

# Lambeth COVID-19 Outbreak Prevention, Preparedness and Control

A guide for schools, colleges and and early years settings

The information in these slides was correct as of 01/09/20.  
COVID-19 prevention and management is a rapidly evolving area and guidance is subject to change, so details in this pack may change.

Review date: October 2020

# Who is this guide for?

- This guide is for **schools, colleges and early years (EY) settings** so they can know how to respond if there are cases or outbreaks of coronavirus in their setting, and to prepare for NHS Test and Trace.

# What is covered?

- Actions for schools and EY settings if:
  - a person has symptoms
  - a person has confirmed coronavirus
  - a person becomes unwell on site
- How to get tested
- What will local public health and PHE London Coronavirus Response Cell (LCRC) do to support?
- Information to share with your staff and families
- FAQs
- Key contacts and useful links

# What to do if you have **symptoms**

**Help with isolating or getting a test**  
Anyone needing support (e.g. for food or medicines), or who is unable to arrange a test can contact their local authority for help. Lambeth residents can call 0333 360 3700 or email [mycommunity@ageuklambeth.org](mailto:mycommunity@ageuklambeth.org)

**Symptoms start**

**Immediately start isolating for 10 days**

**Household starts isolating for 14 days**

Household contacts also isolate immediately as they are very likely to be infected too, if it is coronavirus

**Book a test**  
(within the first 3 - 5 days after symptoms start)

**Negative for COVID-19**

**Positive for COVID-19**

**Household stops isolating immediately**

**Stop isolating if you feel well**

**Share contacts via NHS Test and Trace**

**Complete 10 days self-isolation since symptoms started**

# What to do if you are a close contact of a confirmed case

A close contact of yours tests positive for COVID-19 and informs NHS Test and Trace that you are one of their close contacts

Your household contacts and work colleagues do NOT need to self-isolate

NHS Test and Trace alerts you that you need to isolate for 14 days from the last contact

If you then go on to develop symptoms, book a test

**Household isolates for 14 days**

Household contacts also isolate immediately as they are very likely to be infected too, if it is coronavirus

**Negative for COVID-19**

**Positive for COVID-19**

**Household stops isolation immediately**

**Complete 14-day isolation**

Your symptoms were not coronavirus but you may still develop coronavirus later in the 14 days

**Self-isolate for a further 10 days from the onset of your symptoms regardless of what stage you were at on your initial 14 days isolation**

**Household should complete 14-day isolation**

## Help with isolating or getting a test

Anyone needing support (e.g. for food or medicines), or who is unable to arrange a test can contact their local authority for help. Lambeth residents can call 0333 360 3700 or email [mycommunity@ageuklambeth.org](mailto:mycommunity@ageuklambeth.org)

# What to do as a school or EY setting if someone has symptoms of coronavirus

Setting is informed that an individual has symptoms

**NOTE:** If anyone develops symptoms on site, see next slide

Close contacts from the setting do **NOT** need to take action until test result is available – if you have any questions email [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk)

Setting advises affected individual to isolate for 10 days and get tested immediately

Negative for COVID-19

No further action required, individual stops isolating and can return to school if no symptoms other than cough or loss smell

Positive for COVID-19

1. Notify PHE London Coronavirus Response Cell (LCRC) on 0300 303 0450, making note of any reference number
2. Inform local Public Health Team via [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk)

## Help with isolating or getting a test

Anyone needing support (e.g. for food or medicines), or who is unable to arrange a test can contact their local authority for help. Lambeth residents can call 0333 360 3700 or email

[mycommunity@ageuklambeth.org](mailto:mycommunity@ageuklambeth.org)

LCRC will work with the school to identify those who need to self-isolate for 14 days.

