

## Template letter – Letter for direct and proximity contacts

Date: DD/MM/YYYY

FOR PARENTS / CARERS OF CLOSE CONTACTS OF COVID-19 at XXXXX

### Advice for Child to Self-Isolate for 10 Days

Dear parent or carer,

We have been made aware that we have a confirmed positive case of coronavirus (COVID-19) at [school / education setting name].

We have followed the national guidance and, following a risk assessment with Public Health England (PHE) advisers, have identified that your child (name) has been in close contact with the individual who has had a positive test result for coronavirus (COVID-19). In line with the national guidance, your child must stay at home and self-isolate until ADD DATE (10 full days after contact i.e if, for example, the last contact was at any time on the 15th of the month the isolation period ends at 23:59 hrs on the 25th.)

If your child is well at the end of the 10 day period of self-isolation then they can return to their usual activities and attend the setting as normal. If your child tests positive for coronavirus (COVID-19) at any point, please inform your setting.

Other members of your household can continue normal activities, provided your child does not develop symptoms within the 10 day self-isolation period.

For more information, please see the guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

### What to do if your child develops symptoms of coronavirus (COVID 19)

Having been identified as a close contact, if your child then develops symptoms of coronavirus (COVID-19), they should remain at home for at least 10 days from the date when their symptoms appeared. Symptoms of coronavirus (COVID-19) are a new, continuous cough, or a high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia). Anyone with symptoms will be eligible for a PCR test - this is the type of test that is normally available and can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test-or-by-calling-119>.

**People who do not have symptoms or have not tested positive using a Lateral Flow Device should not request a PCR test** unless this has been specifically requested by Public Health England or the local authority.

All other household members who remain well must stay at home and not leave the house for 10 days. This includes anyone in your 'Support Bubble'.

The household isolation period includes the day the first person in your household's symptoms started (or the day their test was taken if they did not have symptoms) and the next 10 full days. This means that if, for example, your 10 day isolation period starts on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th and you can return to your normal routine.

Household members should not go to work, school or public areas, and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 10 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. If that is not possible, anyone with symptoms should try and stay as far away as possible from vulnerable members of your household.

For more information, please read PHE's 'Stay at Home' guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

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

If your child does develop symptoms, you can seek advice from the nhs.uk website at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>. If you are concerned about your child's symptoms, or they are worsening you can seek advice from NHS 111 at <https://111.nhs.uk> or by phoning 111.

### **How to stop coronavirus (COVID-19) spreading**

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

- 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

## **Financial support if you have to take time off work to care for your child while they are self-isolating**

If you are on a low income and you need to take time off work to care for your child while they are self-isolating, you may be eligible for financial support from your local authority through the Test and Trace Support Payment scheme.

The Test and Trace Support Payment scheme is open to people who live in England and who meet the following criteria:

- They are the parent or guardian of a child or young person in the same household and need to take time off work to care for them while they self-isolate; this is limited to one parent or guardian per household for the child or young person's self-isolation period
- Are employed or self-employed
- Are unable to work from home while undertaking caring responsibilities and will lose income as a result
- They are currently receiving or are the partner of someone in the same household who is receiving at least one of the following benefits:
  - Universal Credit
  - Working Tax Credit
  - income-based Employment and Support Allowance
  - income-based Jobseeker's Allowance
  - Income Support
  - Housing Benefit
  - Pension Credit
- Their child or young person:
  - is aged 15 or under (or 25 or under with an Education, Health and Care Plan (EHC) and normally attends an education or childcare setting
  - has been told to self-isolate by NHS Test and Trace or by their education or childcare setting because they have been identified as a close contact of someone who has tested positive for COVID-19

Discretionary payments are also available for people on low incomes who are not on means-tested benefits but who may still face hardship as a result of the requirement to self-isolate. Your local authority may have additional eligibility criteria in place for discretionary payments.

If you are eligible, you will receive a £500 payment from your local authority in addition to any benefits and Statutory Sick Pay you receive currently. If you are unsure which local authority you should claim from, you can check on Find your Local Council on GOV.UK: <https://www.gov.uk/find-local-council>

**Your local authority will contact your child's school to verify the information you provide about your child as part of the process of confirming whether you are eligible for a payment.**

You can see the full eligibility criteria for the Test and Trace Support Payment scheme and find out how to apply at:

<https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme>.

If you think you meet the eligibility criteria listed above and would like to apply to your local authority for a payment from the Test and Trace Support Payment scheme, you should provide this letter to your local authority to support your application. **You will not be able to make an application for a payment from the Test and Trace Support Payment scheme without this letter.**

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

Yours sincerely  
Headteacher