

For any **SUSPECTED** or **CONFIRMED** case of COVID-19 in a young person or staff member please follow the flow chart below.

**SUSPECTED** case in young person or staff member who has COVID-19 symptoms

If the young person/staff member is in the setting – isolate away from others and send home.

Clean and disinfect the rooms that the suspected case was using.  
Ensure appropriate PPE (gloves and an apron) are used.

Advise the parent/carer or staff member that a **PCR test** should be taken as soon as possible.

Book online via the website:

<https://www.gov.uk/get-coronavirus-test>  
or by phone on **NHS 119**.

Advise that the young person/staff member stays at home **until the test result is known**.

The rest of the household does **NOT NEED** to isolate but should follow Government Guidance for close contacts: [Covid 19: people with covid-19 and their contacts](#)

**Result of test** (setting notified by parent/carer or staff member).

**NEGATIVE**

**POSITIVE**

Young person/staff member can return to setting once well.

Positive cases can return to the setting once the isolation period is completed if they are well. If they still have a fever, diarrhoea or are being sick, they should continue to isolate until 48hrs after symptoms – as per sickness protocol in the setting.

**CONFIRMED** case(s) in young person or staff member by either Positive PCR Test or Positive LFD Test

Advise young person/staff member to follow [Covid 19: people with covid-19 and their contacts](#) guidance

For **symptomatic cases** the 1<sup>st</sup> day of onset of symptoms is **DAY 0**.  
For **asymptomatic cases** the date of the test is **DAY 0**.

Children and young people and staff with COVID-19 should not attend their education setting while they are infectious.

They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day (24 hours apart).

If both these test results are negative they should return to their educational setting, as long as they feel well enough to do so and do not have a temperature.

If their test result is positive on day 5, they can carry on doing rapid lateral flow tests every day until they get 2 negative test results in a row (24hrs apart).

If they do not get 2 negative results prior to day 10 then they can end isolation at midnight on day 10.

**Notify the Local Authority** of a confirmed case by completing the **online form**:

<https://www.centralbedfordshire.gov.uk/xfp/form/363>

This information will help the local Public Health team to monitor the impact of COVID-19 on education settings. The team will usually only become involved when one of the **thresholds** (see below) is met.

Community and Voluntary Controlled schools **MUST** ensure they report all adult positive cases, so that the council can ensure it meets its health and safety reporting duties.

For any concerns, support or issues contact the **DfE COVID-19 National Helpline** on: **0800 046 8687**

**OR** contact your local Public Health team:

[PublicHealthCovid@centralbedfordshire.gov.uk](mailto:PublicHealthCovid@centralbedfordshire.gov.uk)

**Additional, temporary measures may be introduced when the following thresholds have been met, as per the Contingency Framework [Click here](#)**

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

For special schools, alternative provision, SEND/AP units within schools and colleges, open and secure children's homes and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period and/or there are concerns about the health needs of vulnerable individuals within the affected group

**In these situations your local Public Health Team can work with you to consider introducing temporary measures. You must, therefore, continue to keep accurate records of positive COVID-19 cases in young people and staff.**