## Letter template: Staff in close contact

Dear Colleague,

**Advice for Staff close contacts of positive COVID-19 cases**

We have been advised that there has been a [small number of] confirmed case(s) of COVID-19 within [Insert year and school, or early years setting]

We have identified that you may have been in close contact with the affected case.

**For staff who have not had both doses of COVID-19 vaccine**

In line with national guidance, we recommend that you now stay at home and self-isolate until [ADD DATE (10 days after last contact)], if you have not had both COVID-19 vaccinations (second dose must have been more than 14 clear days before day of exposure). You must not go to work or other public areas. Further details of what you need to do are in NHS Guidance:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

We also advise that you have a PCR test (if you have not tested positive in the last 90 days) and continue with twice weekly lateral flow testing as a minimum, but must continue to isolate even if you have a negative result on your PCR test. If your PCR test is positive you should continue isolating for 10 clear days following the day of symptom onset/test (if no symptoms).

Please book a PCR test online at: <https://www.gov.uk/get-coronavirus-test>

For information regarding access to lateral flow tests see:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

**For staff who have had both doses of COVID-19 vaccine (second dose more than 14 clear days prior to day of exposure)**

In line with national guidance we recommend that you have a PCR test (if you have not tested positive in the last 90 days). Please book online at: <https://www.gov.uk/get-coronavirus-test>

You can continue normal activities whilst awaiting the PCR result, including attending [school/the setting], unless you develop symptoms. However, whilst awaiting the PCR result we recommend you take a daily lateral flow test before attending school/setting.

[REMOVE IF FIRST LETTER: If you have no symptoms and has already had a PCR test as a result of a recent letter from the school/setting, you may consider **one further PCR** test 4-7 days following receipt of this letter. Otherwise, it is recommended that you continue with regular twice weekly lateral flow testing as a minimum]

In addition to the PCR test, we advise continuing to undertake lateral flow tests twice weekly as a minimum (if you have not had a positive test in the last 90 days). For information regarding access to lateral flow tests see:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

Should the PCR (or any lateral flow testing) yield a positive result, we would ask that your child isolate, with your household, and follow national “Stay at Home” guidance:

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

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact your local Council [For Coventry the contact is 08085 834 333. For Warwickshire the contact is 0800 408 1447]

**For ALL staff**

Please see below guidance for if you/anyone in the household develops COVID-19 symptoms.

**What to do if you/a household member develop symptoms of COVID 19**

For most people, COVID-19 will be a mild illness.

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

* new continuous cough and/or
* high temperature and/or
* a loss of, or change in, normal sense of taste or smell (anosmia)

If anyone in the household develops any of these symptoms of COVID-19, they should remain at home and arrangements should be made for them to be tested. This should be a test taken at an NHS site (a PCR test) and **NOT** a rapid test taken at a community testing site (an LFT test). Household members of the symptomatic individuals who are over 18 years and 6 months and not fully vaccinated, must also stay at home whilst awaiting the PCR test result – they should not go to work, school or public areas, even for exercise.

Testing can be arranged by calling 119 or online: <https://www.gov.uk/get-coronavirus-test>

When the result of the test is known further advice will be available.

**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:

* wash your hands with soap and water often – do this for at least 20 seconds
* use hand sanitiser gel 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 nhs.uk/coronavirus

Yours sincerely

Headteacher/Early Years Setting manager/Public Health Warwickshire (latter for Warks cases)