

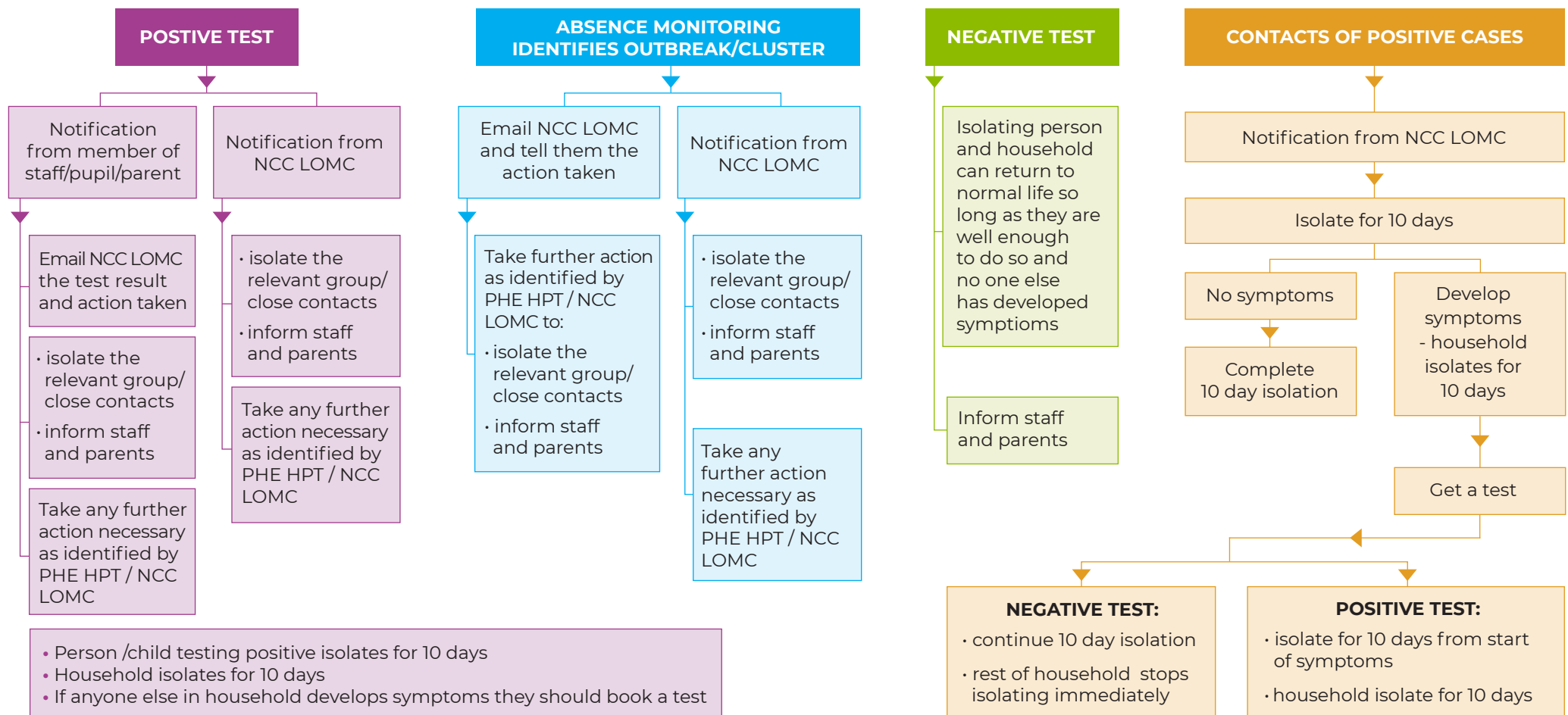
# WHAT TO DO

## IF YOU HAVE A SUSPECTED / CONFIRMED CASE OF COVID-19 IN YOUR SCHOOL OR SETTING

Norfolk County Council Local Outbreak Management Centre (NCC LOMC):  
**phnorfolkomc@norfolk.gov.uk**

Member of staff/pupil develops symptoms (fever/new persistent cough/loss or change to sense of taste or smell) or has a positive Lateral Flow Test at school.

- Isolate from others
- Go home ASAP - Whole household to isolate
- Get a test - If a family refuses to get a child tested read section 5 of the [Management of cases guidance](#)
- You could send letter 4 (possible case in school) to parents / carers to inform



**Please note:** If your request is urgent please call **01603 223219** (0800 – 1700 Monday to Friday) There is also a DFE helpline for you to call if you wish to: **0800 046 8687**

**POSSIBLE OR SUSPECTED CASE:**

Staff member or pupil with a new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). (Schools not expected to contact PHE or the local authority)

**CONFIRMED CASE:**

Staff member or pupil with a laboratory test positive for COVID-19/SARS-CoV-2 with or without symptoms.

**CLUSTER:**

Two or more confirmed cases of COVID-19 among students or staff in a school within 10 days or Increase in background rate of absence due to suspected or confirmed cases of COVID-19 (does not include absence rate due to individuals shielding or self-isolating as contacts of cases).

**OUTBREAK:**

Two or more confirmed cases of COVID-19 among students or staff who are direct close contacts, proximity contacts or in the same cohort or 'bubble'\* in the school/college within 10 days.

\* a cohort or 'bubble' might be a class, year group or other defined group within the school/college. This definition aims to distinguish between transmission occurring in the community versus transmission occurring within the school/college setting.

**CONTACTS:**

A 'contact' is a person who has been close to someone who has tested positive for coronavirus whilst they were infectious (see 'Infectious Period' below) and:

- Had face-to-face contact of any duration (less than 1 metre away) with the case or
- Were coughed or sneezed on by the case or
- Had unprotected physical contact (skin to skin) with case or
- Spent more than 1 minute within 1 metre of the case or
- Spent more than 15 minutes within 2 metres of the case or
- Travelled in a car or other small vehicle (even on a short journey)

**INFECTIOUS PERIOD:**

From 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic.

More resources can be found in the **Management of cases guidance**.