

# Management of a COVID-19 Positive Case in a School Setting

This document should be used in conjunction with Coronavirus (COVID-19): Guidance for Schools and Educational Settings. It is not an exhaustive list of actions.

## STAGE 1: IDENTIFY

### School is notified of confirmed case of Covid-19

A school may be notified that a pupil or staff member has tested positive for Covid-19.

### Gather initial information

When you are informed of a positive result you should ask the following:

- Name and date of birth
- What date did they first develop symptoms?
- What date did they have a test?
- When were they last in school?
- Which class/es are they in?

You may wish to ask if the parent/staff member would be willing to share a screen shot of the positive result (do not share this information with anyone outside public health).

### Managing more than one positive case

A **cluster** of cases is two or more confirmed cases where the first date of each of their symptoms is within a 14-day period within the school setting.

*The PHA will work closely with the school to risk assess the situation and will provide further advice.*

## STAGE 2: REPORT

### Contact EA

Contact the EA emergency helpline **028 9041 8056** or complete the 'Confirmed Covid-19 Case Pro-forma' available on the EA website and C2K and email it to **confirmed.covid19@eani.org.uk**.

Helpline is open 7 days a week 8am to 8pm.

The EA will provide initial advice and prepare you for phoning the PHA Covid-19 School Team.

Notify the EA Cleaning Service on **028 9041 8057**.

### Contact PHA

Contact the PHA Covid-19 School Team on **028 9536 0484**. The PHA team is open Monday to Friday 8am to 4pm and Saturday to Sunday 10am to 2pm.

The team will discuss the risk assessment and answer any relevant questions.

The PHA will send you the School Action Card and Close Contacts template list for Schools.

## STAGE 3: RESPOND

### Identify close contacts

Start the process to identify close contacts.

The PHA define a close contact as a person who has been close to a confirmed case from 2 days before the person was symptomatic\* to 10 days after the onset of symptoms and:

- lives in the same household; or
- has travelled in a car with the case; or
- has been within 2 meters of a case for more than 15 minutes; or
- has been within 1m of a case and had face to face contact including:
  - being coughed on
  - having a face to face conversation
  - having skin to skin physical contact

\* If the positive case did not have any symptoms when they took the test then you should consider the 48 hours prior to the test being taken.

### Complete the PHA close contacts template

Complete the close contacts template list for schools and email it to the PHA Covid19 School Team: **Educationalsupport@hscni.net**

## STAGE 4: CONTACT CLOSE CONTACTS AND ISSUE PHA LETTERS

### Contact individuals identified as close contacts

**Without delay contact all individuals identified as a close contact.** Advise them that they have been identified as a close contact of a positive case of Covid 19 and that they should self-isolate and stay at home. Explain that a letter from the PHA detailing the last date when contact occurred and the date the period of isolation ends will follow.

### Issue PHA letters to close contacts

PHA will provide the school with a letter for the school to issue to close contacts. The letter will detail the name of the school, the date of last contact with the case and the date they should return to school (14 days after the date of the last close contact).

PHA will also provide a separate letter that the school may wish to send to all other parents / carers and staff who have not been identified as a close contact. This letter is a general advisory letter which advises that there has been a positive case and that close contacts have been identified and advised to self-isolate and that everyone else should be vigilant for symptoms.