LCRC gives ongoing support to setting with:

- risk assessment,
- infection prevention and control, and
- communications

# What to do if someone becomes unwell on site

## Immediate actions

- **Unwell person sent home** to self-isolate for 10 days & should get a test straight away and not beyond 3 days of onset of symptoms. Household members self-isolate for 14 days.
- **While an unwell child is waiting to go home** – follow [guidance on implementing protective measures in education and childcare settings](#):
  - **Isolate** to a room with a window if possible
  - **PPE** should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- **Staff members who have looked after the child** do not need to go home unless they develop symptoms themselves or the child subsequently tests positive (as advised by LCRC)
- **Staff members who have looked after the child should wash hands thoroughly** for 20 seconds after any contact with someone who is unwell.
- **Cleaning the affected area** with normal household disinfectant and chlorine-based products after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- **No one else from the class group or bubble needs to self-isolate** at this point

## Action on test results

- **Negative:** unwell person can return to the setting when they feel well enough and their fellow household members can end their self-isolation.
- **Positive:** The setting should notify PHE London Coronavirus Response Cell (LCRC 0300 303 0450) of all confirmed cases in the setting. Template letters and other communications materials for parents and staff members will be shared by LCRC and the local Public Health Team.
- **LCRC** will conduct a risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate for 14 days from the date of last contact with the case (including staff and pupils). This means that not everyone in the class or group (bubble) will necessarily need self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless symptomatic.
- As part of the NHS Test and Trace service, if other cases are detected within the cohort or wider setting, LCRC will conduct a rapid investigation and advise schools.
- Closure of the whole setting will not generally be necessary.

# How to get tested?

Testing is available to people of any age with symptoms. You can arrange a test for:

- **Yourself**, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- **Someone you live with**, if they have coronavirus symptoms

**Tests for the general public** can be booked online at [www.nhs.uk/ask-for-a-coronavirus-test](https://www.nhs.uk/ask-for-a-coronavirus-test)

**Tests for essential workers** are prioritised and can be booked at: <https://www.gov.uk/apply-coronavirus-test-essential-workers>. (N.B. Some essential workers in NHS and Care sectors are eligible for testing when asymptomatic).

- At the point of booking, there is the option to choose whether to receive the test through a car drive-through site, a walk-through site or a home testing kit.
- The test works best if it's done within 3 days of your symptoms starting. You must have it within the first 5 days. The sooner you arrange for a test the better.
- The test involves taking a swab of the inside of the nose and the back of the throat, using a long cotton bud.

**Test turnaround** – Most people get their test results the day after taking the test. Some results might take longer, but you should get them in 72 hours.

# What do PHE and local public health do to support organisations?

## PHE London Coronavirus Response Cell (LCRC)

call **0300 303 0450**

- Gives initial advice to organisations when there is a person with confirmed coronavirus in a high risk setting
- Wants organisations to notify them of all confirmed (test positive) cases in high risk local settings
- If PHE confirm that there is an outbreak in any setting, they will still:
  - Support setting to complete a risk assessment
  - Run through infection prevention and control check list
  - Support with communications, if needed
  - Alert local authority public health who will provide ongoing support

## Local authority public health

email [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk)

- Responds to enquiries
- Gives advice to organisations if there are suspected coronavirus cases (i.e. before test result back)
- Gives ongoing support to settings managing outbreaks

# Inform your staff and families

## Talk about NHS Test and Trace.

- Make sure staff, parents and carers know what to do
  - if they get symptoms
  - if someone in their household gets symptoms
  - if they are asked to self-isolate by NHS Test & Trace
- Lambeth public health ([publichealth@lambeth.gov.uk](mailto:publichealth@lambeth.gov.uk)) can share local posters and other communications resources for you to share with your families. Other resources are available from the [PHE campaign resource centre](#)
- The setting should support staff members that need to self-isolate and must not ask them to attend the setting.

