

## COVID-19 confirmed case at King Henry VIII School (September 2020) Action Plan

The actions outlined below will come into effect when there has been a confirmed case of COVID-19; and/or students and/or staff identified as contacts (either direct or proximity) via TTP team.

<b>STAGE 1: Initial action</b>
1. Any communication regarding a potential case to be shared directly with the Head of School (or Executive Headteacher). Where parent/guardian or staff member confirms result of a test, school to receive evidence.
2. Leadership Team meet and implement positive test case checklist and confirm timescales.
3. Information collection: <ol style="list-style-type: none"> <li>a. from infected person, including case number;</li> <li>b. gather list of all people in contact with infected person on the day;</li> <li>c. confirm when symptoms started and the two days before.</li> </ol>
4. Contact Local Authority Test, Track and Protect Team (TTP team) (if communication not received directly) and obtain advice.
5. Inform the LA and Chair of Governors
6. Meet with leadership team and following advice from TTP team. Determine potential actions (outlined below).
7. Inform the staff of the situation and outline actions being taken.

<b>STAGE 2</b>	
<b>The school remains open</b>	<b>The school has to partially/fully close</b>
8. Inform those who must self-isolate. Share letter from Public Health Wales with relevant families.	8. Where significant staff absence is expected, assess capacity to determine which specific year groups and groups of learners will receive priority to remain in school.
9. Check and publish 'prepared' letter to contact group who will be expected to self-isolate. Email to relevant parents/guardians.	9. Check and publish 'prepared' letter to those affected by closure.
10. Check and publish 'prepared' letter to the rest of the school community including the actions taken by the school in order to respond to a confirmed case.	10. Check and publish 'prepared' letter to the rest of the school community including the actions taken by the school to respond to a confirmed case.
11. Publish all letters on school website.	11. Publish all letters on the school website.
12. If potential staff absences, organise cover where needed.	12. Arrange any additional cleaning, in line with Public Health Wales guidance.
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<b>STAGE 3</b>
14. Organise blended learning through Subject Leaders for those students who are self-isolating.
15. Check in with those staff that are self-isolating to confirm what direct working arrangements will be.
16. Through the website, In Touch and Twitter publish the Blended Learning programme to all affected students.
17. The Wellbeing Team to commence wellbeing phone calls home as required.
18. Provide regular updates to the staff body.
19. Provide the governing body with copies of all documentation and ensure they have regular updates.