

School: Bedfont Primary School

Risk Assessment

Contagious diseases - Risks will be considered in-line with national advice from Government and Public Health England

Prepared September 2020

Review Date January 4th 2021

Preamble

All schools in England are now in Lock down (See Nursery RA for Nursery/Pufflings context)

- ***Report of Emergency NEU National Health & Safety CV-19 Meeting Taking account of NEU risk assessment/advice, latest on the urgent need to reduce higher level of transmission - findings re the new variant of Covid19***
- ***National Advice re Lockdown - “Parents only to request a place if you are a critical worker involved in Covid19 or EU Transition.”***
- ***LA Public Health Advice- Stay Home***
- ***Other public health research bodies and scientific agencies assessment of the current crisis and advice.***

Bedfont Primary School is now open to Critical Workers, children with EHCP and vulnerable children only.

For those on site, we follow the procedures listed below:

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual and during key parts of the school day

- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 8) Engage with the NHS Test and Trace process via Director of Public Health Hounslow, Kelly O'Neill.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant

Public Health England - PHE North West London Health Protection Team

61 Colindale Avenue London NW9 5EQ phe.nwl@nhs.net

Phone: [020 3326 1658](tel:02033261658) / [0300 303 0450](tel:03003030450) to report the case(s)

Kelly O'Neill

Director of Public Health Hounslow

0208 583 3142

07971 473 931

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Reopening Plan – January 5th 2021

Re-opening the school for key workers (KW), vulnerable children (VC) and children with Educational, Health Care Plan (EHCP) requires the cooperation of the entire school community. The risk assessment has three main underlying caveats;

- The Government have said that schools are not safe at present and should be limited to KW, VC and EHCP children but should stay at home where/whenever possible. Under Two and N is excluded from this directive
- The school community attending each day is well and symptom free (incorporate temperature taking)
- The internal class communities are contained with limited contact with others to enable contract tracing if a member of staff or pupils become symptomatic (obviously some staff/pupils will be asymptomatic but by reducing overall contact tracing will be easier.

The following expectations have been laid down by government:

- All children expected to attend school
- ‘Catch it, bin it, kill it’ approach
- Hygiene regime is established
- Social distancing is no longer deemed essential but encouraged where possible, particularly between staff as staff at greatest risk
- Enhanced cleaning takes place
- SYMPTOMS - 10 days from initial symptoms and 10 days self isolation for close contact/family member - return to school with negative test.

Additional adaptations to school to be reviewed in spring term

- Educational visits to be carefully scrutinised before organising
- Breakfast/aftercare to start on 5th January but from 8 am and until 5pm .
- No after school clubs or swimming

	RISK	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
1	Entering and leaving the school	All pupils, staff and visitors to site	All parents and staff are expected to wear masks when in contact with others. This includes school gates before and after school, in communal areas in school - October 2020	High	All staff

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		and site users	<p>Parents made aware to stay at home when a child or household member develops coronavirus symptoms and access testing. See Appendix 1: Flowchart for parents: what to do if your child or someone in your household has symptoms of COVID-19 (emphasise need to remain vigilant and continue to take precautions as advised by government due to higher risks posed to BAME community)</p> <p>Parents (and staff) strongly advised that:</p> <p>Under current UK COVID-19 restrictions, you must stay at home. You must not leave home or travel, including internationally, unless you have a legally permitted reason to do so. Check the rules that apply to you in England, Scotland, Wales and Northern Ireland.</p> <p>From 4am on 18 January, if you intend to travel to England, Scotland, or Wales, including UK nationals returning home from travel abroad, you must provide evidence of a negative COVID-19 test result taken up to 3 days before departure. If you do not comply (and you do not have a valid exemption) your airline or carrier may refuse you boarding and/or you may be fined on arrival. All other current entry requirements and restrictions continue to apply. If you are legally permitted to travel, check our advice for the country you are visiting. Some other countries have closed borders, and may further restrict movement or bring in new rules including testing requirements with little warning. Before you return to the UK you must provide your journey and contact details. Also check if you need to self-isolate.</p> <p>Temporary Spray paint markings, barriers and tape to indicate one-way areas, direction of traffic and lining up points for parents and pupils where necessary</p> <p>On entry to school, staff, pupils and visitors to wash their hands with soap and water for at least 20 seconds and hands dried. (<u>or</u> if not available, use alcohol hand gel/sanitiser for adults and if essential, for children aged 6+/Year 1 and older ONLY, ensuring that all parts of the hands are covered.)</p> <p>Car Park closed from 8:30 - 9:15 and 2:45 - 3:45 (staff and visitors</p>		
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		wishing to arrive/leave in cars during those times should park in surrounding roads)		
		Stagger drop-off and collection times		

