

All **CONFIRMED*** case(s) of Covid-19 in a pupil/child (who is regularly attending your school or setting during lockdown) or staff member will still need to be reported to:

ey-schoolscovidincidents@southglos.gov.uk

The email should include:

- the symptom start date
- the test date
- the date the case was last in setting, and
- a case identifier e.g.:
 - pupil case - year group/age (if Early years provider); class name
 - staff case – role; year group associated with

A local **incident management team meeting (IMT) will be offered** if this is your first case, or is a complex case. This will be via a MS Teams meeting.

Heads of Service (ELS/DPH/CAH); head of the council and relevant elected members will be updated on key points and actions from the reported positive case.

Any press interest can be directed to Strategic Communications

StrategicCommunications@southglos.gov.uk / media team 01454 86 3200.

Early Years settings will need to report positive cases to Ofsted, details here:

[Tell Ofsted if you have a COVID-19 incident at your childcare business - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

**If symptomatic this will be via a Polymerase chain reaction (PCR) laboratory confirmed positive result. Please also report a positive lateral flow test result (LFT) as part of an asymptomatic testing programme.*

Multiple **CONFIRMED**** case(s) of Covid-19 in a pupils/staff in educational settings may require an additional Incident Management Team meeting with South West Public Health, Health Protection Team

**** Confirmed case:** PCR laboratory positive case of COVID-19. And/or positive LFT as part of the schools' testing

Suspected cases do not need to be reported unless:

- The number of suspected cases is significant in the context of your setting e.g. multiple numbers in the same class / bubble / year group / staff team.
- There are a number of suspected cases within a small timescale (3-5 days).

Where this is the case please email:

ey-schoolscovidincidents@southglos.gov.uk

The email should include the number of possible cases, year group/class/age (if Early Years); staff roles if staff are the possible cases; the symptom start dates and actions taken to date.

**Suspected case: presents with sudden onset of symptoms of new continuous cough or a high temperature or a loss, or change in normal sense of taste or smell (anosmia).*