

# Early years and Primary School Guideline Flowchart



PHE SE COVID-19 Flowchart for Primary Schools and Early Years settings v3.0

## What happens if there is a confirmed case of COVID-19 in our Primary School or Early years setting?

Did the positive child /staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?  
**NO** – no further action required by school beyond supporting student(s) as necessary during self-isolation  
**YES** – setting carries out an on-site risk assessment using checklist

### South East HPT email:

Thames Valley HPT  
[ICC.TVPHEC@phe.gov.uk](mailto:ICC.TVPHEC@phe.gov.uk)

Hampshire & IOW HPT  
[ICC.HIOW@phe.gov.uk](mailto:ICC.HIOW@phe.gov.uk)

Surrey & Sussex HPT  
[ICC.SurreySussex@phe.gov.uk](mailto:ICC.SurreySussex@phe.gov.uk)

Kent HPT  
[ICC.Kent@phe.gov.uk](mailto:ICC.Kent@phe.gov.uk)

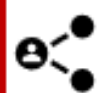
• Case should already be isolating at home. They should remain in isolation until 10 days have passed from symptom onset.  
 • The case's household (including siblings that attend other settings) should isolate for **10 days**



### Who is a direct contact?

#### Direct close contacts:

• Direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for  $\geq 1$  minute.



#### Proximity contacts:

• <2 m for 15 minutes.



#### Travel contacts:

• Shared a small vehicle

The school/nursery carries out on-site risk assessment to identify potential contacts during this period at:



• Large/small group sessions



• Additional on-site/ academic activities e.g. clubs/societies



• Events and trips

To identify contacts, use the risk assessment checklist, and:



• Attendance records, Seating plans and charts (if available).



• Speak to child/parent (as necessary)

If any of the following criteria are met, contact the **SE HPT**

•  $\geq 10\%$  of a bubble -is affected within 14 days

•  $\geq 10\%$  of staff are affected within 14 days

•  $\geq 3$  bubbles are affected

• There have been any hospitalisations

• **Your school is a SEND school**

• 2 or more boarders/staff in a residential setting

AND you have **NOT** discussed this situation with the HPT within the last 14 days

• Contacts are informed to self-isolate for **10 days** from date of last contact with template letters from parents and staff (appendix D)

• The **wider school** is sent an inform and advise letter (appendix C)

If you need advice or support you can access **the government schools guidance online** or contact the DfE helpline on **0800 046 8687**



**OXFORDSHIRE  
 COUNTY COUNCIL**