



Covid-19: Positive Case Checklist

Case of :..... class:..... Date:.....

Activity	Who	Completed
For (direct school community) confirmed C-19 queries, ring the DfE Contact Local PHE Team:		
Update Chair of / Board/governors / CEO		
Update LA - XXXXX Tel: XXXXX Mob: XXXXX Out of hours line XXXXX		
Establish close contacts and inform / send home / self isolate - time of day could be critical in terms of cover	Issue advice on testing and that of siblings too	
Establish clearly areas that positive case has been to identify deep clean zones		
Review timetables / class and seating plans to identify other possible contacts and number of groups that may have been impacted upon		
Complete internal track and trace using information above		
Have ready contact sheets – Full name DOB Contact number Context: who tested positive?		
If using a bus - establish which bus, which zoned area and other students who may have been close		



ROOKS HEATH

COLLEGE

Inform Bus Companies
opportunity through learning

Update Staff Body		
Update and review parental letter		
Update and review press release and pre-written tweets		
Ensure all communications have been sent		
Ensure all updates are on social media platforms		
Have ready a list of vulnerable members of the community to be ready to reassure them		
Monitor Social Media for inaccurate information sharing - moderate accordingly		
Update communication log so email triage can follow		
Check that all students have online access/passwords etc. to access online work.		