

West House  
Gartnavel Royal Hospital  
1055 Great Western Road  
Glasgow G12 0XH

Our Ref: Schoolcovid19/A

Dear Parent/Carer

I am writing to let you know that our Test and Protect team is working with your child's school or nursery to help them carry out COVID-19 contact tracing.

Working closely with the school and local authority, NHS Greater Glasgow and Clyde has carried out a careful risk assessment to establish a list of close contacts within the school.

All close contacts are being advised to self-isolate as a precaution and being given appropriate advice and support. The school will work with parents and carers to minimise the disruption to learning for those pupils who need to self-isolate.

Robust control measures are in place at the school to help reduce the risk of the spread of the virus. If you do not receive a further letter from Public Health or a phone call from the school to say your child/ren is a close contact then your child/ren can continue to go to school as normal.

I would like to take this opportunity to remind you of the general advice currently in place for everyone: If anyone in your household develops symptoms of COVID19 the symptomatic person should self-isolate and be tested as soon as possible. Everyone else in the household should also stay at home if someone you live with or someone in your extended household has symptoms. The symptoms include:

- a high temperature or fever
- a new continuous cough
- a loss of, or change in sense of smell or taste.

I would also like to remind all pupils and their parents of the vital importance of continuing to observe the rules on social distancing and other measures to prevent infection such as regular handwashing.

Further information on COVID-19 including on what to do if you develop symptoms and how to access a test is available from NHS Inform: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>. Frequently Asked Questions for schools are available at <https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-patients-the-public/schools-info/faqs/#>.

Yours faithfully

Linda de Caestecker

Director of Public Health

NHS Greater Glasgow and Clyde

Director of Public Health

NHS Greater Glasgow and Clyde

West House  
Gartnavel Royal Hospital  
1055 Great Western Road  
Glasgow G12 0XH

Our  
Ref:Schoolscovid/B(R)

Dear Parent or Carer of (pupil's name),

I write to confirm that your child has been identified as a close contact of a person who has Covid-19. As your child was in close contact with this person at school they are required to self-isolate for 10 days as a precaution. They should not attend school during this time. The school will advise how they will support your child's learning while they are unable to attend school.

The 10 days starts from the date your child was last in contact with the person who has Covid-19. If your child does not develop any symptoms of Covid-19 while isolating, the last day of their self-isolation will be (insert date) so can return to school on (insert date).

You are also advised to arrange a Covid-19 PCR test for your child, unless they have tested positive within the last 90 days. You can book a test by visiting <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-testing>. If you need support to book a test, please call 0300 303 2713.

- If the test is **positive**: If your child's test is positive for Covid-19 your whole household should self-isolate and you will be contacted by NHS Scotland's Test and Protect Service.
- If the test is **negative**: If your child's test is negative for Covid-19 they should continue to isolate. This will not change the date your child can return to school. Other members of your household, including any other children, do not need to self-isolate unless they are also a close contact of a person with Covid-19 infection.

As a reminder, symptoms of Covid-19 include:

- a high temperature or fever
- a new continuous cough
- a loss of, or change in sense of smell or taste

If you or any of your household develops symptoms then all household members must self-isolate. A test should be booked as soon as possible for anyone who has symptoms.

Should you require any further information about Covid-19, please visit the NHS Inform website <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>. If you need support while self isolating, and can't get this from friends or family, the National Assistance Helpline is there to help and can be reached on 0800 111 4000.

Yours faithfully,



Linda de Caestecker

Director of Public Health, NHS Greater Glasgow and Clyde



**DRAFT LETTER C – DO NOT USE (YOU WILL BE SENT A VERSION TO USE IF REQUIRED)**



Public Health

West House  
Gartnavel Royal Hospital  
1055 Great Western Road  
Glasgow G12 0XH

Our Ref: Schoolcovid19/C

Dear Parent/Carer

I am writing to let you know that our Test and Protect team is working with your child's school or nursery to help them carry out COVID-19 contact tracing.

Working closely with the school and local authority, NHS Greater Glasgow and Clyde has carried out a careful risk assessment. No further action is required. Robust control measures are in place at the school to help reduce the risk of the spread of the virus. All pupils and staff can continue to attend as normal.

I would like to take this opportunity to remind you of the general advice currently in place for everyone: If you or your child develop symptoms of COVID19 the symptomatic person should self-isolate and be tested as soon as possible. You should also stay at home if someone you live with or someone in your extended household has symptoms. The symptoms include:

- a high temperature or fever
- a new continuous cough
- a loss of, or change in sense of smell or taste.

I would also like to remind all pupils and their parents of the vital importance of continuing to observe the rules on social distancing and other measures to prevent infection such as regular handwashing.

Further information on COVID-19 including on what to do if you develop symptoms and how to access a test is available from NHS Inform: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>.

Yours faithfully

Linda de Caestecker  
Director of Public Health  
NHS Greater Glasgow and Clyde