**Think about whether any staff or families will struggle if they are asked to self-isolate**

- If help is needed, signpost them to the local Council to get support. For Lambeth residents this is 0333 360 3700 or email [mycommunity@ageuklambeth.org](mailto:mycommunity@ageuklambeth.org)



**NHS TEST & TRACE**  
**GOT SYMPTOMS?**  
**GET TESTED NOW**

To stop the spread, do not leave home except to get a test at [nhs.uk/coronavirus](https://nhs.uk/coronavirus) or call 119

**STAY ALERT • CONTROL THE VIRUS • SAVE LIVES**

# Summary of actions for schools and EY settings

## Preparation

Ensure general **infection prevention measures** are in place

- risk assessment for safe working, including staff risk assessments
- social distancing
- handwashing
- enhanced cleaning
- workplace hygiene

Ensure **staffing resilience and business continuity plans** are in place in case staff members are required to self-isolate.

**Communicate to staff and families what NHS Test & Trace is** and how it might affect them, and the importance of sharing test results with the school.

**Strong messages around social distancing & hygiene**

**Consider whether any staff or families would struggle if asked to self-isolate.** Signpost them to Council support.

**For any enquiries**, email Public Health: [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk)

## If a person has symptoms

**Advise person with symptoms to get tested and to self-isolate for 10 days** (the rest of their household isolates for 14 days).

Signpost staff to the [NHS coronavirus website](#)

Book [tests for the general public](#)

Book [tests for essential workers](#)

Testing **MUST** happen within the first 5 days of symptoms starting.

**Advise any contacts at the setting (the bubble) that they do not need to self-isolate** until a test result comes back positive.

**Allay any anxiety among staff and families.** No one needs to self-isolate unless the test comes back positive. The majority of results are negative. Any close contacts will be alerted by NHS Test and Trace and asked to self-isolate if necessary.

**Clean areas where a symptomatic or COVID-19 positive individual has spent time** taking additional precautions (including the use of PPE where necessary) as set out [here](#).

**For any enquiries**, email Public Health: [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk)

## If a person has confirmed COVID-19

Ensure the person with symptoms is self-isolating for 10 days and has **logged onto NHS Tests & Trace to share their close contacts**.

1. **Call PHE London Coronavirus Response Cell (LCRC)** – call 0300 303 0450. Support their risk assessment and ask for support with communications, if needed.
2. **Inform local Public Health Team** – email [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk) for ongoing support

**Following advice of LCRC, ask all individuals who were in close contact with the infected person to self-isolate for 14 days** The family members of the bubble do not need to self-isolate.

- If anyone is concerned that they were a close contact but has not been alerted by NHS Test and Trace, email [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk) for advice

**Consider a letter to the school community.** LCRC can support with this.

# FAQ – Schools and EY Settings

Below are some FAQs specifically related to NHS Test and Trace

## **Why do close contacts not need to isolate until a positive test result comes back?**

- Self-isolation for close contacts may involve a large number of children being excluded and should take place only if there is high confidence that they have been exposed to COVID-19.
- It is very likely that a child with COVID-like symptoms may actually have another infection.

## **What if I can't get hold of PHE London Coronavirus Response Cell (LCRC)?**

- Contact Public Health Team at [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk). The Public Health Team will monitor the inbox within working hours

## **What if a test result is delayed?**

- Most people get their results the day after taking the test and the government has advised that 90% of test results are provided within 48 hours, and they aim to return all test results within 72 hours. However, there will be instances when there has been delays in a person getting tested or in receiving their result.
- If a test result is delayed then none of the school contacts need to self-isolate until the test result comes back. If someone develops symptoms, they must isolate for 10 days. Please email [publichealth@lambeth.gov.uk](mailto:publichealth@lambeth.gov.uk) for advice.
- The reason that a delay does not change the advice is that the majority of test results are negative. Isolating contacts before test results come back risks many people isolating unnecessarily. Anyone with symptoms must self-isolate immediately which is one of the most important ways to reduce exposure to coronavirus.

