



Brandon Road, Watton, Norfolk, IP25 6AL

<http://corvuseducation.com/wattonjunior>

Tel: 01953 881387 Email: office.wjs@corvuseducation.com

Executive Head Teacher: Mrs H Kemp

Date: 18/10/2020

Letter for staff members who are close contacts of confirmed COVID-19 case in an educational setting: Advice to Self-Isolate for 14 Days

Dear staff member,

We have been advised that there has been a confirmed case of COVID-19 within the setting.

You have been identified as a close contact with the affected person. In line with the national guidance you should now ensure you stay at home and self-isolate until **2nd November 2020**

We are asking you to do this to reduce the further spread of COVID-19 to others in the community.

If you are well at the end of the 14 days period of self-isolation, then you can return to usual activities including returning to the setting. Other members of your household can continue normal activities provided you do not develop symptoms within the 14 day self-isolation period.

Please see the link to the PHE Staying at Home Guidance for more information:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

What to do if you develop symptoms of COVID 19

If you develop symptoms of COVID-19, you should arrange for a test and inform the school. Information on testing is available via the links below or by calling NHS 119. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>

<http://www.nnuh.nhs.uk/our-services/covid-19-testing-key-workers/>



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Trust Lead: Mrs A Lightbown



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All other household members must also stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. Household members should not go to work, school or public areas and exercise should be taken within the home.

By household members staying at home for 14 days you will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able you should, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

Further information on isolation is available here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If your test is negative you must continue your 14 day period of self-isolation as a close contact but the other household members can return to their normal routine.

If your test is positive you will need to self-isolate for at least 10 days from when your symptoms start.

It is important that you let us know if you are isolating for any reason other than being identified as a close contact by us to help us to take the right precautions at the setting. Please do so as soon as possible in the same way you normally report absence.

Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)



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- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you or anyone in the household does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

Do

- Follow the guidance on social distancing
- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

Executive Headteacher





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