

# Procedure for a suspected case of Covid-19

*This guidance document and flow chart is to be used in school should there be a suspected case of Covid-19.*

*UPDATED September 2020*



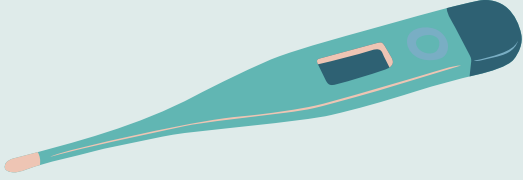
## Pupil or staff member

Person presents with Covid-19 symptoms – new cough and/or high temperature and/or a change in sense of smell or taste.



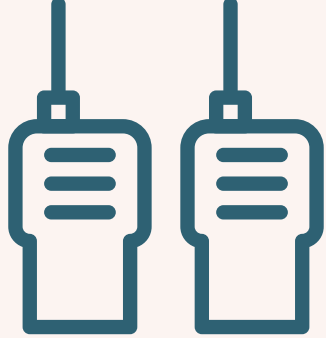
## Check temperature

Person wearing PPE to take temperature of person presenting with symptoms. If a child, parent to be notified of temperature recorded on collection.




## Notify SLT member

Using allocated radio, inform SLT & office immediately to request assistance.



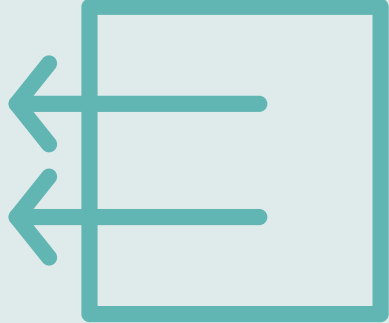
## Clean area

Depending on location, Mel to be notified and to undertake a clean of the surrounding area. Bubble members DO NOT need to relocate whilst this is carried out.




## Move outdoors

Important that the person in question moves to an outdoor location and quickly to safe zone. Accompanied by an adult at a distance maintaining 2m distance. Ensure doors are open whilst additional adult escorts from behind.



## Initial notification

Headteacher and Business Manager to be notified of event if not already done so (for reporting purposes).  
If a child is displaying symptoms, admin to contact parents and request child is collected (along with any siblings) as soon as possible.  
If an adult is displaying symptoms, they are to leave the premises immediately using external routes.




## Move to safe zone

Once SLT member arrives, maintain social distance. Person remain in the dedicated safe zone (isolation point). Senior Leader to lead. Person displaying symptoms to remain in this location until ready to leave the site.




## Testing

The person displaying symptoms is to be informed of the need to be tested using the Government scheme. Spare kits available in school if required.  
The person with symptoms is required to isolate for 10 days with members of household isolating for 14 days unless the results of any tests are negative.




## Apply PPE

Lead person to apply PPE. Additional adult to remain socially distanced. Notify office if more PPE required along with a visor.



## After event

After the person has left the site, items of PPE are safely disposed of (double bag), areas cleaned and a decision is made about notification by a Senior member of staff. This is to be lead by Head/Deputies.



## Safe point – Isolation Points

–Gazebo in inner courtyard for Blocks 1, 2, 3, Y6 block and Y3 classes.  
FS and Y1 to outdoor area at the rear of the hall near the steps.

