

ULIDIA INTEGRATED COLLEGE COVID-19 PROTOCOL

ACT IMMEDIATELY



In the case of a person becoming unwell with any of the following:

1. **NEW CONTINUOUS COUGH** lasting more than an hour
2. **FEVER/HIGH TEMPERATURE** of over 38 degrees
3. **ANOSMIA** Loss or change in sense of smell

IF YOU DISPLAY ANY SYMPTOMS OF COVID-19, YOU MUST NOT COME INTO SCHOOL

CLASSROOM STAFF WILL:

- A Contact the office to tell them you are sending someone with COVID symptoms to them.
- B Send the person to the main office. Anyone accompanying them must don face coverings and sanitise their hands.
- C Remove the class from the room and lock it until it can be cleaned and disinfected, informing SLT so the class can be re-roomed. The room may be out of use for 72 hours. Everyone remaining should don face coverings and be taken to wash their hands for at least 20 seconds with soap and water.
- D All staff and pupils who were in close contact (less than 2M) with the unwell person will be informed to watch for symptoms. No one else needs to leave the school unless they begin to display symptoms.
- E Teaching staff **MUST** record where the unwell person was sitting and who they were sitting within 2m of.

THE OFFICE STAFF WILL:

- A Telephone the child's family to have them and any household members sent home immediately and advised to follow PHA guidance for households with possible coronavirus infections. Record that this advice was given and request the parent record their acknowledgement of this action.
- B Don PPE equipment if care within 2m is required and take the pupil **outside** if weather permitting and into the **meeting room** if not. If the person requires the bathroom, they should use one of the staff toilets which must be locked until cleaned and disinfected and remain out of use for 72 hours.
- C If person appears seriously ill, telephone 999.
- D Document who made the decision, who was contacted, who provided supervision and who collected the child.
- E Contact facilities staff who will don PPE and have the room/s cleaned and disinfected. Room/s to remain closed for 72 hours if necessary.
- F Remove and safely dispose of any PPE and wash their hands for at least 20 seconds with soap and water.

IF YOU ARE UNWELL:

- A If **you** have symptoms of coronavirus or a positive test, you must stay at home for at least 10 days.
- B If **you live with someone** who has symptoms or a positive test, you must stay at home for at least 14 days from the day the first person in your home started having symptoms. If you develop symptoms within this 14 day period, you will need to self-check in accordance with Test and Trace guidance, and stay at home for a further 10 days from the day your symptoms first began.
- C 10 days after your symptoms started, you can return to school as long as you do not have a high temperature. Do not return until temperature is normal. NB You can return to school even if you still have a cough after 10 days.

No other staff or pupils need to leave the school unless they begin to display symptoms.