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Aycliffe Village Primary School  
Aycliffe Village  
Newton Aycliffe  
Darlington  
DL5 6LG

Tuesday 19<sup>th</sup> January 2021

## FOR STAFF NOT IN CLOSE CONTACT

Dear colleague,

We have been advised that there has been a confirmed case of COVID-19 within the school.

We have carried out a full risk assessment and identified all those who have been in close contact with the affected case and have recommended that they stay at home and self-isolate until 10 days after their last contact.

You have **not** been identified as a close contact and therefore you do not need to make any change to your usual routine, including coming to school.

The most common symptoms of COVID-19 are recent onset of a new continuous cough and/or a high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia). If anyone in your household develops these symptoms, your whole household must remain at home and not go to work, school or public areas. You should arrange testing for the person who has developed symptoms. When the result is known further advice will be available.

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

### **How to stop COVID-19 spreading**

There are things we can all do to help reduce the risk of you and anyone you live with getting ill with 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

### **Further information**

Further information is available at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

Yours sincerely

A handwritten signature in black ink that reads 'L Adamson'. The signature is written in a cursive style and is enclosed in a light grey rectangular box.

Mrs L Adamson  
**Headteacher**