



27th September 2020

Re: Confirmed COVID-19 case – adult

Dear Parents/Carers

Following the letter distributed yesterday, we understand that it will have caused a level of concern with parents to learn of the first confirmed positive case at the school.

To reassure you and provide you with as much detail as we are able to, we felt it would be helpful to write to you again today.

Much of yesterday was taken up with following procedures and contacting the Department for Education and Hertfordshire County Council to risk assess and identify members of our school community that needed to be contacted and told to self-isolate.

The letter sent yesterday was a template letter provided by the DfE to all schools who have a confirmed case of COVID-19. Many schools across Hertfordshire and the country have found themselves already in this situation and sadly we believe that despite our robust risk assessments and procedures in school it is likely that we will have to deal with more cases in the weeks and months ahead.

Therefore, to reassure you, our priorities remain to be as COVID-19 secure as possible and that in the event of any suspected or confirmed cases they will be dealt with swiftly and effectively.

Yesterday we were praised by both the DfE and HCC for our organised and efficient way we handled our first case.

Saturday morning, we were notified of a confirmed case of COVID-19 concerning a member of staff, on notification we undertook the following process:

1. We identified the member of staff and their role in school, **the person concerned is a support member of staff and is not classroom based.**
2. We identified every 'contact' the member of staff had with students and staff from two days prior to their initial illness onset.

Based on government guidance interactions are classed as:

- *A person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:*
 - *being coughed on*
 - *having a face-to-face conversation within one metre*
 - *having skin-to-skin physical contact*
- *Contact within one metre for one minute or longer without face-to-face contact*
- *A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes*

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- *A person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle near someone who has tested positive for COVID-19*

More information can be found at the following government [webpage](#).

3. We contacted the Department for Education helpline and Hertfordshire County Council to discuss each 'contact' and they provided guidance as to which members of our community should self-isolate, given the information provided.
4. In total 4 members of support staff were identified to self-isolate as a precautionary measure, all were contacted immediately to inform them to self-isolate for 14 days from the initial 'contact'. **No students or teachers fell into the category to self-isolate.**
5. We informed all staff, parents/carers, governors and external agencies of the confirmed COVID-19 case.
6. We conducted a deep clean of the office where the member of staff works.

The school remains open and we expect all students to return as normal on Monday 28th September.

Yours faithfully

Mr T Fitzpatrick
Executive Headteacher

Mr M Roberts
Head of School

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