



COVID-19

early outbreak management

Primary, secondary and special schools, and alternative provision for schools

Who should use this information?

Leadership and management of primary, secondary and special schools, and alternative provision for schools. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. For any other possible health issue you should follow your existing processes. Education providers should also be aware of any local arrangements with their Local Authority in case of parallel reporting of cases.

For England only.

What you can do to manage a possible outbreak

Confirm

Staff and pupils must not come into the setting if they have symptoms. If you are informed about a potential case or cases, check whether they have had a test (**Box 1**). <https://www.gov.uk/get-coronavirus-test>. If tested negative and are well, they can return to the education setting.

If tested positive, they must self-isolate for 10 days from the day they were tested. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Contacts

Identify any close contacts of the confirmed case in your setting using **Box 2**.

Remember, contact might occur when travelling or on breaks. Talk to the case and make a full list. <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Check

Check your setting. Refer to DfE guidance for schools which sets out the actions settings should take to minimise the risk of transmissions of coronavirus (COVID-19) within their setting <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. You may want to redo your risk assessment.

Call

Call the Schools Advice Line on 0800 046 8687 and select the option for reporting a positive case to speak with an advisor. If you are advised to partially or fully close the building, you should notify the Department for Education via the [Education Setting Status](#) form.

The schools advice line will work with you to assess the risks and advise what actions you should take.

There are some circumstances when the PHE HPT would like you to call them (see **Box 3**). <https://www.gov.uk/health-protection-team>

Box 1. Symptoms check list

The main symptoms of coronavirus (COVID-19) are:



a high temperature – hot to touch on your chest or back (no need to measure your temperature)



a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours



a loss or change to your sense of smell or taste – this means that it is different to normal

Box 2. Identifying contacts

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. For example, a contact in the setting can be:

- a person who has had face-to-face contact (within 1 metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within 1 metre
 - having physical contact, or
 - contact within 1 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 more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive or in a large vehicle or plane near someone who has tested positive

Box 3. When to call your local Health Protection Team

- you've taken the action outlined but are still seeing more cases
- you're thinking you might need to close because of the number of people affected
- somebody in your education setting has been admitted to hospital; You're getting significant interest from local media

To access more information refer to the guidance below or search the titles on GOV.UK:

- [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- [supporting children and young people with SEND as schools prepare for wider opening](#)
- [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [coronavirus: travel guidance for educational settings](#)
- [guidance for full opening: special schools and other specialist settings](#)