COVID 19 Procedure - Management of Confirmed Cases of COVID19

A Pupil or staff member has tested for COVID19



Academy must inform Local Health
Protection Team:

PHE East of England Health Protection Team,

Council Offices, College Heath Road,

Mildenhall,

IP28 7EY

Phone: 0300 303 8537 option 1

Whilst monitoring close contact with the infected person ensure any shared equipment they used while infectious is taken out of use and thoroughly cleaned



Academy to contact ATT Estates Team or Regional Estates Manager



Academy must identify anyone who has come into close contact with infected individual and send them home



Is there more than one confirmed case?



Academy to complete Covid 19 form

Those sent home must self isolate for 14 days. If they develop symptoms during this period they must get a



If the test is positive the person must inform the academy and selfisolate for 10 daysfrom that point and family for 14

If the test is negative the person can return to the after completing self

If the Academy experience 2 confirmed cases in a 14 day period the class or bubble will need to self isolate dependant on HPT guidance

Whilst monitoring close

contact with the

infected person ensure

any shared equipment they used while infectious is taken out

of use for 72 hours and

thoroughly cleaned



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IF class or bubble self isolate, their area of the academy will be closed for 72 hours and undergo deep clean/Fogging Monitor situation and stay in contact with those self isolating in case they develop symptoms or test positive for COVID19

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If a Pupil staff member test positive for COVID19 the following steps must be taken:

- Contact Local Health Protection team to inform them of the positive test
- Inform central team and/or Regional Estates Manager
- Local HPT will undertake Rapid Risk Assessment to identify next steps
- Identify any other pupils or staff who have come into contact with the infected person and send them home immediately to self-isolate for 14 days
- Identify any shared resources used by the infected person and remove from circulation for
 72 hours and clean thoroughly
- If a single case of infection, continue to monitor situation and stay in contact with those selfisolating in case they develop symptoms or test positive for COVID19.
- In the event there is more than one confirmed case, the academy may have an outbreak and must work with their Local HPT and central ATT team to determine further measures to implement.
- This may result in a class or year bubble being advised to self-isolate for 14 days and undertake a test if they develop symptoms
- The Local HPT health Director may send on site testing unit to the academy if multiple cases are reported and situation considered an outbreak.
- In such cases the classes used by the isolating bubble will be closed for 72 hours followed by a deep clean or medical fog process dependant on the circumstances and central ATT advice.
- In the event a year bubble or whole academy are forced to close the academy leadership will implement business continuity measures and remote learning.