# FAQ – Schools and EY Settings

## **A staff member is unwell due to coronavirus symptoms but is refusing to be tested. What should I do?**

- If you are their manager you should advise them to self-isolate at home for at least 10 days from when their symptoms start and to follow [guidance for households with possible or confirmed coronavirus](#).
- You should encourage them to have a test to confirm whether they have coronavirus and advise that the test and trace service has been introduced to ease lockdown measures and help return life more to normal, in a way that is safe and protects our NHS and social care.
- The test and trace service allows the spread of the virus to be traced, new infections to be isolated, and plays a vital role in giving the government an early warning if the virus is increasing again, locally or nationally. But the success of this relies on everyone taking part and complying with guidance. By being tested for coronavirus the staff member could help reduce the spread of the virus. Testing will also enable them to return to work if the result is negative and the staff member is well enough to do so.
- If the staff member has experienced difficulty with getting a test, please advise them that more tests are made available every hour. Essential workers can continue to access priority tests. See ‘useful links’ at the end of this document. Please also contact [publichealth@lambeth.gov.uk](mailto:publichealth@lambeth.gov.uk) for support.
- If they continue to refuse to get tested, inform your manager and contact Public Health for advice by emailing [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk)
- If you are concerned that other staff members are close contacts of the unwell person but they will not be alerted by NHS Test and Trace because there will not be a test result, please contact the Public Health Team at [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk) for advice.

## **A member of my staff has a positive test result but is refusing to give information on their close contacts to NHS Test & Trace. What should I do?**

- Contact Public Health Team at [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk) for advice

# FAQ – Schools and EY Settings

## **Can a member of my team still work from home if they are self-isolating?**

- Yes - If a member of your team is self-isolating, they should work from home if they feel well enough and their job allows. If they are working in a frontline service and cannot work from home, they will be entitled to their full pay and this will not count as sickness or towards triggering points under the absence policy.

## **What proof should I ask for, as a manager, when members of my team have been asked to self-isolate?**

- The NHS test and trace service will provide a notification that can be used as evidence that someone has been told to self-isolate.
- Each organisation will have its own policy on whether proof of self-isolation advice is required.

## **Will staff be asked to self-isolate repeatedly? Does the system recognise when a person has already isolated before?**

- If you have been in close recent contact with someone who has tested positive for COVID-19, you will need to self-isolate, regardless of whether you have isolated before.
- By following social distancing rules, you will significantly reduce the risk of needing to self-isolate.
- The [workplace guidance](#) will help organisations to adapt their workplace to facilitate social distance at work and reduce the likelihood of staff coming into close contact and needing to self-isolate.

## **A member of my staff thinks they are a close contact of a person with coronavirus but has not been contacted by NHS Test & Trace?**

- Ask the staff member if they are confident that the test result has already come back from the unwell person.
- If they are a close contact AND the test result has come back positive OR there is uncertainty over whether the unwell person got tested, contact the Public Health Team at [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk) for advice.

# Key contacts and useful links

## Key contacts

PHE London Coronavirus Response Cell (LCRC) – call 0300 303 0450 or email [LCRC@phe.gov.uk](mailto:LCRC@phe.gov.uk)

Local Public Health Team – email [PublicHealth@lambeth.gov.uk](mailto:PublicHealth@lambeth.gov.uk)

## Useful links

[National guidance](#) on COVID-19 protective measures in education and childcare settings

[PHE Campaign Resource Centre](#) – for posters and other coronavirus media resources

Book [tests for the general public](#)

Book [tests for essential workers](#)

NHS coronavirus [homepage](#)

NHS website with easy to follow instructions/FAQs on [NHS Test & Trace](#)

NHS Test & Trace: how it works [guidance](#)

[Guidance on cleaning](#)

Please email the Public Health Team  
on [\*\*PublicHealth@lambeth.gov.uk\*\*](mailto:PublicHealth@lambeth.gov.uk)  
with any questions about these slides