Public Health England

COVID-19
early outbreak management

NHS Test and Trace

Primary, secondary and special schools, and alternative provision for schools

Who should use this information?

Leadership and management of primary, secondary and special schools, and alternative provision for schools. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

What you should do to manage a possible outbreak

Step 1

Identify

When you are informed of a possible or confirmed case of COVID-19 by NHS Test & Trace, staff or a parent or carer of a pupil within the last 14 days, go to **step 2**.

Step 2

Report

Immediately contact your local Public Health England Health Protection Team (PHE HPT) for help and advice. Refer to www.gov.uk/health-protection-team for contact details.

Every one of us plays a vital role in stopping the spread of COVID-19. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process

If the advice from the local PHE HPT is to partially or fully close the building, resulting in the setting not being fully open to all pupils/students, then you should notify the Department for Education via the Education Setting Status form. Refer to 'School attendance: guidance for schools' or search the title on GOV.UK for details.

Step 3

Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.

See **page 2** for types of action that could be put in place.

☎ Check now and write the number of your local PHE HPT here: ....

General guidelines to protect the spread of COVID-19:

There are important actions that everyone should take at all times to help protect the spread of COVID-19. Refer to guidance for full opening: schools or search the title on GOV.UK for more advice. This explains how you must carry out a COVID-19 risk assessment for your school and sets out the system of controls to reduce risk in your setting.

The information contained on this card is specifically in relation to an outbreak, and should not replace discussions with Department of Education, health and safety and infection steps you already take, or have implemented as a result of consulting the 'guidance for full opening: schools'.

Information your local PHE HPT may request from you:

Details of your organisation

- name of school/provider
- location (including postcode and Local Authority)

- key contact details: name, phone number, email
- number of staff, pupils, capacity

Details of the cases

- contact details of the people affected
- record of pupils and staff in each group
- when the individual(s) became unwell or a test was undertaken
- when they were last present in the setting
- nature of the roles/job undertaken by any staff affected
- known links between the individual(s) with COVID-19 (in or out of the setting)

- number of people with which the individual(s) had close contact
- nature of the environment (for example layout and nature of the building)
- details of control measures
- has there been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE), Health and Therapeutic Services

Types of actions you may need to put in place include:

Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE).

Increased staff/pupils/ parents/carers' awareness of and adherence to the system of controls.

Temporary partial closure to a setting or building.

To access more information refer to the guidance below or search the titles on GOV.UK:

- guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person
- COVID-19: cleaning in non-healthcare settings
- coronavirus (COVID-19): safer travel guidance for passengers
- supporting children and young people with SEND as schools and colleges prepare for wider opening

- safe working in education, childcare and children's social care
- coronavirus: travel guidance for educational settings
- guidance for full opening: special schools and other specialist settings

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