**Letter to staff informing them of a confirmed coronavirus (COVID-19) case in school**

**Address line one**

**Address line two**

**Town/city**

**Postcode**

**Date**

**RE: Confirmed case of coronavirus (COVID-19) in school**

Dear staff members,

I am writing to inform you that an individual who has been on site has tested positive for coronavirus (COVID-19).

The individual has not been in school since they developed symptoms and has been self-isolating at home, as per government advice. They have since accessed a test and have tested positive.

All pupils and staff members within the individual’s group (or ‘bubble’) have been sent home and advised to self-isolate for 14 days. If you are in the affected group, the other members of your household are not required to self-isolated unless you subsequently develop symptoms.

Staff members in the same group as the individual have been contacted directly by their line manager **via telephone**, to tell them they need to self-isolate and to discuss any arrangements for working from home where this is possible.

If you have not been contacted directly by your line manager, you do not need to self-isolate. You must, however, remain alert to any symptoms you may develop. If anyone else in school develops symptoms of coronavirus, they will be sent home to self-isolate, if they are not already self-isolating due to being part of the individual’s group.

All staff and pupils will be able to access a test if they begin to display symptoms of coronavirus. If you develop symptoms, I strongly advise that you access a test. Depending on the circumstances, the school may be able to arrange for you to access a test. You can apply for a test on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>.

If other cases are detected in the school, Public Health England’s local health protection teams will conduct a rapid investigation and will advise us on any further actions that need to be taken. This may include more pupils and staff being sent home to self-isolate. You will be kept fully informed of any developments.

**[If the individual who has tested positive is a member of staff]** As the entire group has been sent home, alternative staffing arrangements do not need to be made at this time. If the staff member needs to remain at home to recover after the pupils in their group can return to school following the self-isolation period, cover will be arranged.

I would like to reassure you that we take any suspected and confirmed case of coronavirus very seriously. As soon as the individual developed symptoms, they were immediately sent home and a deep clean of any areas they were in was carried out. The whole school has since been deep cleaned.

I understand that you may find this news worrying. Please get in touch with your line manager if you wish to discuss any concerns.

I am sure you will all join me in wishing the individual a safe recovery.

Yours sincerely,

**Name**

**Job role**