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2<sup>nd</sup> June 2020

Dear Parents/Carers and Staff,

### **Track and Trace Plan**

As we are increasing the number of pupils that are accessing the school provision we have set up a track and trace email account to enable reporting of symptoms of Covid 19 / Coronavirus. This will be for any households that are accessing a school based provision and for staff that are working in school to report symptoms.

We have a system in place so we are able to track and trace any pupils or adults that will have come into direct contact with each other.

The system will operate as follows:

- Symptoms of Covid 19 / Coronavirus are to be immediately reported by email to [trackandtrace@five-acre.kent.sch.uk](mailto:trackandtrace@five-acre.kent.sch.uk)
- Our team will access our database and notify parents and staff that have worked in that room/bubble for the previous 3 days.
- We will advise that families should self-isolate for 14 days or until we have had test results for the pupil or staff member reporting the symptoms.
- The bubble will be closed and pupils and staff will not access school for 14 days, or until a negative test result has been evidenced.
- The track and trace team will notify transport as required.
- Once test results for Covid 19 / Coronavirus have been received the team will call to notify families of the results.
  - If the result is negative the room/ bubble will reopen and pupil and staff will be able to resume the timetable.
  - If the result is positive the room/bubble will remain closed until the 14 day period after notification has been completed.

Take care all.

Kind regards

**The Senior Leadership Team**

