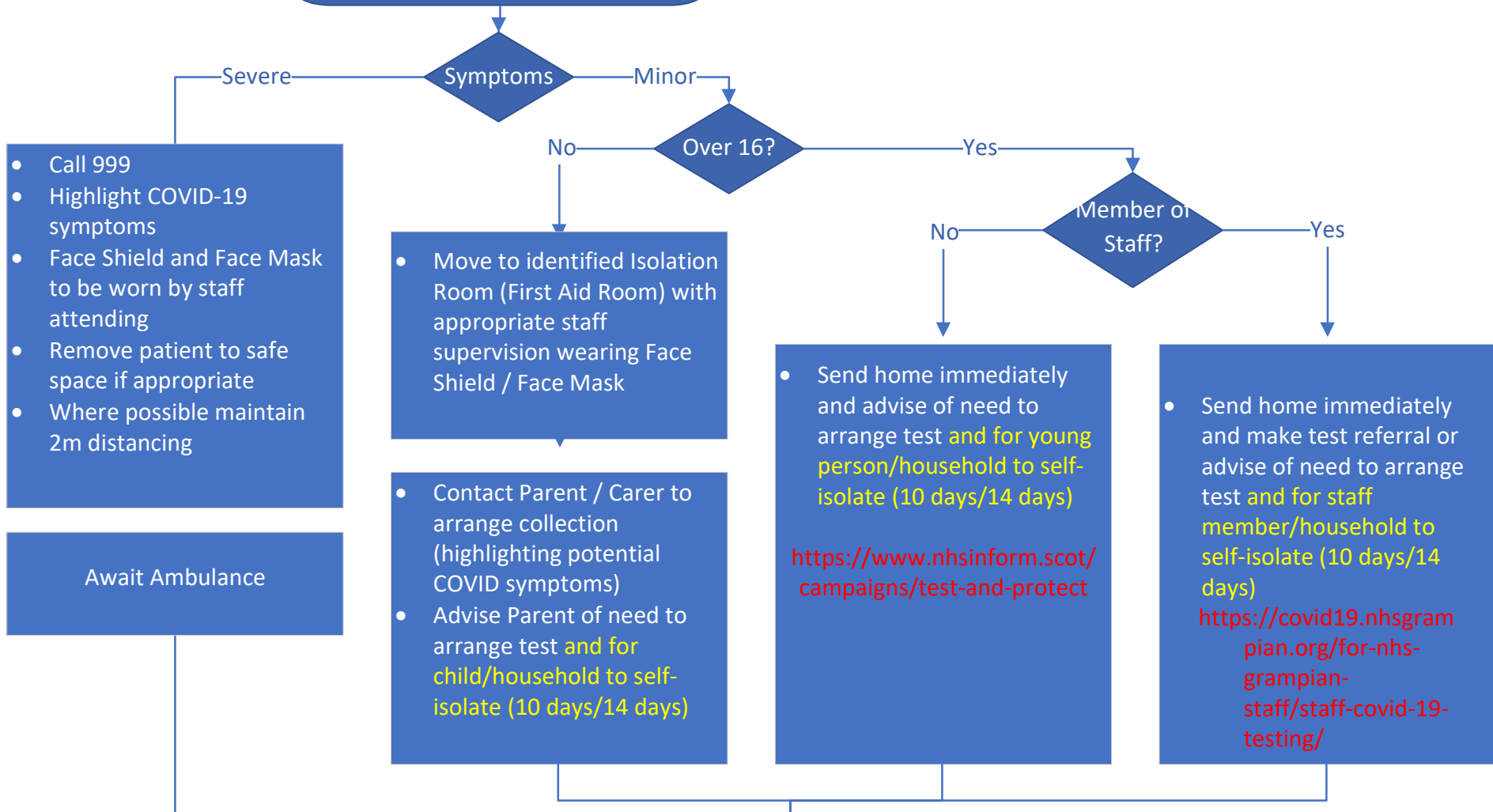


COVID-19 Management Flowchart Possible Case in School

1. Staff or Pupil become symptomatic in School environment



Await Ambulance

School Management Team Actions

- Identify and isolate all areas immediately that the individual may have been in contact with for longer than 15 mins and arrange cleaning as per guidelines
- Progress internal communications with senior leadership (HofS/QIO) and proportionate information sharing with staff and partners (see Aberdeenshire Council ECS guidance notes on SG Sector Advice Card (Schools))
- Consider implications for School Activity / School Lets / Club Partnerships where appropriate
- Ask parent/carer/young person or staff member to share results of test with the school
- Any pupil absence should be recorded in SEEMIS using the appropriate coding. Any staff absence should be recorded in iTrent as paid special leave with relevant Covid-19 category.

Test Result

Negative

Individual can return to school/work if they were not told to self isolate for 14 days by NHS Test & Trace, feel well, everyone they live with and in their support bubble tests negative, and they have not recently returned from a country on the quarantine list.

2. Staff or Pupil tests positive

- Individual Self Isolates for 10 days
- Parent/carer informs School of positive test and cooperates with Test & Protect / Contact Tracing
- Test & Protect advise contacts on testing/self-isolation as required

3. Staff or Pupil identified as a contact via Test & Protect

- Test & Protect advise contacts to test /self-isolate as required

School Management Team Action

- Cooperate with Test & Protect / local IPT Incident Management Team as required
- Review internal procedures (including local risk assessment) and consider learning
- Consider specific risk assessment for staff / pupils at risk -seek local IPT advice if required
- Consider staffing implications of contact tracing / self-isolation and make alternative arrangements
- Progress internal communications with senior leadership (and QIO), corporate communications, elected members and proportionate information sharing with staff and partners (see Aberdeenshire Council ECS guidance notes on SG Sector Advice Card (Schools))
- Consider external communications with pupils, parents/carers, community etc under guidance of local HPT IMT and only with approval of ECS senior leadership team (Director/HofS) (see Aberdeenshire Council ECS guidance notes on SG Sector Advice Card (Schools))

School Management Team Action

- Cooperate with Test & Protect / Incident Management Team as required
- Progress internal communications with senior leadership (and QIO), corporate communications