



from Tom Lawson MA (Oxon), Headmaster

15 November 2020

Advice to All Staff

Dear Colleagues

We have been advised by Public Health England that there have been two, unconnected, confirmed cases of COVID-19 within the school.

A member of support staff has been away from work and recently tested positive. A boarding pupil, who has been off school since Wednesday as a precaution, has separately tested positive.

I have written to those we have identified as being close to direct contact with that staff member or that pupil. Those staff do not need to self-isolate according to PHE advice. If I have not already written to you separately then we do not believe you are close to proximity with either of these cases and you also **do not need to self-isolate**.

Naturally I regret any anxiety caused by not sharing directly with you the names of the individuals but this would not be appropriate. I am hopeful that the timings and our contact tracing mean that we are at minimal risk of a wide spread or it affecting you in any way. Please do not hesitate to get in touch with me or your line manager if you have concerns.

We had an extraordinary run of luck to have so few positive cases in this pandemic. Situations like the one that has arisen over the weekend are common to many schools and we are well set up to contain the spread and keep our staff safe.

The rest of this letter is from the standard Public Health England template.

What to do if you develop symptoms of COVID 19

If you develop symptoms of COVID-19, you should remain at home for at least **10 days** from the date of when your symptoms appeared. Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other members of your household must stay at home and not leave the house for 14 days.

The 14-day period starts from the day when you and / or the first person in the house became ill. Household members should not go to work, school or public areas and exercise should be taken within

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the home. Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community. If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child or anyone in the household does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Thank you in advance for your support and I am sorry to bring you this unfortunate news on the weekend.

Yours sincerely



Tom Lawson