

LB Merton Process flowcharts: What to do if there is a possible or confirmed case, or an outbreak or cluster, of COVID-19 in school or educational and childcare settings (Version 6. 18/09/2020)

These flowcharts set out the process for schools and educational/childcare settings to follow in the case of a possible or confirmed case or an outbreak or cluster of COVID-19 for children and young people (CYP) and staff;

- For a possible or confirmed case follow flowchart 1.
- For an outbreak or cluster follow flowchart 2.

Schools or settings should contact the DfE coronavirus helpline for advice about confirmed cases. An advisor will triage and provide advice for a single case. The advisor will escalate your call to the London Coronavirus Response Centre if you require more complex advice (such as an outbreaks or complex settings, including special schools).

A cluster is defined positive test confirmed for two or more CYP or staff in school or educational/childcare setting within 14 days. If direct exposure between at least two of the confirmed cases is identified during the infectious period this is defined as an outbreak. Schools or settings should also seek advice if there is overall increase in sickness absence within the education setting (CYP and staff) with possible COVID-19 (but where no tests have been done or results available).

Action for London Borough of Merton to support schools and educational/childcare settings:

Checklist for confirmed case:

- LBM officer on call to discuss with school or educational/childcare setting:
 - DfE helpline or LCRC recommended actions and any support needs
 - Infection prevention measures
 - Review level of vulnerability of individual (especially in relation to children with complex needs) and if required identify support for vulnerable contacts who are required to self-isolate, including via Community Hub
 - Communication/share template letters
- CSF on call to inform CSF SLT, Public Health, Communications team (Monday-Friday)
- Liaise with SWLCCG/GP and other health providers as required
- Case to be recorded on LBM data tracker –PH team

Checklist for outbreak:

- CSF on call to discuss with school or educational/childcare setting and/or LCRC:
 - recommended actions and any support needs
 - Infection prevention measures
 - Access to PPE supplies
 - Support needs for vulnerable families
 - Communication/ template letters
- CSF on call to inform CSF SLT, Public Health, Communications team, SWL CCG (Monday –Sunday)
- Comms team to draft briefing for Cllrs and local press as required in line with advice.
- DPH/CSF to participate in Outbreak Control Team if convened.
- Liaise with SWLCCG/GP and other health providers as required.

Contacts:

For CYP or staff who require medical attention, please phone **NHS 111**. In an **emergency call 999** and inform the ambulance provider and receiving hospital of any outbreak.

DfE Coronavirus helpline **0800 046 8687** (select option 1 for confirmed case - Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sunday)

LB Merton:

Monday-Friday 8.00am – 6.00pm:

- **Schools:** LBM officer
- **Early Years:** LBM officer
- **Weekend 8am- 6pm**
LBM contact

Links to Guidance:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91892/4/Symptomatic children action list SCHOOLS FINAL 17-09.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91892/4/Symptomatic_children_action_list_SCHOOLS_FINAL_17-09.pdf)

Early Years: <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

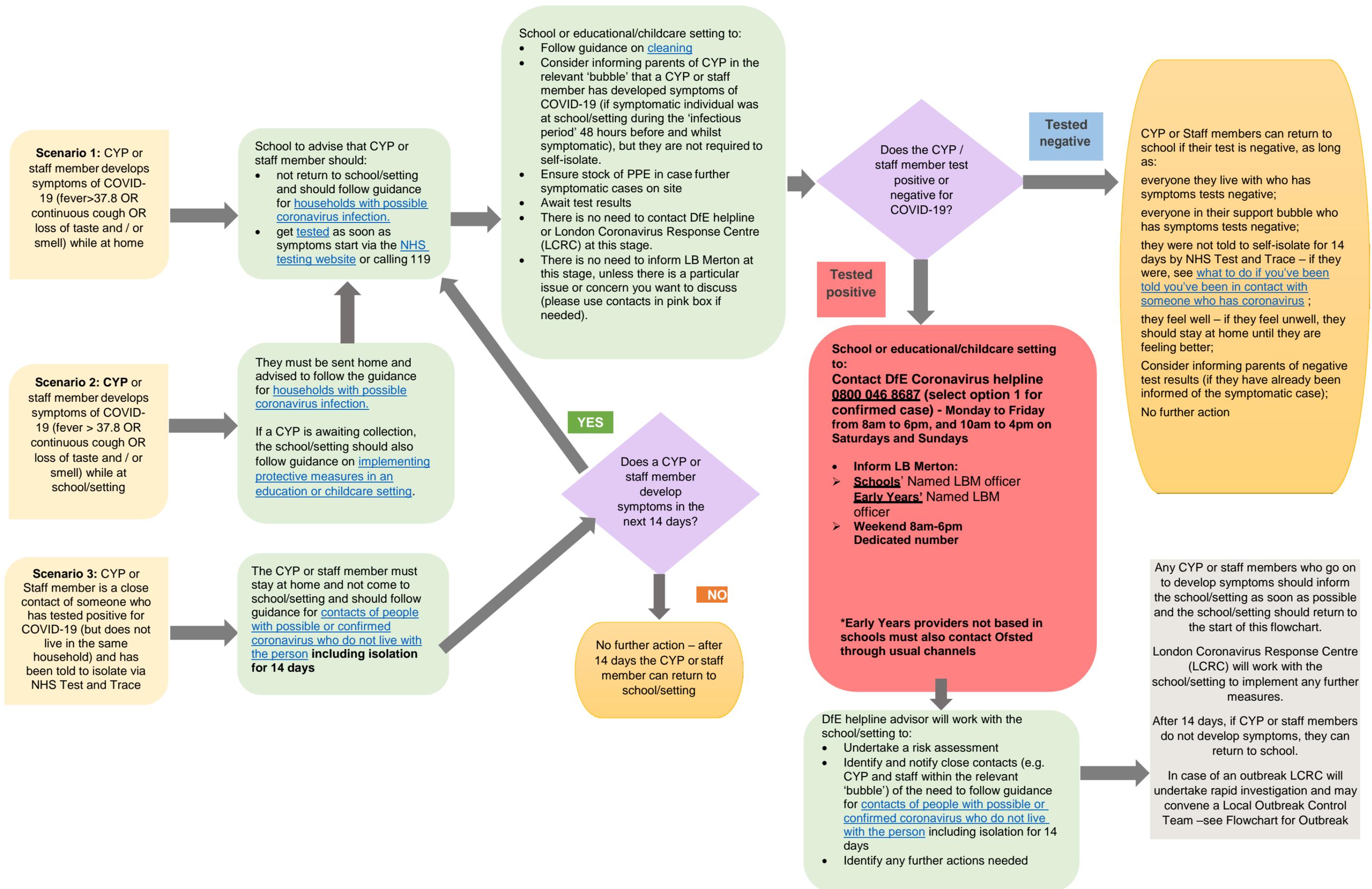
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91892/5/Symptomatic children action list EARLY YEARS FINAL 17-09.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91892/5/Symptomatic_children_action_list_EARLY_YEARS_FINAL_17-09.pdf)

