



Coronavirus Communication Plan

September 2020

Queenswood

Dear Parents, Guardians, Girls and Staff

Queenswood Coronavirus Communication Plan

I am delighted to say that everyone is settling in well to the new term, despite having to deal with the Covid-safe arrangements we've put in place to protect everyone as much as we possibly can.

In all Covid-related matters we are following Government guidance. We are aware however that Public Health England (PHE)'s regional office is under pressure. This is where the Local Health Protection Team is located and is the source of guidance for our own specific situations. Owing to the volume of enquiries they are dealing with, advice is not always delivered in a timely manner. In the absence of local PHE guidance we will contact the Department for Education (DfE)'s helpline.

I understand that this is a worrying time for everyone, especially as the situation is constantly evolving. As such, I wish to be very clear with you about the communication you can expect from the Queenswood Senior Leadership Team if we get a suspected or confirmed case of Covid-19 in school and what we expect you to communicate to us in order to keep us all Covid-free.

I have laid the information out in a flow diagram on the next page, and I will summarise the key points at the end of this document.

As I am sure you can appreciate, we are dealing with a fluid situation, therefore please be aware that if government guidance changes or a particular set of circumstances previously unaccounted for occurs, then we may need to vary the above approach. I am sure that you understand and I thank you in advance for your support in adhering to Covid-safe communication.

Best wishes



Jo Cameron and the Senior Leadership Team
September 2020

NHS guidance

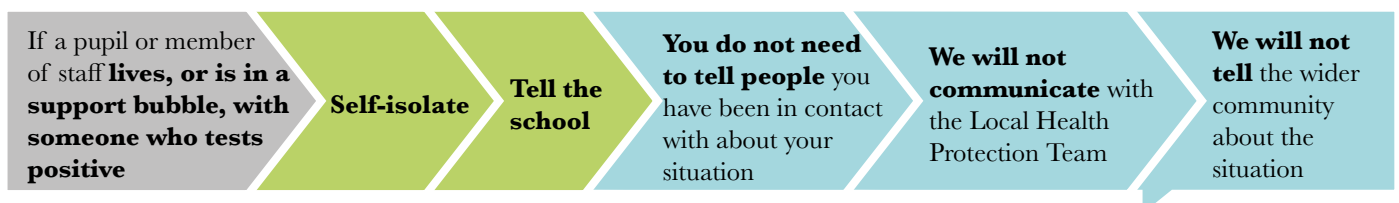
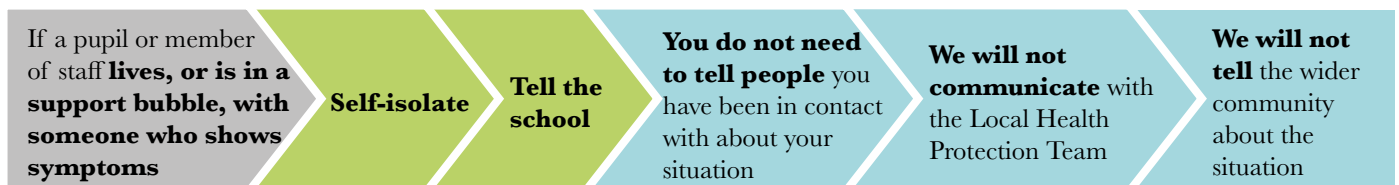
Queenswood guidance (always secondary to NHS/Government guidance)



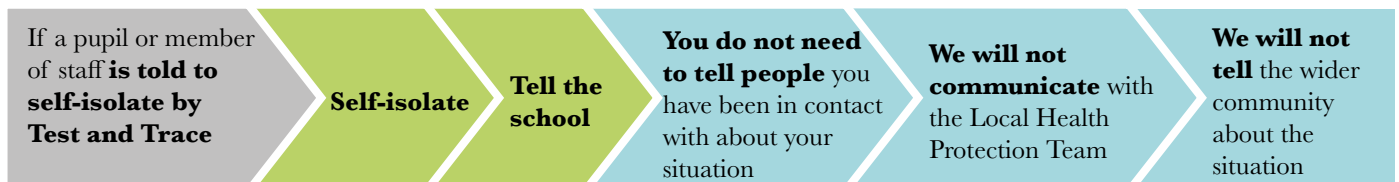
Those contacted should only self-isolate if advised to do so by the NHS Test and Trace Service.