		<p>ONE parent/carer ONLY per child/family allowed through the gates</p> <p>Supervision = adults: at Main Gate / KS1 playground gate; 1 adult at Reception /Nursery gate; additional adults in KS1 playground; drive and KS2 playground</p> <p><u>End of day pick up</u> (ONE parent per child/family ONLY)</p> <p>All teachers/TAs dismissing children MUST fully adhere to Safeguarding dismissal procedures referring to Class Collection Safeguarding Sheet (listing all authorised collectors) EVERY day. Release pupils one at a time in order of parent (first come, first served) Pupils must be collected by 3:40pm then deemed late Supervision - same as morning</p> <p><u>Late arrival process</u> Office to operate Inventory sign-in for late children (and for recording and monitoring purposes). We will not be issuing yellow cards to pupils to reduce cross contamination. We ask Teachers to be extra vigilant and monitor pupils arriving late into class for registration. Pupils continually arriving late daily will be reported to Head for further instructions.</p> <p><u>Late collection process</u> Pupils to wait in class/dismissal point until 3.40pm. Late children then escorted to Foyer. Office to operate Inventory sign-out system for recording and monitoring purposes. SLT to support the office with calling parents as required.</p>		
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Office to inform Headteacher if a child is collected late more than once and on every occasion thereafter.

Parents / Visitors in building / ID for staff and visitors

No parents enter school building (nor classroom) unless essential - all meetings should take place with parent outside the school building.

Office staff deal with queries outside. One query at a time
ONLY in the foyer (to be avoided if possible) - queries dealt with via email or phone whenever possible (all staff queries to admin staff via email or face to face through the Foyer office window)

Visitors only allowed into school essential meetings, all must sign in, must wear lanyard and ID and by pre-booked appointment only - complete health check and give car reg details on arrival. Meetings will take place outdoors where possible or in halls where social distancing is possible.

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2	<p>Reducing exposure and transmission of Coronavirus by KW, VC, EHCP, staff or parents.</p>	<p>All pupils, staff and visitors to site and site users</p>	<p>All parents and staff are expected to wear masks when in contact with others. This includes school gates before and after school, in communal areas in school - October 2020</p> <p>DfE Control Measures</p> <p><u>Prevention:</u></p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school - refer to dealing with suspected and confirmed cases below in Appendix 1</p> <p>2) Clean hands thoroughly more often than usual (hand washing when arriving at school, when returning from breaks, before and after eating. Some children and pupils with complex needs may need help to clean their hands properly. - Pupils are encouraged not to touch their mouth, eyes and nose unless hands have just been cleaned. - Keeping Safe Rules reinforced every morning after registration with Collective Worship and Daily Mindfulness Activity</p> <p>3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>4) Enhanced cleaning (see Appendix 2 COVID-19 Cleaning Schedule')</p> <p>KS2 Individual stationery packs in named zip wallets, laptops and headphones only used by one pupil</p>	High	Parents, staff & pupils
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Classroom based resources such as books, games etc can be shared but these should be cleaned regularly, if possible.

Pupils to limit the amount of equipment they bring in each day to essentials such as; lunch boxes, hats, coats, books - bags are allowed.

Books and other shared resources can be taken home, although unnecessary sharing should be avoided.

Resources that are shared between 'bubbles' such as sports, arts and science equipment etc should be cleaned frequently and meticulously, and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.

5) Minimise contact between individuals where possible

All parents and staff are expected to wear masks when in contact with others. This includes communal areas and corridors in school from October 2020.

Teachers should role model and maintain distance wherever possible from pupils and from other adults - use floor marking tape around teacher's desk, smartboard and area for other adult(s) to demarcate areas, but where closer contact is necessary, keep 'contact' time to a minimum and/or use a face mask/covering (optional) - avoid all physical contact.

CALL BELL - classroom management tool to indicate "Stop, Look and Listen" - in every bubble classroom to be rung and pupils must FREEZE (stop, look and listen)

Avoid touching/physical contact within bubbles.

Pupils remain in same bubble each day, and different bubbles are not mixed nor interact.

