**CHECKLIST FOR REDUCING COVID CASES**

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| Measures for schools in outbreak situation | Completed |
| Send out contact tracing letters to all possible contacts for the positive case informing them that they should do a LFD test for the next 7 days |  |
| Ask parents to LFD test their child if they have symptoms and not to send them to school. Under 5’s to only have PCR if they are symptomatic. |  |
| Ensure good uptake of twice weekly LFD testing among all staff and secondary pupils in classrooms |  |
| Staff and secondary school pupils to wear face coverings in communal areas and pupils in classrooms |  |
| Ring fence classes with outbreaks and monitor every 7 days to remove ring fence as soon as possible. |  |
| Ensure cleaning of touchpoint areas is carried out during the day |  |
| Continue handwashing and sanitising |  |
| Social distance where possible |  |
| Assemblies to move to virtual |  |
| Staff meetings to be online |  |
| Cancel events using risk assessment policy |  |
| Ensure you risk assess any staff who are clinically vulnerable or who have not yet been vaccinated |  |

***Additional measures to be considered if outbreak is not controlled using the above measures or >50% of a closely mixed group is affected.***