

### **Positive case of COVID-19 relating to a pupil or member of staff**

If any pupil or member of staff has been tested for COVID-19 and the result is positive, the NHS Grampian Health Protection Team (HPT) will be in direct contact with me. A report of a positive test may also come from the family themselves and it is *essential that families continue to inform school immediately of any positive cases within a household*. The Healthy Protection Team will instruct me who the person is and will ask for a list of all who have been in close contact with the case on the identified days. Immediate scrutiny of class seating plans will take place to identify the close contacts of the case, with the relevant information submitted to the HPT. The HPT will also work closely with the positive case to identify who they have been in contact with during their social times, on School transport and out of School etc. This information is then used by the Test and Protect team who make direct contact with anyone identified as a close contact. The school are not involved in this part of the process

The Test and Protect Team will also notify you of the length of time you are required to isolate and date you will be able to return to School. At all times, the identity of the pupil or member of staff remains confidential and will not be disclosed to anyone.

If we have been informed by the HPT that we have a positive case in School, I will write to all parents/carers as soon as all contacts have been identified. Those parent/carers of a pupil identified within School as being a close contact of the positive test and who have had their details forwarded to the HPT, will receive a separate letter. This will inform them that they will need to self-isolate until the Test and Protect Team have been in contact with you.

### **Cleaning, as a result of a COVID-19 Case**

If a COVID-19 case is identified in school, the rooms/areas that the positive case had been in will be given an additional clean in line with the approved requirements to ensure pupils and staff entering these rooms are safe to do so.