



September
2020

School and Nursery response to suspected and confirmed cases of COVID 19 Coronavirus



Letter 1 - All parents - single case in a school

Letter 2 - Direct and proximity contacts in a school

Letter 3 - Outbreak - advice to parents

Letter 4 - Symptomatic unconfirmed case

The Surrey County Council Education and Public Health Teams have produced these template letters for schools to use in the event of a symptomatic unconfirmed case of COVID 19 Coronavirus within the school, or a confirmed case.

Please do personalise the letters with any additional relevant local school information as necessary.

Should you require any further advice please contact:

- The Public Health England Health Protection Team (South East) on 0344 225 3861
- Your Area Schools Support Service at Surrey County Council:

North East Surrey (Elmbridge, Epsom & Ewell, Spelthorne) Caroline Marden, Area Schools Officer Telephone: 01372 833412 / 07811 179395 Email: caroline.marden@surreycc.gov.uk Mariette Masters, Area Schools Assistant Telephone: 01372 833412 Email: mariette.masters@surreycc.gov.uk	North West Surrey (Runnymede, Surrey Heath, Woking) Kate Prince, Area Schools Officer Telephone: 01483 518104 / 07792 587096 Email: kate.prince@surreycc.gov.uk Natalie Cull, Area Schools Assistant Telephone: 01483 518106 Email: natalie.cull@surreycc.gov.uk
South East Surrey (Mole Valley, Reigate & Banstead, Tandridge) Ann Panton, Area Schools Officer Telephone: 01737 737960 / 07976 924186 Email: ann.panton@surreycc.gov.uk Sally Pickford, Area Schools Assistant Telephone: 01737 737961 Email: sally.pickford@surreycc.gov.uk	South West Surrey (Guildford and Waverley) Jane van den Broeke, Area Schools Officer Telephone: 01483 519673 / 07968 834412 Email: jane.vandenbroeke@surreycc.gov.uk Yvonne Girdler, Area Schools Assistant Telephone: 01483 517835 Email: yvonne.girdler@surreycc.gov.uk

Letter 1 - All parents – single case in a school

Date: DD/MM/YYYY

Dear Parents,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people coronavirus (COVID-19) will be a mild illness.

The school remains open and providing your child remains well they can continue to attend school as normal. We will keep this under review.

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least **7 days** from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other household members who remain well must stay at home and not leave the house for 14 days.

The 14-day period starts from the day when the first person in the house became ill.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely
Headteacher

Letter 2 - Direct and proximity contacts in a school:

Date: DD/MM/YYYY

Dear Parent,

Advice for child to self-isolate for 14 days

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school.

We have followed the national guidance and have identified that your child (name) has been in close contact with the affected case. In line with the national guidance we recommend that your child now stay at home and self-isolate until **ADD DATE (14 days after contact)**.

We are asking you to do this to reduce the further spread of COVID 19 to others in the community.

If your child is well at the end of the 14 days period of self-isolation, then they can return to usual activities.

Other members of your household can continue normal activities provided your child does not develop symptoms within the 14 day self-isolation period.

Please see the link to the PHE Staying at Home Guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

What to do if your child develops symptoms of COVID 19

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If your child does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

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Further Information

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Yours sincerely
Headteacher

Letter 3 - Outbreak – Advice to Parents

Dear Parents,

Over the last **xxx** weeks we have been made aware of several individuals in our school community who have tested positive for COVID 19.

We are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child.

Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The school remains open, and providing your child remains well they can continue to attend school as normal. We will keep this under review.

What to do if your child develops symptoms of COVID 19

If your child develops symptoms of COVID-19, they should remain at home for at least 7 days from the date when their symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

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Yours sincerely
Headteacher

Letter 4 - Symptomatic unconfirmed case

Date: DD/MM/YYYY

Dear Parent/Carer

We wanted to make you aware that today we sent a child/member of staff home with COVID-19 like symptoms. This child/member of staff will now need to be tested.

There is no action for us to take at this stage. If their test results come back positive, we will be in touch to explain what further action we are advised to take.

Please continue to be vigilant for any symptoms. If you or your family develops COVID-19 symptoms, please do not come into school. We have included further information at the end of this letter.

Yours sincerely
Headteacher

What to do if your child develops symptoms of COVID 19

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