

Schools will be able to register their symptomatic staff, as category 3 key workers, under the employer referral portal, to ensure priority access to testing. The nature of this portal is to prioritise tests and appointments over the general public. This route directs individuals through to a Regional Test Centre or Mobile Testing Unit (whichever is nearer). For those who cannot access an RTC/MTU (if they do not have access to a car or live too far away), they can order a home test kit.

All children, young people and staff must know that they must inform a member of staff or responsible person if they feel unwell with symptoms of COVID-19. Schools may need to ensure a responsible adult is there to support an affected individual where required. If the affected person has mild symptoms, and is over the age of 16, they should go home as soon as they notice symptoms and follow the guidance for households with possible coronavirus infection including testing and self-isolation. If the individual affected is a child or young person below the age of 16, parents/carers should be contacted and asked to make arrangements to pick the child or young person from school (preferably this should be another adult member of their household and not a grandparent) and follow the national guidance for households with possible COVID-19 infection including testing and self-isolation.

If a child or young person is awaiting collection try to find somewhere safe for them to sit which is at least 2 metres away from other people. If possible, and it is safe to do so, find a room or area where they can be isolated behind a closed door with appropriate adult supervision if required, depending on the age and needs of the child or young person. If it is possible to open a window, do so for ventilation. The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Where possible, a separate bathroom should be designated for the individual to use.

Those with minor symptoms (staff and young people over the age of 16 and children under the age of 16 accompanied by a parent/carer), should, after leaving the school, minimise contact with others where possible, e.g. use a private vehicle to go home. If it is not possible to use private transport, then they should be advised to return home quickly and directly, and if possible, wear a face covering in line with Scottish Government guidance. If using public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. If they don't have any tissues available, they should cough and sneeze into the crook of the elbow. See the Health Protection Scotland Guidance for Non-Healthcare Settings for further advice on travel.

If an individual is so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. If it is safe and appropriate to do so, whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people.

Advice on cleaning of premises after a person who potentially has COVID-19 has left the school premises can be found in the Health Protection Scotland Guidance for

NonHealthcare Settings. Assist FM have also produced complementary guidance on cleaning in schools.

Individuals should wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell (see personal hygiene section). Also see section on PPE.

Schools should manage outbreaks (i.e. 2 or more confirmed cases within 14 days) in line with the guidance on outbreak response (below).

Schools should also maintain an accurate register of absences of children, young people and staff and whether these are due to possible or confirmed COVID-19. Codes for this have been developed in SEEMiS.

Outbreak management

The management of outbreaks of infectious disease in schools is led by local health protection teams (HPTs) alongside local partners, such as schools and local authorities.

Test and Protect

The effective application of Test and Protect in the school environment will be an important means of preventing any spread of the virus. Schools should ensure that they understand the Test and Protect process and how to contact their local Health Protection Team (HPT). Further information on Test and Protect is available. All educational establishments are considered complex settings and cases will be prioritised and escalated to specialist HPTs.

The key initial step is the self-isolation and rapid testing of all symptomatic children, young people and staff (see above). Other children, young people and staff members will not be required to self-isolate unless contacted by the contact tracing service. If a child, young person or staff member tests positive, the HPT will assess what action is needed, taking into account the close contacts the person has had within the school and other factors such as the implementation of mitigating measures, eg cleaning, ventilation and PPE.

If a child, young person (or their parent/carer if under 16 years) or staff member is contacted by a contact tracer and told to self-isolate for fourteen days, the person should leave school to self-isolate at home straight away and, if possible, wear a face covering en route and avoid public transport. The Scottish Government has published advice for employers on how to support people who are asked to self-isolate. Although there is an understanding that there will be very few external visitors coming to a school setting, there may be occasions where this is necessary. During the school day, all external visitors contact details must be registered with the school office, prior to them being able to access the school premises.

Support for Minority Ethnic children, young people and staff: There is some wider evidence that children, young people and adults from a Minority Ethnic background who are infected with COVID-19 seem to be at higher risk. Consequently, the concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible. Responding to requests for additional protections may include offering access to support from occupational health services (OHS) and the provision of individual risk assessments. Care should be taken to ensure that Minority Ethnic children, young people, families and staff are involved in decisions about additional protections - automatic referrals to OHS should not be made. Local authorities should ensure that managers in school have sensitive, supportive conversations with all Minority Ethnic staff, which also consider their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic staff.

Children, young people and staff who are clinically extremely vulnerable (shielding)

The trajectory of the virus has led to the decision that shielding will be paused from 1 August. We expect that children, young people and staff who are shielding will be able to return to school in August; unless they have been given advice from a GP or healthcare provider not to.

Where any concerns do exist, guidance for people with underlying health conditions has been prepared and will continue to be updated. School staff who have underlying health conditions will wish to be aware of this advice, in order to inform discussions with their employer and/or their healthcare team. Similarly, parents/carers may wish to have a discussion with their child's healthcare team if they are unsure or have queries about returning to school because of their health condition.

In addition, local monitoring arrangements will be in place to give early warning of any local increase in infections in the future which could lead to people in the higher risk categories being advised to stay away from schools again for their safety. Schools will therefore wish to maintain plans for providing education remotely to some children and young people in such circumstances, in line with duties to provided