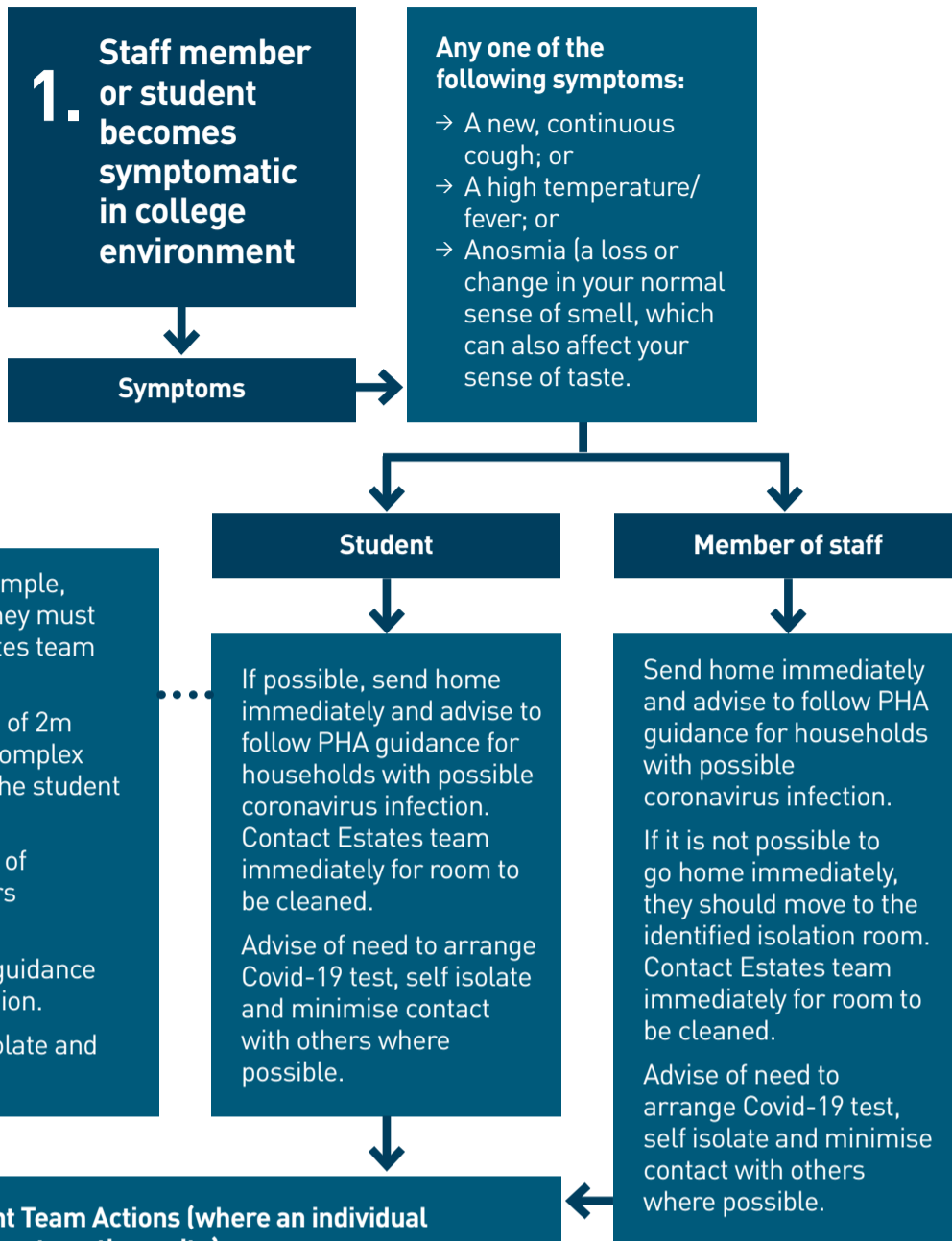


# Covid-19 Management Flowchart

Possible / Confirmed Covid-19 Case in College  
To be read in line with the Covid-19 - A Practical Guide on Canvas.

**If the individual is seriously ill or injured or their life is at risk, call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital.**



If student cannot go home immediately (for example, Entitlement Framework, Inclusive Learning), they must move to identified isolation room. Contact Estates team immediately for room to be cleaned.

If direct personal care is needed and a distance of 2m cannot be maintained (such as a student with complex needs) PPE should be worn by staff caring for the student while they await collection.

Contact parent / guardian to arrange collection of individual and any siblings /household members (highlighting potential Covid-19 symptoms)

Advise parent / carer / guardian to follow PHA guidance for households with possible coronavirus infection.

Advise of need to arrange Covid-19 test, self isolate and minimise contact with others where possible.

If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with Covid-19 symptoms, they do not need to go home unless they develop symptoms themselves.

**Management Team Actions (where an individual becomes symptomatic on site)**

- Identify all areas that the individual may have been in contact with and arrange appropriate cleaning.
- Consider communications however, there is no need to advise students and parents where an individual has had symptoms of Covid-19.
- Keep a full record of action.
- Await test result.

**Test Result**

**NEGATIVE**

Where an individual has had a negative result and everyone with symptoms who was tested in their household receive a negative result, the student or member of staff can return to school providing they are well enough and have not had a fever for 48 hours. Normal absence policies apply. This position is relevant for those who have not been contacted by PHA Contact Tracing Service.

**POSITIVE**

Individual self isolates for at least 10 days in line with PHA advice. See: [publichealth.hscni.net](http://publichealth.hscni.net)

Individual informs college of positive test.

Individual co-operates with Test, Trace, Protect / PHA Contact Tracing Service.

Individual completes a 'Covid Return to Campus' form before they are permitted to return to College.

**2. Staff or student tests Positive**

**3. Staff or student identified as a contact via test, Trace, protect / PHA contact tracing service**

Test, Trace, Protect (PHA Contact Tracing Service) advise contacts to self isolate as required.

2m social distancing is designed to limit close contacts within the College setting. Implementation of this guidance should make the identification of contacts easier and limit the number of close contacts identified.

## 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 a campus 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. PHA will undertake a public health risk assessment to determine whether there is an outbreak.

Continue to follow Management Team Actions (Positive Case).

Co-operate with DfE and PHA who will advise of the appropriate actions.

## Management Team Actions (Positive Case)

- Management team to draw up list of potentially exposed contacts.
- PHA Contact Tracing Service/Health Protection will contact the College.
- College will contact PHA if required.
- Consider implications for staff / students at risk and seek further advice if required.
- Should a Covid-19 confirmed case occur, the Estates team should be notified.
- Review internal procedures and risk assessments, and consider any learning that could be applied for future cases.