Movement around school

All staff are expected to wear masks when in contact with others outside the

classroom. This includes communal areas and corridors in school from October 2020.

All doors must remain open at all times, except for individual toilet cubicles and in rooms/offices where a private or confidential meeting is taking place.

1 child per bubble allowed in a washroom at a time. Keep all (if possible) or at least 1 window open for ventilation.

Remove corridor obstructions e.g. trophy cabinet, lunch trolleys, chairs etc)

Follow Keep Left protocol and red floor markings

Encourage/remind pupils and staff (and all other adults/visitors) to keep their distance and avoid physical contact.

STAFF TOILETS

- All staff advised to use staff toilets next to staffroom - outer door kept open at all times and staff must leave cubicle door open after finishing in toilet.

Leave cubicle doors open when finished.

- Hygiene Station available in main Staff Toilet only with hand sanitiser, gloves, tissues and sanitising wipes.

STAFFROOMS

Indoor 'staffroom' areas with 2 adults per table (opposite ends)

All staff must bring in, use and wash up their own cutlery, mugs and crockery (no shared mugs/crockery available)

SCHOOL OFFICE - for office staff and SLT only (all queries etc should be done from outside office) .

Alternatively, phone or email any queries, help or support required - please do NOT enter the office, it is too small and too narrow.

COMPUTERS - Avoid use of communal computers - if essential wear gloves and/or use screen/keyboard/mice wipes to disinfect the equipment before use (Clinical Midi-Wipes- DO NOT use any other wipes, sprays etc to clean computer, Smartboard screens, keyboards etc)

SHARED AREAS

Shared areas are not be used by pupils at present. Children will remain within given class bubble classrooms.

Fire Evacuation routes are displayed.

Planning Meetings or other meetings should take place via zoom

Teachers and support staff are restricted to assigned bubble until further notice. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Children should be supported and encouraged to maintain distance and not to touch staff or their peers where possible.

No whole school assemblies, no briefings, but ALL staff are expected to either read their daily morning briefing email or photocopied briefing on staffroom noticeboard before start of the day (briefing emails and weekly zoom between 8:30 - 8:45 each Friday morning)

6) The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed for a very small number of cases, including:

- Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used
- See use of PPE below in separate section

Response to any infection

7) Engage with the NHS Test and Trace process:

		<p>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community - see Appendix 1</p> <p>9) Contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant. All parents and staff are expected to wear masks when in contact with others. This includes communal areas and corridors in school October 2020.</p> <p>And if suspected case is confirmed positive:</p> <p><u>Contact</u> (1) publichealth@hounslow.gov.uk Kelly O'Neill Director of Public Health 0208583 3142</p>		
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Risk Assessment

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	RISK	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
3	Lunch & Breaktimes	All pupils, staff and visitors to site and site users	<p>All staff are expected to wear masks when in contact with others outside the classroom. This includes communal areas and corridors in school from October 2020.</p> <p>Staggered breaktimes / playground use Classteachers/Teaching assistants to take pupils out and supervise at breaktimes Reception/Nursery bubble play in own outdoor areas.</p> <p>KS1 playground divided into 2 areas for KS1/Reception/Nursery bubble</p> <p>KS2 playground divided into 2 areas for Year 3 / 4 bubble and Year 5 / 6 bubble.</p> <p>Water Fountains will not be in use (water bottles to be refilled in classrooms)</p> <p>Lunchtime Supervision by SMSAs and other staff who are non class-based (1 adult supervising washroom standing between toilets)</p> <p>Lunchtimes - staggered lunch times Reception 11-45 - 12-45 KS1 dining hall Year 1 and Year 2 KS1 PE hall - Year 2 12-15-12.45 Year 1 12.45 - 1.15 KS2 using KS2 dining hall but bubbles are socially distanced</p>	High	All staff

