



## IMPORTANT – PLEASE KEEP

This document should be kept safe and to hand for future reference. It explains what to do in the case of a suspected or confirmed case of Covid-19 and should be read in conjunction with the Robert Carre Trust Covid-19 **Risk Assessment 01-09-2020** (school website / about tab / Multi Academy Trust Policies) and the most up to date Government “Stay At Home” regulations.

We will endeavour to keep the links in this document updated but if you do log on, please just double check you are looking at the most up to date versions in the NHS and government websites. **UPDATED 14.09.20**

When using the new Stay At Home advice, please use the hyperlinks, especially the words “symptoms” and “testing” in the “main messages” section. These hyperlinks give more detailed explanation and information.

### Q1. I don't feel well – should I come to school?

If you show **ANY** of the symptoms of Covid-19, no matter how mild, you **MUST NOT** attend school. The symptoms are:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If in any doubt, log onto NHS (<https://www.nhs.uk/conditions/coronavirus-covid-19/>) and check your symptoms. There is a very useful guide for parents as well.

### Q2. I think I have the symptoms. What should I do?

- Log on to the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>) and follow the instructions regarding testing and self-isolation.
- Check and follow the most up to date “Stay At Home” advice <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- If the suspected case occurs within school hours whilst the student is in our care, we will follow the process explained in the Robert Carre Trust Covid-19 **Risk Assessment 01-09-2020** (school website / about tab / Multi Academy Trust Policies)
- If the symptoms or test results are received “out of school hours” please see Q9 below.
- We ask that you keep the school updated on your child's health during self-isolation so that we can continue to support the student from school. If they are fit enough to complete schoolwork, we will provide it and support them during their return to school.

### Q3. I have collected my child from school because you think they might have the symptoms. What should I do now?

We will support you when you come to collect your child and advise on the next steps. This is all explained in the Robert Carre Trust Covid-19 **Risk Assessment 01-09-2020** (school website / about tab / Multi Academy Trust Policies). You will need to:

- Log on to the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>) and follow the instructions regarding testing and self-isolation.
- Check and follow the most up to date “Stay At Home” advice <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- **Parents/carers must notify the school immediately of the results of the test.**
- We need to know the outcome of the test result so that we can trace contacts and complete any deep cleaning that is needed.
- We ask that you keep the school updated on your child's health during self-isolation so that we can continue to support the student from school. If they are fit enough to complete schoolwork, we will provide it and support them during their return to school.

**Q4: I have collected my child from school because you think they might have the symptoms. They have been tested and the result is “negative”. Can they return to school?**

The government advice to schools says, *“If someone tests negative, if they feel well and **no longer have symptoms similar to Covid-19**, they can stop self-isolating. They could have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of the household can stop self-isolating.”*

**Q5: My child tested positive for Covid-19. How long do they need to be off school for?**

Please check and follow the most up to date “Stay At Home” advice <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> . At the moment, this says “**at least 10 days**” and only if the symptoms (other than a cough and loss of smell/taste) have gone. The advice states; “If you still have a temperature you should keep self-isolating until your temperature returns to normal and seek medical advice.”

**Q6: I am worried, or my child is worried, about missing work if they are off. What should we do?**

The most important issues are the health of the child and the protection of the rest of the students, staff and wider community from this virus.

As soon as you notify us of a positive test result or self-isolation. We will make contact with you via WEDUC to organise schoolwork and our Pastoral Team will oversee pastoral support and reintegration. Class teachers will support with subject work.

**Q7: I am worried, or my child is worried about the attendance rate. What should we do?**

It is inevitable that attendance rates will fluctuate far more than normal due to the pandemic and need for self-isolation. Please do not worry if attendance is affected by a positive test result or the need to miss school because of self-isolation. Both the School and the Government understand that the pandemic will cause genuine absence.

**Q8: Someone in the household (not my child attending KSHS) has symptoms or has tested positive. Can my child still come to KSHS, as they do not have the symptoms?**

**NO.**

Please check and follow the most up to date “Stay At Home” advice for the regulations and duration of household self-isolation. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> .

Amongst other things, the advice says “**All** other household members need to stay at home and not leave the house for 14-days”, if a person within the household tests positive for Covid-19.

However, if all the people or the person in the household with symptoms receives a negative Covid-19 result, and providing the KSHS student is well and not showing any symptoms, they can return to school.

Please notify the school via the attendance line/WEDUC message on the first day of absence. We will make contact with you via WEDUC to organise schoolwork and support during the period of household self-isolation.

**Q9. My child received a positive test result “out of school hours”. Who do I tell?**

- It is **crucial** that you notify the school of a positive result **immediately**.
- Speed is of the essence so that we can quickly identify close contacts and have them self-isolate too. The School’s Senior Leadership Team can track, trace and contact school based close contacts far quicker than the official routes (see Q11 & 12 below.)
- **Do not** email individual staff. Send an email to the general [enquiries@kshs.uk](mailto:enquiries@kshs.uk) If you want certain people to know as well, copy them in to the same email. Very few people have access to the enquiries email account and so we will keep information you send us confidential.
- Give the email an obvious and **eye catching title** like “URGENT COVID - Mary Smith 6ABC”.

