

Action Plan for single positive COVID result in school

	TASK	WHO?
	Office receives a confirmed case of Covid from staff or child	
1	Office Inform Head teacher who will tell other SLT and organise meeting to assign action plan tasks	HT
2	Gather information from the infected person including case number List all people in contact with infected person on the day the symptoms started and the two days before that.	School Office staff
3	Once information complete Contact PHE SE HPT on 03442253861 to notify of single symptomatic case for risk assessment support and follow up See full PHE South East Health Protection Team flowchart (incl. cleaning requirement etc.) on BEEM designated COVID-19 page. Out of hours number – 0844 967 0069.	CM
4	Following advice. Amber team meeting. This will include: CM, SR, SJ, HR Decide on actions. Clear action plan written and who will do what. This could be done via zoom if necessary	Amber team meeting led by CM
5	Inform Chair of Governors	CM
6	Inform Local Authority	CM
7	Inform Staff of situation and action plan. This could be done via a meeting or email as appropriate	SJ / HR / CM
	For partial closure of a bubble, class or selection of staff	
8	Inform those who must self-isolate - letter provided by PHE. This can be done by letter or email	School Office Staff
9	For teacher absence, organise cover where needed	SLT
10	Write, check and publish letter to parents and all staff in the school who do not need to self-isolate	CM + SLT
12	Publish letter on website	CM
	Write a script for the office and staff – clear message for everyone	SBM
15	Add a Q&A section on website common questions can be answered. Use Google form to allow parents to submit questions. Example	Office
16	Organise any additional cleaning required	SR
17	Reflect on incident and whether any changes are needed to Systems of Control, Advice to Staff and School Organisations/Procedures	CM

18	For staff who are self-isolating - consider their direct work for the period of isolation	CM
19	Organise home learning for any pupils who are self-isolating	Class Teachers
20	Organise welfare calls where appropriate during isolation period	SENCO
21	Update governing body	CM