4	Cleaning and Hygiene	Staff, pupils, visitors	<p>Frequent hand cleaning (handwashing preferable - otherwise use hand sanitiser for Year 1+) - on entry to school, after break, before eating, after lunchtime, after toilet, after any other activity/routine where a surface or item may have been touched by more than one person, after using any shared resources - teaching time will need to be reduced to allow for handwashing.</p> <p>Handwashing stations in playgrounds and EYFS outside areas.</p> <p>All hand driers turned OFF in all toilets and must not be turned on by staff or used at all - paper towels used to dry hands (Inform office, SLT if paper towels are running low or have run out)</p> <p>Safety signage throughout the school including staffroom - safe use of microwave, water dispenser etc..</p> <p>SANITISING WIPES to be left in key areas - staffroom, office etc and <u>only used if essential</u> (staff will clean tables, surfaces etc throughout the day)</p> <p>inventory touch screens cleaned throughout day including start and end of day (by office team)</p> <p>Sink with water, handwash and paper towels in every classroom - where this is not available, alcohol-based hand sanitiser will be provided.</p> <p><u>Hygiene Station</u></p>	High	Parents, staff & pupils

			<ul style="list-style-type: none"> - box of tissues - hand sanitiser (but soap and water should always be used preferably, whenever possible) - Box of gloves - Sanitising or disinfectant wipes - only to be used if essential. - Disposable face masks, hand sanitisers (additional hand sanitisers installed in Foyer entrance and the lunch halls) <p>Staff must inform the school office, SLT immediately if any hygiene/safety items are running very low or have run out (in classrooms, around the school, toilets etc) or if not working (e.g. taps etc.)</p> <p>Daily and regular/frequent cleaning of classrooms, shared areas, equipment</p> <p>Bins will be double-bagged and emptied twice a day.</p> <p>Remove all unnecessary items and items that cannot be disinfected from classrooms and other learning environments (e.g. soft toys, furnishings, reading corners, pillows, blankets, sand, playdough etc.)</p> <p>Classrooms well-ventilated using natural ventilation.</p> <p>Open all windows and ALL doors at all times.</p> <p>Pupils should wear PE kit to school on their PE days.</p>		
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5	Dealing with	Staff, pupils, visitors	Suspected cases:	High	Site team
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suspected
and
confirmed
cases of
Covid-19

If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and the stay at home guidance followed. **They should also get a test as soon as possible.** Parents should be directed towards local testing which will give results within 24 hours.

The school has test kits but these can take up to a week for results.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (KS2 Library KS1/EYFS, glassed foyer) depending on the age of the child and with appropriate adult supervision if required. Ideally, a window/door should be opened for ventilation.

If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (staff disabled toilet next to headteacher's office). The bathroom should be designated 'out of use' cleaned and disinfected using standard cleaning products before being used by anyone else.

Additional actions include:

- Inform Hounslow Council DPH Kelly O'Neill
- Consider informing parents of students in the relevant 'bubble' that a student or staff member has developed symptoms of COVID-19 (if was at school during the 'infectious period' 48 hours before and whilst symptomatic), but they are not required to self-isolate.

- Inform staff
- Ensure stock of PPE in case further symptomatic cases on site
- Await test results (24 hours following test)

Confirmed cases:

If a child, young person or staff member tests positive the school should:

- Contact DPH Hounslow Kelly O'Neill (see PHE London at top of page)

Public Health England/DPH Hounslow should work with the school to:

- Undertake a risk assessment
- Identify and notify close contacts (e.g. students and staff within the relevant 'bubble') of the need to follow guidance for contacts of people with possible or confirmed coronavirus who do not live with the person including isolation for 14 days
- Identify any further actions needed

Local outbreaks:

- If a local area sees a spike in infection rates that is resulting in localised community spread, it will be decided which measures to implement to help contain the spread. This will be through DPH Hounslow
- Public Health England/DPH Hounslow may advise a school or a number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.

6	Use of PPE	Staff Pupils	<p>Staff are not required to routinely wear PPA.</p> <p>Staff that are Clinically Extremely Vulnerable are not onsite during present lockdown.</p> <p>Pregnant staff are not onsite unless they request access to site in full knowledge of the risks they take.</p> <p>For staff looking after children with complex special educational needs and providing direct personal care (at a distance of less than 2 metres), the following PPE should be available for use by school staff:</p> <ul style="list-style-type: none"> • Disposable gloves; • Disposable apron; • Fluid resistant (type IIR) surgical mask; • Visor protection where there is a risk of splashing of bodily fluids. <p><u>PPE should also be provided in the following cases:</u></p> <ul style="list-style-type: none"> • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs. • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, and a distance of 2 metres cannot be maintained. 	High	Class teachers, TAs and site team