Follow advice in terms of actions and communications. In the absence of immediate advice from the local PHE team, we will contact the DfE helpline.

Experience is showing that the vast majority of suspected cases are not due to coronavirus. We do not wish to cause undue concern or panic. We will also take advice from the Local Health Protection Team subject to their availability.



The School will consider this on a case-by-case basis. There would be no change to our operations.



Pupil or member of staff shows symptoms of Covid-19

- If a pupil or member of staff has symptoms of Covid-19 we expect them to self-isolate and tell the School. For pupils, this means parents should contact their daughter's Tutor to report the reason for their daughter's absence and likewise, staff should contact their line manager.
- The school will report this to the PHE Local Health Protection team and will follow their advice. In the absence of advice being forthcoming from the Local Health Protection Team, the School will contact the DfE's helpline.
- If a pupil or staff member is contacted by NHS Test and Trace to advise self-isolation because they have been in contact with someone who has tested positive, we expect the girl or staff member concerned to self-isolate and tell the School by advising the contact referred to above.
- We will not alert the whole school community if someone is displaying symptoms or is self-isolating due to advice from NHS Track and Trace. This is because the vast majority of suspected cases are not due to Coronavirus and we do not wish to cause undue concern or panic.
- If a pupil or staff member is contacted by NHS Test and Trace to advise self-isolation because they have been in contact with someone who has tested positive, we expect them to self-isolate and tell the School by advising their Tutor or line manager.

Pupil or member of staff tests positive for Covid-19

- If a pupil or member of staff tests positive for Covid-19 we expect them to continue self-isolating and tell the school that the test result is positive. If the test result is negative, then pupils and staff should return to school immediately.
- The School will report a positive test result to the PHE Local Health Protection team and will follow their advice. In the absence of advice being forthcoming, the School will contact the DfE's helpline.
- If a pupil or staff member is contacted by NHS Test and Trace to advise self-isolation because they have been in contact with someone who has tested positive, we expect the girl or member of staff concerned to self-isolate and tell the School by advising their Tutor or line manager.
- The School will alert parents, staff and girls if there is a confirmed case in school. Depending on the advice given by PHE, some groups of our community may be asked to self-isolate as a precautionary measure. If this is the case we will communicate this guidance rapidly to those involved.

Pupil or member of staff lives, or shares a bubble, with someone who shows symptoms of Covid-19

- If a pupil or member of staff lives, or shares a bubble, with someone who shows symptoms, we expect them to self-isolate and inform the School by contacting their Tutor or line manager.
- We will not alert the whole school community because the vast majority of suspected cases are not due to Covid-19 and we do not wish to cause undue concern or panic.
- We do not expect them to inform those they have had close contact with and we shall not inform the PHE Local Health Protection Team.

Pupil or member of staff lives with someone who tests positive for Covid-19

- If a pupil or member of staff lives with someone who tests positive, we expect them to continue to

self-isolate and inform the School by contacting their Tutor or line manager.

- We will not automatically inform the whole school community because unless the person living with someone who tests positive also tests positive, then there may be no need for concern regarding potential risk of infection and we do not wish to cause undue concern or panic. However, we would keep this situation under review and treat each situation on a case by case basis.
- We do not expect them to inform those they have had close contact with and there is no need for us to inform the PHE Local Health Protection Team.

Pupil or member of staff is told to self-isolate by Test and Trace

- If a pupil or staff member is told to self-isolate then we expect them to self-isolate and inform the School by telling their Tutor or line manager.
- We do not expect them to inform those they have had close contact with and there is no need for us to inform the PHE Local Health Protection Team.
- We will not inform the whole school community because self-isolation is a precaution and does not mean that the member of staff or pupil has symptoms and until and if they develop symptoms and can be tested, there is no evidence that they present a risk of spreading the disease.

Definition of close contact

The summary of the PHE definition of close contact is:

A person who has had close contact with a confirmed case of Covid-19 during their infectious period (48 hours before to 10 days after onset of symptoms, or test if asymptomatic). This includes:

- a person who has had face-to-face contact (within 1 metre) with someone who has tested positive for Covid-19;
- a person who has been within 2 metres of someone who has tested positive for Covid-19 for more than 15 minutes;
- a person who has travelled in a small vehicle with someone who has tested positive for Covid-19 or in a large vehicle near someone who has tested positive for Covid-19;
- people who spend significant time in the same household as a person who has tested positive for Covid-19.