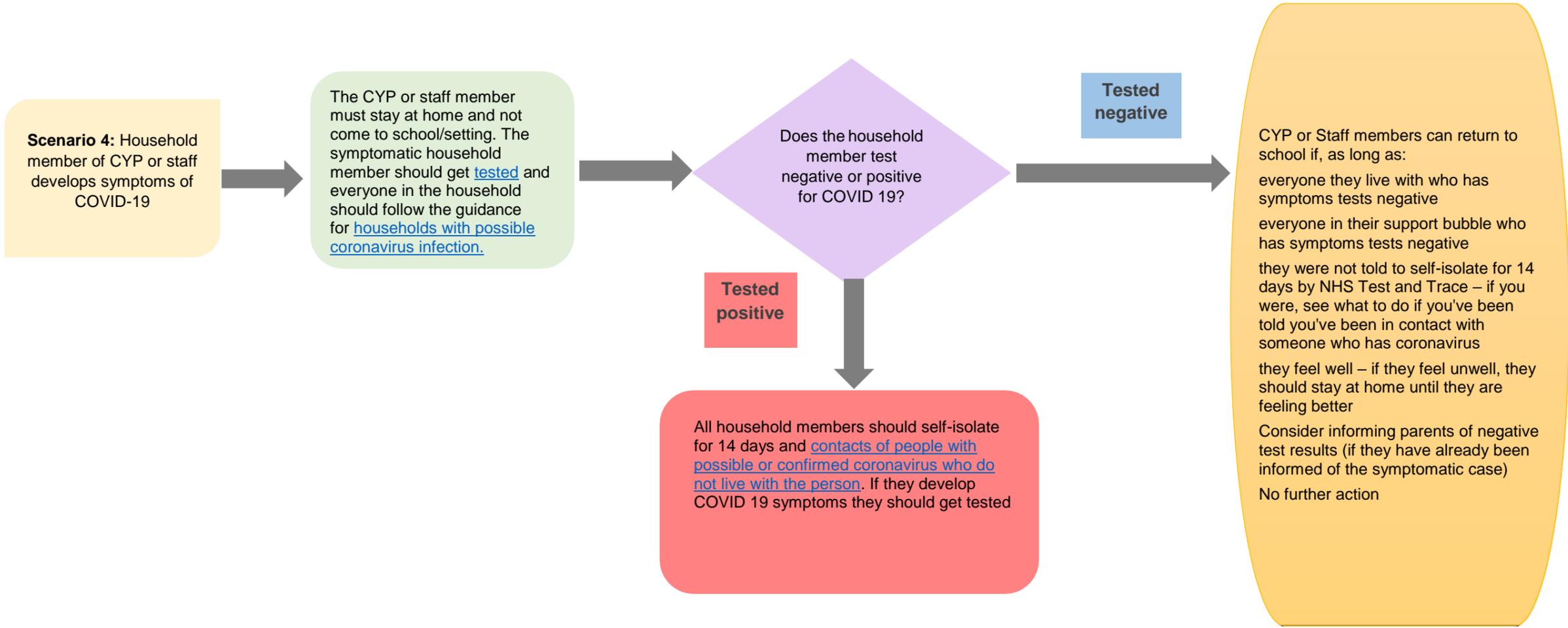
What is a contact?

