

# How to Respond to Symptoms of COVID-19(for staff)



**SHEET 4**

- The main symptoms of Coronavirus are:
- a high temperature
  - a new, continuous cough
  - a loss or change to your sense of smell or taste

**If a member of staff is presenting any of the above symptoms...**

## **What must be done....**

- The member of staff must go home at the earliest opportunity.
- If teaching staff are with a class, they must inform a member of the Senior Leadership Team and office staff as soon as possible. They must wait until supervision has arrived for their class before leaving the school premises, avoiding contact with others and maintaining a distance of 2 metres.
- Anyone in contact with the unwell member of staff should wash their hands thoroughly afterwards. Domestic staff will clean the affected area once the member of staff has left the premises.

## **What does not need to be done....**

- The School does not need to send other children or staff home. We will await testing results for the suspected case.
- The School does not need to inform parents about a suspected case, unless the results are positive. Names of individuals will not be shared unless essential to protect others.

The School will advise members of staff, and their household, to isolate for 14 days for 14 days. Members of staff must take a coronavirus test.

Tests can be booked online through NHS testing and tracing website for Coronavirus website:  
(<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus>)

Members of staff must inform the School via the School Nurse of the test results as soon as possible.

*Note: The School will not ask for evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.*

## **Positive Result**

\*See separate document: How to Respond to Positive Cases of COVID-19

## **Negative Result**

If the member of staff tests negative, they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. Other members of the household can also stop self-isolating.

Other pupils and members of staff in contact with the symptomatic person can continue to stay in school, unless they display symptoms.

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## **Links to useful guidance**

Testing for Coronavirus:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus>

Stay at Home: Guidance for households with possible of confirmed cases of Coronavirus

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>