### How do I keep COVID-19 out of my school?

**In line with the 'Keep Childcare Safe – Protective Measures in Childcare Settings', the key actions for you to take to be as COVID secure as possible are outlined below:**

1. **Under no circumstances should learners or staff attend schools or settings if they:**
   - feel unwell with or, have any of the identified COVID-19 symptoms: they and their household should self isolate immediately and get a COVID-19 test;
   - have tested positive for COVID-19 and been told to isolate;
   - live in a household with someone who has symptoms of, or has tested positive for COVID-19: the whole household must self isolate.
2. Where a staff member or learner becomes unwell at the school/setting with possible symptoms of COVID-19:
   - they should be sent home immediately to self isolate and arrange a COVID-19 test;
   - until they leave the school/setting (in the case of a learner, when they are collected by a parent/carer) their contact with all other individuals at the school/setting should be minimised;
   - if possible, ensure they remain in a separate room until they are able to leave the school/setting;
   - if the test is positive, the class bubble will be asked to self isolate for 10 days.
3. Test at home kits are available to all schools/settings in order for staff to take twice weekly tests. Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to further reduce the risk of asymptomatic transmission within the workplace.
4. Minimise contact between all individuals wherever possible; this applies to both staff and learners. For all learners the emphasis will be on forming groups and ensuring separation of those groups, with staggered class, meal and play times to avoid mixing of groups. For older learners it will also be on maintaining social/physical distancing where possible, reducing total number of daily contacts by at least half, and wearing face coverings where possible during face to face conversations.

### What action should I take when a learner or staff member tests positive for COVID-19?

1. In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts.
2. A second contact tracer will then get in touch with those contacts and notify them to self isolate from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms.
3. Schools should ensure that they have processes in place, supported by seating plans where appropriate, to enable contacts to be quickly and easily identified and shared with the contact tracer. The timeliness of your school’s response can be critical in reducing the impact of the infection on your school.

### How can I minimize the spread of infection in my school?

**Should you have 2 or more cases from your school/setting (including staff, children and visitors) testing positive for COVID-19 in a 14 day period you will need to consider if there are inherent risks within the setting:**

1. Review your Coronavirus risk assessment including what measures you have in place in the school/setting, numbers of children attending, consistency of staff working with groups of learners, and infection and control measures.

2. Staff and union engagement and engagement with parents and communicating the revised plan are a critical part of this and provide the opportunity to reinforce good practice and ensure that signs and symptoms of COVID-19 are understood and acted on appropriately i.e. self-isolating and testing.

3. Any cluster in the school/setting will prompt action from the local authority. They will be able to support and advise you on further actions required to mitigate ongoing risks. One of the actions they may wish you to take is to support whole testing of staff to identify asymptomatic individuals.

### Action card guidance

- This action card should be used in conjunction with current Welsh Government guidelines.
- Its purpose is to highlight those actions that are key to controlling COVID-19 infection in schools and settings.

### Setting context

- Includes primary, secondary schools as well as special schools and PRUs.
- Undertaking a Coronavirus risk assessment is a pre-requisite to this guidance and the workforce/unions should be consulted. The assessment should be regularly reviewed in particular when the Alert Level is changed in the area where the school is located.
- The hierarchy of controls' principles should always be adopted in managing COVID-19 in your school.
- Full guidance on changes to teaching and learning in schools and settings can be found at www.gov.wales/schools-coronavirus-guidance.

Links to key guidance: