

Hertfordshire County Council

COVID-19 Case Reporting

Reporting Protocol for Schools (updated 25/8/20)

The purpose of this protocol is to advise settings on what to do if a child or adult is on or has been on site whilst potentially infectious with COVID-19.

The infectious period used is from 48 hours prior to symptom onset to 10 days after symptom onset for those with symptoms. For those who have been tested positive, but have not had symptoms, the infectious period is considered as 48 hours prior to the date the test was taken until 10 days after the test was taken.

The protocol must be used alongside the national guidance [Implementing-protective-measures-in-education-and-childcare-settings/coronavirus](#) issued to settings on dealing with an incidence of COVID-19 in an education setting and the public health flow chart below.

Cases of Covid-19 MUST be reported to the Local Authority when they occur in any education setting, including all schools, (including independent schools) and FE colleges.



Notifying the local authority of initial symptomatic cases:

COVID-19 should be suspected in an individual with any one of the three main symptoms of COVID-19. These are a **new continuous cough** and/or **high temperature** and/or a **loss of, or change in, normal sense of taste or smell** (anosmia).

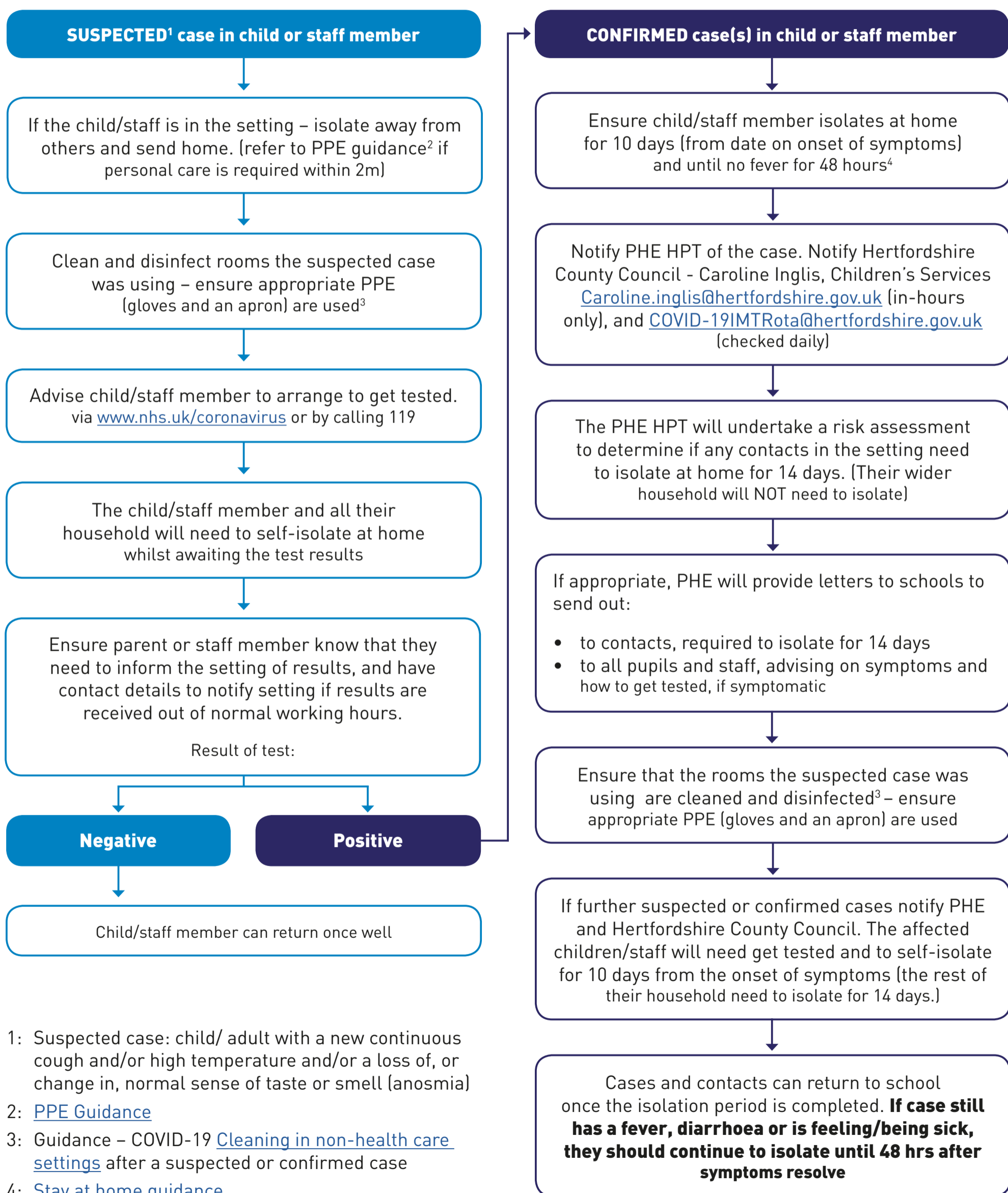
Where it is suspected that an individual in a setting may have COVID-19, the setting should follow the public health flow chart below and refer to nationally published guidance for education and childcare settings. This advises that a possible or suspected case should arrange a test through: www.nhs.uk/coronavirus or NHS 119.

The setting should report to Caroline Inglis, Children's Services Caroline.inglis@hertfordshire.gov.uk (in-hours) or the Public Health rota inbox COVID-19IMTRota@hertfordshire.gov.uk

To notify Public Health England (PHE) of a positive case(s), please call the in the East of England on 0300 303 8537 (option 1). If the matter is not urgent you can also email eoecrc@phe.gov.uk

Headteachers can contact the Hertfordshire Public Health Team for advice by emailing COVID-19IMTRota@hertfordshire.gov.uk. Please note: **this is only for use by school and early years settings staff only** and it is not to be given to parents or students.

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases. If you have any general questions or concerns, please contact the Hertfordshire Public Health Team by emailing COVID-19IMTRota@hertfordshire.gov.uk. **Please note: THIS IS ONLY FOR USE BY SCHOOL AND EARLY YEARS SETTINGS STAFF ONLY** and it is not to be given to parents or students. To notify a case(s), please call the Public Health England (PHE) Health Protection Team (HPT) in the East of England on 0300 303 8537 (option 1). If the matter is not urgent you can also email eoecrc@phe.gov.uk.



1: Suspected case: child/ adult with a new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)
 2: [PPE Guidance](#)
 3: Guidance – COVID-19 [Cleaning in non-health care settings](#) after a suspected or confirmed case
 4: [Stay at home guidance](#)