**School Covid Outbreak Case Information**

If your school gets notification of a confirmed Covid case, please complete the following information along with any queries you have to the Public Health inbox. [covidresposne@swindon.gov.uk](mailto:covidresposne@swindon.gov.uk)

Please copy the email to Children in Education team too – [CIE@swindon.gov.uk](mailto:CIE@swindon.gov.uk)

The inbox is checked 5 days a week (9-5pm) and we will respond to your query as soon as we can.

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| --- | --- |
| Name of School |  |
| Name of Contact |  |
| Position |  |
| Contact Number/ Email |  |
| Date of Notification |  |
| Number of cases Confirmed  Via LFT or PCR test  Date confirmed |  |
| Staff & Year Group |  |
| Pupil(s) & Year Group |  |
| Number of staff Isolating |  |
| Number of pupils Isolating |  |
| Which Year group |  |
| Isolation end/ return to school date Staff |  |
| Isolation end/return to school date Pupils |  |
| **Short Summary of Incident/Outbreak** |  |
| Further assistance support required by Public Health Team – Outbreak control Meeting (OCT) |  |
| Number of vulnerable pupils isolating :  Clinical Safeguarding  EHCP  CHIN  CLA  CP |  |
| Additional information:  Please include plan for home learning and FSM provision.  Any siblings in your school or other – please give details. |  |