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19.

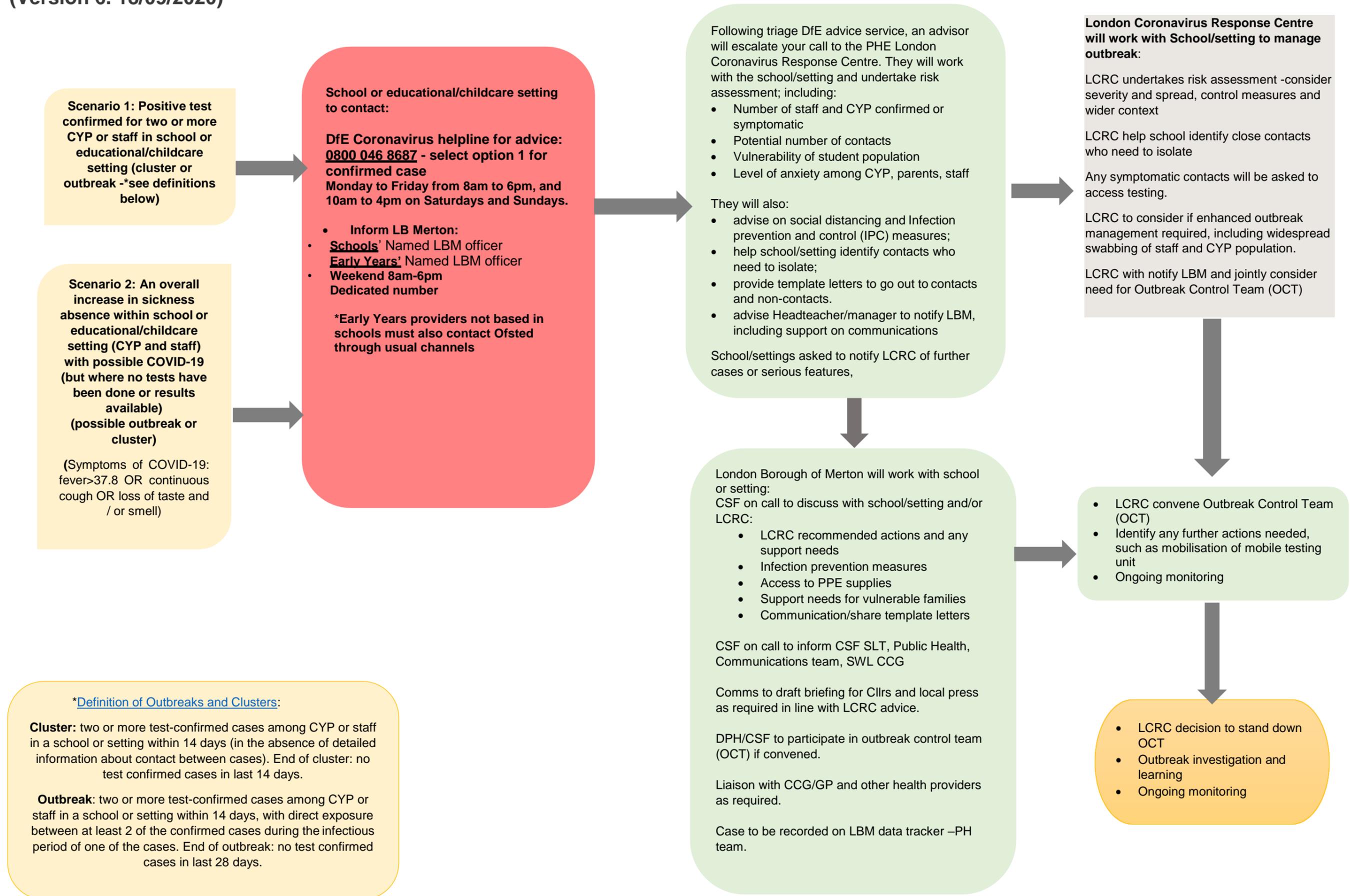
LB Merton Process flowchart 1: What to do if there is a possible or confirmed case of COVID-19 in school or educational/childcare setting (Version 6. 18/09/2020)





LB Merton Process flowchart: What to do if there is a cluster or outbreak of COVID-19 in school or educational/childcare setting

(Version 6. 18/09/2020)



***Definition of Outbreaks and Clusters:**

Cluster: two or more test-confirmed cases among CYP or staff in a school or setting within 14 days (in the absence of detailed information about contact between cases). End of cluster: no test confirmed cases in last 14 days.

Outbreak: two or more test-confirmed cases among CYP or staff in a school or setting within 14 days, with direct exposure between at least 2 of the confirmed cases during the infectious period of one of the cases. End of outbreak: no test confirmed cases in last 28 days.