**Q10. What is a “close” contact and why is it important that I tell you who they are?**

- “Close” contacts are all the people you have been close to since you started showing symptoms or tested positive. **ALL** of the close contacts will need to self-isolate now that you have tested positive.
- There are three categories of “close” contact:
  - Direct, close contact, including face-to-face contact = (within 1m) for **any** length of time, coughed on, sneezed on, unprotected physical contact (skin to skin)
  - Proximity contact = extended close contact (within 1-2m for more than 15 minutes)
  - Travelling together = in a small vehicle e.g. a car.
- Following the notification of a positive test result, a member of the Senior Team will contact you and ask for a list of close contacts.
- If students receive a positive test “out of school hours”, they should start to organise their lists of the three types of close contacts, ready to share with staff when we call.
- If we have to send home a suspected case student during the school day we will follow the Robert Carre Trust Covid-19 **Risk Assessment 01-09-2020** (school website / about tab / Multi Academy Trust Policies) which means that we will:
  - Ask the student to list those they have come into close contact
  - Contact the parent/carers of the suspected case, explain the situation and ask them to collect their child
  - The close contacts will need to follow the “Stay At Home” advice, be tested, self-isolate for 14 days (even if they test negative) and notify the school of the result.
- The School will keep accurate registers, seating plans and lists of classes that the student has been with.
- We will also need details of close contacts on the school buses – even if those contacts are from other schools. Do not worry if you do not know their names. We are in close communication with the bus companies, Local Authority Transport Team. Health Protection team and the Head teachers of the other schools. All of these people will help to identify close contacts on the school transport.

**Q11. Why is it so important that you know this information so quickly?**

- Although students are in year group bubbles and zones, they will have had “close” contact with other students and that means that those students/staff are at risk too.
- We need to notify people so that that can self-isolate and protect themselves and the rest of the school community from this deadly virus.

**Q12. Does this mean that we do not need to follow the official Test and Trace process or use the app?**

**No** – it does not mean that you do not need to follow the official Test and Trace system. **Please do follow it.** It can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

**Yes** – please download and use the app as soon as it becomes available.

**However**, as mentioned in Q9, we have found, that we can notify school based contacts quicker than the official systems (at the moment) and this protects the students, staff and community more effectively.

**Q13. What if not all of my close contacts attend the High School?**

Follow the advice in the “Stay At Home” guidance. This advises that the student informs everyone they have had close contact within the last 48 hours of showing symptoms/testing positive, as quickly as possible so that they can self-isolate too. School will help tell other students and staff as we need to also make it clear that those people will not be allowed to attend school during their 14 day self-isolation period – even if they receive a negative test result.

**Q14 (a). I am a High School student and I have been told by school/friend that I am a “close” contact of someone who has tested positive. What do I need to do?**

Please check and follow the most up to date “Stay At Home” advice

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

You will need to complete the 14-day self-isolation even if you do not have symptoms or receive a negative test result.

We will support you with work from lessons and remote learning.

**Q14 (b). I am a High School student and I have been told by school/friend that I am a “close” contact of someone who has symptoms but not yet received their test result. What do I need to do?**

Please check and follow the most up to date “Stay At Home” advice <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>, which, providing you do not live in the same household as the person with symptoms, currently states:

“At this stage, those people should not self-isolate. Alerting those that you (*the original person with the symptoms but no test result yet*) have been in contact with means they can take extra care in practising social distancing and good hand and respiratory hygiene. They (*you – the contact*) can also be more alert to any symptoms they (*you*) might develop.”

KSHS will collect details of close KSHS contacts of the person awaiting their test result so that we can assist with notification and support, should they test positive and you then need to self-isolate.

Until we have a positive test result for the person showing symptoms, we will follow government and public health advice and will not send contacts home. If the person tests positive, we will follow government and public health advice and send close-contacts home to self-isolate, whether they are showing symptoms or not.

**Q15: My child has been told to self-isolate because they are a close contact of a positive case. Does the rest of our household also need to self-isolate?**

Please check and follow the most up to date “Stay At Home” advice <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

At the moment, the Department for Education advice to schools is that *“household members of those contacts who are sent home do not need to self-isolate themselves unless the student who is self-isolating subsequently develops symptoms. If (the contact) develops symptoms themselves within their 14-day isolation period they should follow the Stay At Home advice and organise to be tested.”*

**Q16: My child was identified as a close contact, they do not have symptoms and we had a negative result from the Covid test. Can they return to school?**

No. Current Department for Education advice to schools is that *“they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop Covid-19 within the remaining days.”*

**Q17: My child was identified as a close contact and received a positive test result. What should we do now?**

Notify the School as soon as you get the results. If this is during school hours please contact reception by phone (01529 414044) or email [enquiries@kshs.uk](mailto:enquiries@kshs.uk) If the test notification occurs outside of office hours please follow the procedures outlined in Q9.

Your child now counts as a new and different case and we will need to identify their close contacts as explained in Q10. When we contact you, please ensure that they have their list of close, proximity and transport contacts, as we will need to tell them to self-isolate too.

It is vital that the whole household now follows the most up to date “Stay At Home” advice <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Q18: I have tested positive, but was asymptomatic at the time of the test. I have since started to have symptoms. What should I do?**

Please check and follow the most up to date "Stay At Home" advice

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Amongst other things, the advice states; "if you are not experiencing symptoms but have tested positive for Covid-19, self-isolate for at least 10-days, starting from the day the test was taken. If you develop symptoms during the isolation period, restart your 10-day isolation from the day you developed symptoms."

Please notify the school if this occurs. The Pastoral Team will be in contact with students during their self-isolation and will discuss return dates and support needed. The important thing is for students to concentrate on getting better.

**If you have further questions please check the** most up to date "Stay At Home" advice

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**If your question is not answered by reading this document, please contact the school enquiries email and we will help you to find an answer.**

There is a very informative summary of what to do given a positive/negative/inconclusive test result at this link:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>