

Headteacher: Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

4th November 2020

Dear Parents and Carers,

This letter aims to outline in further detail the robust process we follow as an academy on identification of a positive case of COVID-19. For full reassurance, when there has been a positive case identified we follow the full guidance from Public Health England. The steps we take are outlined below:

1. The local Health Protection team and the DFE are contacted immediately. They support the risk assessment and follow up, and also advise us on the actions we should take.
2. Following the guidance, we then ensure that the person identified as a positive case isolates for 10 days following the date of the test and that any close contacts isolate for 14 days. We inform all parents when there has been a single positive case in the academy, and close contacts are informed in a separate letter and contacted by telephone.
3. The national guidance defines a 'contact' as a person who has been in close proximity to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:
 - a. people who spend significant time in the same household as a person who has tested positive for COVID-19
 - b. a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19. Face-to-face contact includes conversation within one metre or physical contact
 - c. a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes.
4. Our local Health Protection team support the identification of close contacts.
5. We speak directly with the parent or carer of the positive case and determine any other contacts; such as friends they may walk to school with or anyone they may have had lunch with.
6. CCTV footage is used to review the lunch zones to identify any other close contacts.
7. All areas of contact within the academy are deep cleaned and sterilised.



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May I reassure you that all of the cases we have had are single identified cases which means we do not have multiple linked cases or fall within a definition of an outbreak.

In the academy we follow strict guidelines which include social distancing, hand sanitiser available at all times, a zone and bubble model and the wearing of face coverings in all areas outside of the classroom (in the classroom we recommend students wear face coverings but this is not compulsory at the point they remain in their class bubble).

I would also like to reassure you that we continue to work closely with our local Public Health team, who have made clear that our safety measures are proving vital in helping to prevent the spread of infection.

Should you have any specific questions or concerns please do not hesitate to contact the academy via our email address: shenley.enquiry@e-act.org.uk

Yours faithfully,

Dr J Bartlett
Headteacher

