Flow Chart of action to take for staff and pupils with respiratory illness symptoms or a positive Covid-19 test result.

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Staff Positive

Report result to school as soon as possible.

If in work time, work from home for 5 days after the date of test, if possible.

If not possible - limit contact with persons in school for 5 days after the date of test.

Member of staff should wear a face covering, if not exempt, for 5 days after the date of test. Ensure the areas they work in are well ventilated as far as possible.

Ensure the member of staff observes good hand hygiene and ensure enhanced cleaning, particularly of touch points / equipment member of staff has contact with. Keep this in place for 5 days after the date of test as far as possible.

Staff / Pupil with respiratory symptoms

Pupil unwell and has a high temperature - should not attend school until they no longer have a high temperature and they are well enough to attend. *

Member of staff with symptoms of a respiratory infection, such as COVID-19, and who has a high temperature or does not feel well enough to go to work should not attend school until they no longer have a high temperature (if they had one) or until they no longer feel unwell.

Member of staff should work from home, if possible, and they are well enough to do so.

If not possible and **member of staff** is well enough to be in work - limit contact with persons in school especially those at higher risk as far as possible. Member of staff should wear a face covering if not exempt whilst they have symptoms. Ensure the areas they work in are well ventilated and ensure regular cleaning, particularly of touch points / equipment member of staff has contact with. Ensure the member of staff observes good hand hygiene.

Pupil Positive

Report result to school as soon as possible.

If in school time, child works from home for 3 days after the date of the test, if possible.

If not possible - limit contact with persons in school especially those at higher risk as far as possible for 3 days after the date of test. Ensure good ventilation in the areas they are in. Ensure the child observes good hand hygiene and ensure enhanced cleaning, particulalry of touch points / equipment child has contact with for 3 days after the date of test as far as possible.

*Note - children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting. All children and young people and staff with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.

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