# Step 4 - 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. [covidresponse@swindon.gov.uk](mailto:covidresponse@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 (**excluding case** – if information is available) |  |
| Number of students isolating (**excluding case** – if information is available) |  |
| Number of Vulnerable students |  |
| Further assistance support required by Public Health Team – Outbreak control Meeting (OCT) |  |