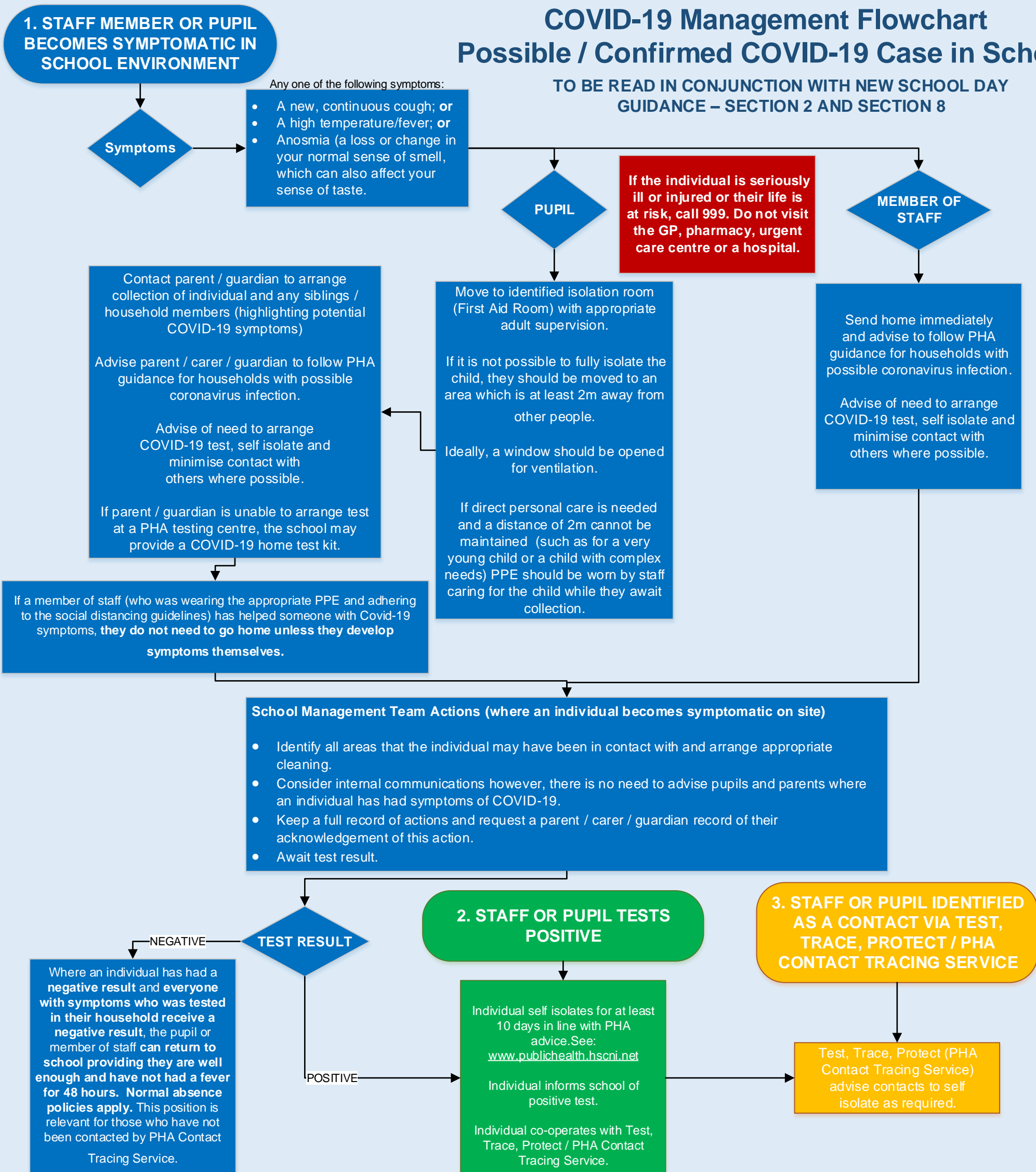


# COVID-19 Management Flowchart

## Possible / Confirmed COVID-19 Case in School

TO BE READ IN CONJUNCTION WITH NEW SCHOOL DAY GUIDANCE – SECTION 2 AND SECTION 8



### School Management Team Actions (Positive Case)

- School management team to draw up list of potentially exposed contacts.
- School management team to proactively contact parents to advise potentially exposed individuals to remain at home.
- PHA Contact Tracing Service / Health Protection will work with school management to clarify 'close contacts' using an agreed pro-forma and provide advice on self-isolation/ next steps.
- Contact C-19 Link Officer / Education Authority (028 90 418056) / Public Health Agency Duty Room (0300 555 0119) as required.
- Complete the 'Confirmed Covid-19 Case Pro-forma' (available through C2k and the EA website) and email it to EA at [confirmed.covid19@eani.org.uk](mailto:confirmed.covid19@eani.org.uk).
- Consider implications for staff / pupils at risk and seek further advice if required.
- Should a COVID-19 confirmed case occur in a statutory setting, the EA Cleaning Service (028 90 418057) should be notified.
- Communicate with the school community as soon as is practicable, to reassure them that safety measures are being taken and that the environment is safe. EA Communications Team can provide support with media queries upon request.
- Make alternative arrangements depending on PHA advice. Consider staffing implications and implications for after school activities.
- Exceptional Closures should only be applied for when PHA advise a school closure is necessary and after engagement with relevant Managing Authority.
- Review internal procedures and risk assessments, and consider any learning that could be applied for future cases.

### School Management Team Actions (Potential Outbreak – Two or more cases within 14 days)

- An outbreak should be SUSPECTED if there are:
- two or more confirmed cases of COVID-19 in the setting within 14 days or
  - increase in background rate of absence due to suspected or confirmed COVID-19.
- A suspected outbreak should be reported to the Public Health Agency Duty Room on 0300 555 0119. PHA will undertake a public health risk assessment to determine whether there is an outbreak.
- Continue to follow School Management Team Actions (Positive Case).
- Co-operate with EA and PHA who will advise of the appropriate actions.