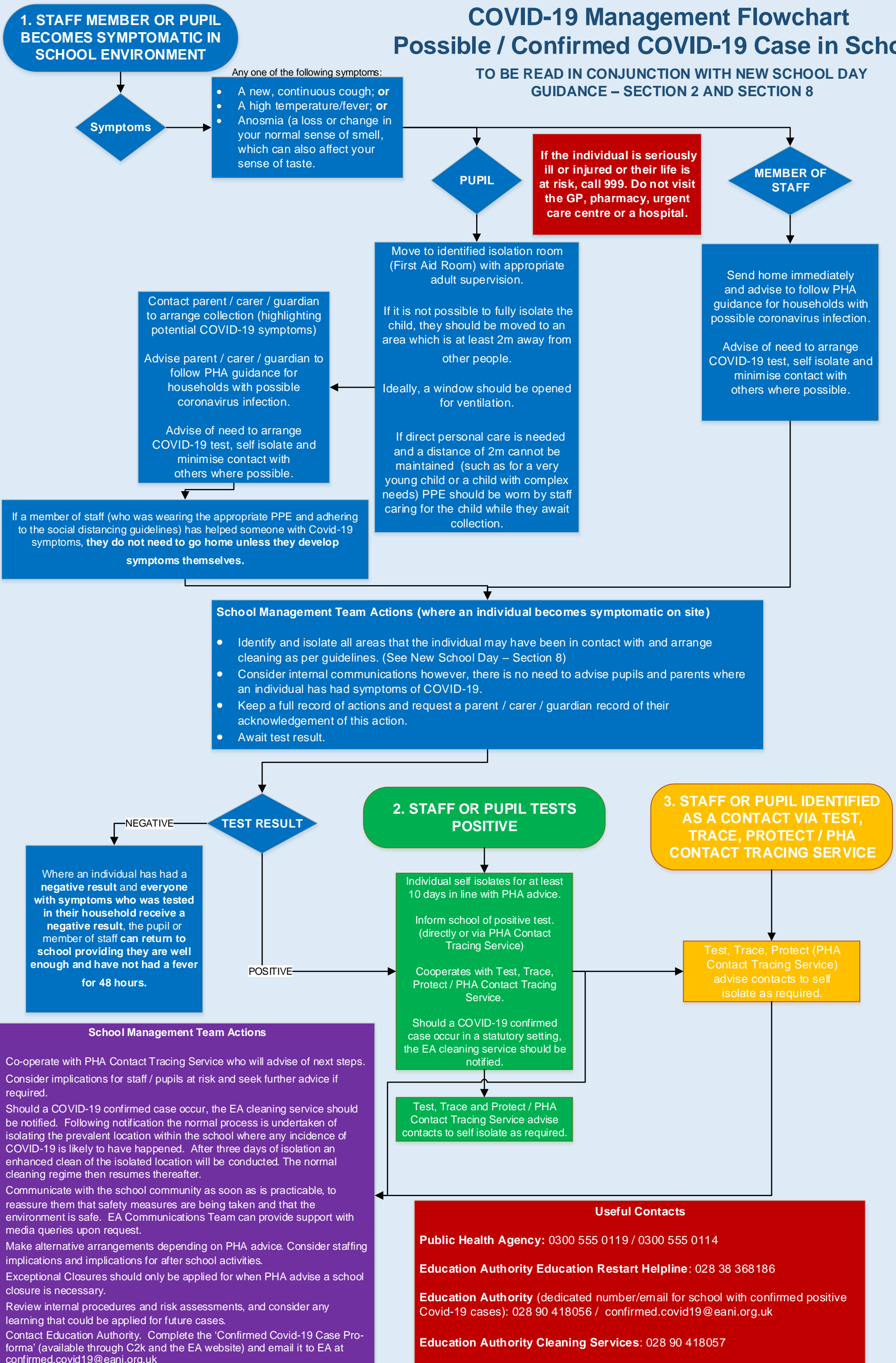


COVID-19 Management Flowchart Possible / Confirmed COVID-19 Case in School

TO BE READ IN CONJUNCTION WITH NEW SCHOOL DAY GUIDANCE – SECTION 2 AND SECTION 8



If the individual is seriously ill or injured or their life is at risk, call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital.

- School Management Team Actions (where an individual becomes symptomatic on site)**
- Identify and isolate all areas that the individual may have been in contact with and arrange cleaning as per guidelines. (See New School Day – Section 8)
 - 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.

- School Management Team Actions**
- Co-operate with PHA Contact Tracing Service who will advise of next steps.
 - Consider implications for staff / pupils at risk and seek further advice if required.
 - Should a COVID-19 confirmed case occur, the EA cleaning service should be notified. Following notification the normal process is undertaken of isolating the prevalent location within the school where any incidence of COVID-19 is likely to have happened. After three days of isolation an enhanced clean of the isolated location will be conducted. The normal cleaning regime then resumes thereafter.
 - 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.
 - Review internal procedures and risk assessments, and consider any learning that could be applied for future cases.
 - Contact Education Authority. 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

- Useful Contacts**
- Public Health Agency:** 0300 555 0119 / 0300 555 0114
 - Education Authority Education Restart Helpline:** 028 38 368186
 - Education Authority** (dedicated number/email for school with confirmed positive Covid-19 cases): 028 90 418056 / confirmed.covid19@eani.org.uk
 - Education Authority Cleaning Services:** 028 90 418057