**Record of a Confirmed Case of Covid-19**

**Details of confirmed case**

|  |  |
| --- | --- |
| Person with confirmed case |  |
| Bubble affected |  |
| Date symptoms began |  |
| Date of test |  |
| Date of result of test |  |
| Dates attended setting (48 hours prior to symptoms/test) |  |
| End date of Isolation period (10 days from symptoms or positive result) |  |
| Proposed date of return |  |
| Children needing to isolate |  |
| Staff needing to isolate |  |

**Checklist for management**

|  |  |
| --- | --- |
| **Task** | **Who completed** |
| Phone DFE helpline 08000468684 option 1 |  |
| Inform trace contacts |  |
| Letter to contacts |  |
| Letter to all |  |
| Letter to staff  |  |
| Check rotas and staffing for room/setting – implement closure if needed or only open to keyworkers |  |
| Email eyc@brighton-hove.gov.uk |  |
| Notify Ofsted on Portal <https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business> |  |
| Record absences in spreadsheet |  |