



## Information for Parents and Pupils Covid-19 Reporting Procedures

Dear Parent / Guardian

02.10.20

I wish to update you on our procedures in school.

Please be assured that Loreto Grammar School Omagh continues to work closely with the Public Health Agency and follow advice to ensure the Health and Safety of all in our school community. To date the school has not been the source of transmission for cases. Cases you have been made aware of have been as a result of community transmission.

The advice below is always subject to change as PHA update their information.

### What to do if COVID-19 is suspected

#### AT HOME

1. If a pupil has Covid-19 symptoms or is feeling in any way unwell, she should not present to school.
2. Parent informs school that there is a possibility that the pupil is displaying Covid-19 symptoms.
3. The family contacts GP/PHA for advice regarding testing.
4. If a pupil has Covid-19 symptoms and **tests negative** she can return to school providing she is well enough, has not had a fever for 48 hours and has not been advised to self-isolate.
5. If **a pupil** has Covid-19 symptoms and **tests Positive** she can return to school **after 10 days**.
6. If someone in a household has Covid-19 symptoms, a pupil can return to school if the symptomatic household member's test is negative and no instruction to self-isolate was given by PHA.
7. If **someone in a household tests positive** for Covid-19 the pupil can return to school after she has **isolated for 14 days** without any symptoms.
8. Following the period of self-isolation and on the morning of return, the pupil should present to the school office and confirm the completion of isolation.

#### AT SCHOOL

- If a pupil presents in school with Covid-19 symptoms, she will be isolated until collected by parents.
- The pupil will be advised to get tested.
- An enhanced clean of the isolation area will take place before further access.
- **Once tested parent should inform school immediately** of the outcome.
- If the outcome is **negative** the pupil can return to school providing she is well enough, has not had a fever for 48 hours and has not been advised to self-isolate.
- If a pupil tests **positive** for Covid-19 she will be advised to **self-isolate for 10 days. The school must be informed so that contact tracing can happen.**
- Following the period of self-isolation and on the morning of return, the pupil should present to the school office and confirm the completion of isolation.

## CONTACT AFTER SCHOOL HOURS/WEEKEND

- In the event of a suspected case of Covid-19 or confirmation that a pupil has tested positive for Covid-19, after 4:45pm Mon-Friday or at a weekend please inform the school via
  - Phone number: 07803115344, or
  - E mail: [info@loretogs.omagh.ni.sch.uk](mailto:info@loretogs.omagh.ni.sch.uk)
- If a pupil tests Positive possible close contacts will be telephoned and advised of the steps to take.

## PROTOCOL FOR CLOSE CONTACTS

- Possible close contacts will be brought to an isolation room in the school and interviewed to confirm the details of close contact.
- Parents of identified close contacts will be telephoned. Self-isolation protocols and arrangements for collection of pupil will be advised.
- An enhanced clean of the isolation area will take place before further access.
- If a pupil has been identified as a close contact (see PHA guidance) of a positive case of Covid-19, she must self-isolate for 14 days from the last point of contact with the positive case.
- Self-isolation requires a pupil to self-isolate within a household, not to go to part-time work, sleepovers, or mix in the community.
- Following the period of self-isolation and on the morning of return, the pupil should present to the school office and confirm the completion of isolation.
- Should any pupil feel she is a close contact of a Positive Case known to her and has not been identified by the school's Covid-19 team she should contact the school office immediately.

### **Please note**

**Continuous cleaning** takes place in school throughout each day Mon-Fri from 9:00am of all areas.

**An enhanced clean** of the school takes place after a pupil tests Positive (even if the transmission was not in the school but in the community.)

Time is required to communicate appropriately with public agencies, school staff and identify and manage the isolation of pupils.

Whole school community advised via text message of a Positive Case which impacts on the school even it is a community transmission. The identity of case will be protected.

## Advice for Testing of Close Contacts / Household Members

- Only if a close contact develops COVID-19 symptoms (a new continuous cough, a fever/high temperature or loss of smell/taste) should she seek a test.
- Her household contacts should also self-isolate pending the result of that test.
- If the test is negative: the close contact should still complete her 14 days' self-isolation period; and the household contacts can resume normal activities.
- If the test is positive: the close contact becomes a case and the 'clock' resets for a new period of self-isolation for 10 days from the date of onset of symptoms; and their household contacts should remain in self-isolation until 14 days have passed since the onset of symptoms in the household member.
- As long as the close contact and everyone else in their household has no COVID-19 symptoms, the remainder of the household can carry on with their normal activities.

***We all have a responsibility to adhere to advice to minimise the spread of Covid-19.  
Stay Safe. Be Responsible.***