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13th December 2020

Dear Parent/Carer,

We have been advised by the Council's Contact Tracing Service that there has been a confirmed case of COVID-19 within your child's contact group or class.

Your child has been in close contact with the confirmed case and preventative measures now need to be put in place. A **close contact** is defined as:

- someone within 1 metre of you with whom you have had a face-to-face conversation, had skin-to-skin physical contact, you have coughed on, or been in other forms of contact within 1 metre for 1 minute or longer;
- someone within 2 metres of you for more than 15 minutes;
- someone you have travelled in a vehicle with, or seated near you in public transport.

Your child **must** now self-isolate until Monday 21st December 2020. The national guidance requires close contacts with a confirmed COVID-19 case, to self-isolate for 10 days since the last contact with the confirmed case. This is because it can take up to 10 days for the symptoms to develop. If your child is identified as a *confirmed close contact*, as defined above, a contact tracer or school staff will be in touch with you to provide further advice and guidance relating to self-isolation requirements.

It is important that we all play our part in reducing spread of infection in our school and community by ensuring strict compliance with self-isolation requirements. Members of your household family are not required to self-isolate, but they should follow the general social distancing and extended household contact guidance during the isolation period.

Please refer to '**Appendix 1: How to stop COVID-19 spreading**' which tells you how to reduce the spread of COVID-19, especially if you have a household member who is at greater risk of developing severe illness from COVID-19.

You will also be required to monitor child's symptoms so that you get tested as soon as possible if needed. Symptoms of COVID-19 includes:

- fever (greater than 37.8°C);
- new persistent/continuous cough; and/or
- loss or change in sense of taste or smell.

If anyone in your household develops any of these symptoms, however mild, they need to stay at home (10 days for the person with symptoms and 10 days for the rest of the household), seek at test as soon as possible and follow the guidance at <https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus>. [Further detail](#) on how to apply for a test is provided at <https://gov.wales/apply-coronavirus-covid-19-test> or simply call the free phone number 119 between the hours of 7am to 11pm. Please make sure you keep your child's school informed.

The process of testing and contact tracing is part of the 'new normal' where schools and settings are required to follow these guidelines carefully. The latest information on Coronavirus testing and tracing can be found on the Welsh Government's website on <https://gov.wales/education-settings-coronavirus-testing-and-contract-tracing-guidance>.

If your child is well at the end of this period of self-isolation, they can then return to school. Other members of your household including other children can continue normal activities provided your child does not develop symptoms within the self-isolation period. Further information on Coronavirus can be found on the Council's website at <https://www.rctcbc.gov.uk>.

I appreciate that is a concerning time and we are here to provide support and guidance should you require it. I would request that you don't publicise anything on social media as this can be misinterpreted and create unnecessary anxiety.

Yours sincerely,



Aron Bradley
Headteacher

Appendix 1: How to stop COVID-19 spreading

If someone you live with is at high risk of severe illness from coronavirus, you should be particularly careful in implementing the following public health measures:

- Ensuring every member of your household washes their hands with soap and water regularly for 20s (or use hand gel sanitiser) and has good respiratory hygiene.
- Aim to keep 2 metres away from vulnerable people you live with and encourage them to sleep in another bed.
- Minimise as much as possible the time any vulnerable family members spend in shared spaces such as kitchens, bathrooms and sitting areas, and keep shared spaces well ventilated.
- If you do share a toilet or bathroom with a vulnerable person, it is important that you clean them every time you use them, wiping surfaces you have come into contact with.
- Clean and disinfect household surfaces regularly, especially 'high touch' surfaces.
- Avoid sharing towels with the vulnerable household member.

Please also remember general public health measures to reduce the risk of infection in our community by:

- Staying at home as much as possible.
- Staying safe outside your home, including by maintaining social distancing (at least 2 metres) when near people who are not your household members.
- Wearing cloth face coverings when in crowded public spaces (e.g. public transport and shops) to protect others.
- Regular hand washing with soap and water regularly for 20s (or use hand gel sanitiser) and good respiratory hygiene.