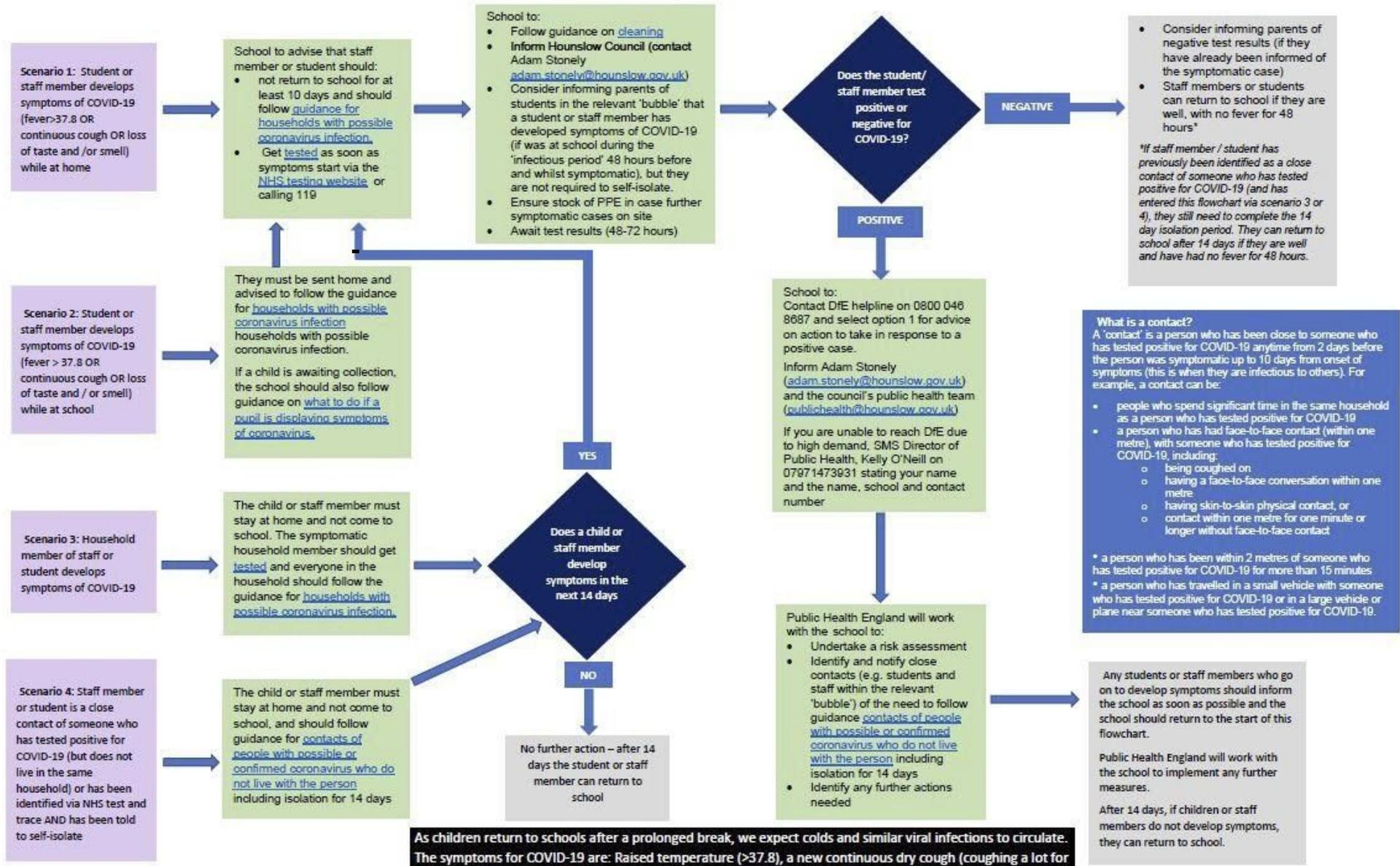
- PPE disposed of in line with Government guidance on cleaning in non-healthcare settings.

