

COVID-19 Case Reporting

Protocol for clubs and activities (Updated 27/11/20)

The purpose of this protocol is to advise settings on what to do if a child or adult is on or has been on site during their infectious period with COVID-19.

The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic.

If you are notified of a positive COVID-19 case, the following key steps need to be completed by the club.

If you have a **suspected case** at the club, send the member home and advise them to arrange to get tested via www.nhs.uk/coronavirus or by calling **119**.

The member is not to return to the club until the test result is given.

Checklist for confirmed case in the club

Owner	Task	Complete
Session leader	When a parent, carer or club official contacts the club/organisation with a confirmed case, please collect the following information from them: 1. Name, DOB 2. Date of onset of symptoms (and type of symptoms) 3. Date of test – confirm its positive 4. When the staff member/student was last at the club 5. Mode of transport - who travelled with	
Session leader	Contact the club's designated COVID-19 officer/club manager and provide them with this information	
COVID-19 officer/club manager	Alert all those involved in running the club/organisation of the confirmed case and find out what sessions/classes the individual has attended during their infectious period. Identify all the people (adults and children) who have been in close contact with the confirmed case while attending these sessions. See the definitions on page 2 to help you with this stage.	
COVID-19 officer/club manager	Contact the local environmental health department (page 2) with the above information to log the case. They can help you identify who the close contacts are with the information you have gathered.	
COVID-19 officer/club manager	Club to send letter template to members in close contact with suspected case advising of self-isolation.	
COVID-19 officer/club manager	Ensure that the rooms/equipment the suspected case was in are cleaned and disinfected– ensure appropriate PPE (gloves and an apron) are used.	
COVID-19 officer/club manager	Contact the local environmental health department to alert them of any further cases.	

Cases and close contacts can return to clubs once the isolation period is completed (page 3). If the case still has a fever they should continue to isolate until 48 hours after symptoms resolve. Isolation guidance, definitions and terms on pages 2 & 3.

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Local environmental health team contact details

District Council	Day time contact email	Day time contact phone
Broxbourne Borough Council	envhealth@broxbourne.gov.uk	01992 785555
Dacorum Borough Council	ecp@dacorum.gov.uk	01442 228445
East Herts District Council	environmental.health@eastherts.gov.uk	01279 655261
Hertsmere Borough Council	environmental.health@hertsmere.gov.uk	0208 2077435 or 0208 2072277
North Herts District Council	env.health@north-herts.gov.uk	01462 474000
St Albans Council	Robin.Ray@stalbans.gov.uk environmental@stalbans.gov.uk	01727 866100
Stevenage Borough Council	env.health@stevenage.gov.uk	01438 4242242
Three Rivers District Council	envhealth@watford.gov.uk	01923 278503
Watford Borough Council	envhealth@watford.gov.uk	01923 278503
Welwyn Hatfield Council	E.Health@welhat.gov.uk	01707 357242

Definition of terms

Case definitions:

Confirmed case: laboratory test positive case of COVID-19 with or without symptoms

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

Contact definitions:

- People who spend significant time in the same household as a person who has tested positive for COVID-19
- Sexual partners
- 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, or
 - 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

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

Infectious Period:

The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic.

[Public Health England. Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person.](#)

Environmental Health Officer Definition:

An official employed to administer and enforce measures to protect public health, dealing with issues such as the prevention of the spread of disease, food hygiene, health and safety, housing standards and pollution control.

Source: Public Health England. Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person.

PLAY YOUR PART

What is self-isolation?

Self-isolation means that you must not leave your home except in an emergency

Do not:

- X** visit family or friends
- X** go to any shops or supermarkets
- X** go outside to exercise or walk your dog
- X** go to work, university, college or school
- X** use public transport, taxis or share a car
- X** attend parties or other events, even if these are outside

If you are worried about your finances or emotional wellbeing, struggling with shopping or feeling isolated then help is available to you through HertsHelp, our countywide information advice and support line:

Email:
info@hertshelp.net

Telephone:
0300 123 4044

Or visit:
www.hertshelp.net



When should I self-isolate and how long for?

	Days
If you develop symptoms (a fever, new cough or loss of taste or sense of smell)	10
If you test positive for COVID-19	10
If you've been told you're in close contact with someone who has tested positive	14
If you have been contacted by the Test and Trace service	14
If you live in a household where others (including children) develop symptoms or they have tested positive	14
If you have been sent home and told to self-isolate as part of a bubble. Other household members do not need to self-isolate unless someone in the household develops symptoms or tests positive	14

If you develop symptoms, book a test at www.nhs.uk or call **119**

