**TECHNICAL APPENDIX 2: template minimum datasets (MDS) for collecting data about cases of COVID-19 in educational and childcare settings**

**Notes**

1. These MDS should be read in conjunction with the Operational Public Health Advice Note for Welsh Government and Key Partners on the Investigation and Management of Clusters and Incidents of COVID-19 in Educational and Childcare Settings (17/07/20).
2. These MDS should be used as TEMPLATE documents for collecting information related to cases and the educational and childcare setting they attend. Depending on the nature of the setting, more or less information may need to be collected and these MDS should be adapted as necessary.
3. Completed MDS should also be attached when emailing CDSC about a possible cluster/incident of cases. Email, using the subject line ‘*COVID-19 in educational/childcare setting’*, to: [PHW\_surveillance.respiratory@wales.nhs.uk](mailto:PHW_surveillance.respiratory@wales.nhs.uk)
4. **MDS 1:** has been designed so that it can be sent directly to the educational or childcare setting for them to complete. This may be particularly helpful for them to use when there is more than one case in a setting, although the setting should be reminded of the need to maintain confidentiality about cases in their setting.
5. **MDS 2:** has been designed for use by the regional multi-agency TTP team (and/or local teams depending on the structure of the TTP team in that area) as a tool for collecting information related to cases in a setting, as well as information about the setting itself.