7	Administering First aid/ Medication	Staff Pupils	<p>Suitable number of qualified first aid staff on duty.</p> <p>First aid risk assessment and medication policy in place (all documents saved in Policies folder admin shared drive)</p> <p>Two pupils in welfare room at a time - no friends allowed to accompany to/from welfare room.</p> <p>PPE to be worn by 1st aiders.</p> <p>All pupils must be carefully screened first by teacher/TA/SMSA before allowed to go to welfare room. Use Walkie talkie to communicate with Welfare team.</p> <p>Medical Needs Policy Bedfont Medical Needs Policy Addendum to the First Aid Policy Medical Needs COVID Addendum September 2020</p>	High	Class teachers, TAs and site team

8	School lessons/ activities	Staff Pupils	<p>Children will be following online learning program set out by Year groups.</p> <p>KS2 will join online learning</p> <p>Every day in every class to begin with</p> <ol style="list-style-type: none"> (1) Calming music on entry/challenge activity (2) Registration (3) Keeping Safe Rules (Handwashing, Keeping your distance, NO touching peers or adults, NO sharing, Catch it Bin it Kill it, Do not touch face - eyes, mouth and nose unless hands just cleaned) (4) Collective Worship <p>EYFS will be following Tapestry which is an online but not live learning experience with Zoom meetings for children to have a shared experience.</p> <p>KS1 will be following Seesaw which is an online but not live learning experience with Zoom meetings for children to have a shared experience.</p> <p>Outdoor learning strongly encouraged where suitable</p> <p>Classroom routines and expectations to be established and embedded as soon as possible</p> <p>Library - no visits to library, books can be taken out by class teacher to use in classroom. Books quarantined for 72 hours</p>	High	

9	Out of school hours provision	Staff, pupils, visitors	<p>Breakfast and Aftercare pods - Parents will need to pre-book for Breakfast and Aftercare from 8am and 5pm</p> <p>Staff to wear masks/visors</p> <p>Children will be encouraged to socially distance throughout</p> <p>Children will be dropped off at collected via KS2 hall</p>	High	
	Fire Evacuation	Staff, pupils	<p>In event of a fire alarm, school follows normal evacuation</p> <p>School to assemble at assembly point in pods, avoiding any mixing where possible.</p>		
	Mental Health	Staff, pupils	<p>Staff will be given resources and signposted to local services which are available to support mental health.</p> <p>Individual risk assessments have been carried out for those staff who have had an extended period of time out of school and/or who were in the 'at risk' category - e.g. BAME, clinically vulnerable or living with someone clinically vulnerable.</p> <p>Staff should immediately speak to their line manager if they have any concerns.</p> <p>Planning of sessions for pupils incorporates PSHE sessions which will address the potential impact of Covid-19 pandemic.</p>		

Process flowchart for schools: What to do if there is a suspected or confirmed case of COVID-19 in school



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Update 14th September

Child/staff member sick - 10 days not 7 days unless test negative and they can return to school and stop self isolating

Appendix 2

Deep Clean - regular deep cleans at half terms and weekends when necessary and when following outbreak in school Daily

Cleaning - thorough daily clean of the school each morning

Cleaning throughout the school day - all school toilets (children and adults) to be cleaned at 11am and 2pm

Lunchtimes - bubbles maintained and areas cleaned before and after meals

Classrooms - all staff have cleaning materials so they can clean high traffic areas of the classroom. Doors kept open to reduce hand contact with door knobs.

All classrooms also have hand sanitiser.

Suspected or Confirmed Coronavirus Cases

REPLYREPLY ALLFORWARD

Mark as unread

Christine Hicks <Christine.Hicks@hounslow.gov.uk>

Mon 14/09/2020 15:51

Inbox

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#). To

always show content from this sender, [click here](#).

This message was sent with high importance.

2 attachments

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Dear Provider

We are understandably receiving many queries at present in relation to suspected and confirmed Coronavirus cases in your settings.

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If you have a suspected case - child or staff member.

Local Authority response

1. Please email the Early Years Advisory Team christine.hicks@hounslow.gov.uk and Public Health publichealth@hounslow.gov.uk stating that you have a suspected case.

You do not need to include the name or initials of the child/staff member. The email needs to contain the number of people affected and the next steps. E.g.

“There is one child with a suspected case of coronavirus. The child and family have been advised to self-isolate and seek a test”

If you have any questions relating to the case please include them in the email.

If you have one or more confirmed cases in a child or staff member of COVID-19 (test results positive)

1. Contact the Early Years Advisory Team to report the case and have support in gathering all of the information to complete the attached form.
2. Email the completed form to Hounslow Public Health Team publichealth@hounslow.gov.uk and christine.hicks@hounslow.gov.uk
3. Call PHE LCRC (0300 303 0450) to report the case(s)

I have attached the form and guidance for your reference.

Kind regards

Christine Hicks | Early Years Advisory Support Officer

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London Borough of Hounslow

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www.hounslow.gov.uk

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