



Dear Head Teachers

We thought it would be helpful to clarify the action schools should take if a child or member of staff are displaying coronavirus symptoms or test positive for COVID-19. Below we have provided a summary but it is worth reading official government guidance for schools on dealing with suspected or confirmed cases of COVID-19, which is available online: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

What to do if a pupil or staff member develops symptoms

Anyone with symptoms should inform the school as soon as is possible; or if at school they should be sent home.

Symptoms include one or more of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

More detail is available online: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

The individual should be tested for COVID-19; this can be arranged online:

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

They should consider alerting the people with whom they had close contact with in the last 48 hours to let them know they have symptoms of COVID-19.

What to do following a positive test

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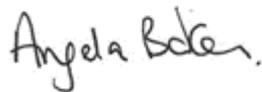
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Please note this is an evolving process and we would advise you to keep up to date with the guidance as published and updated regularly by the government. We will share more information with you when it becomes available.

Yours sincerely

A handwritten signature in black ink that reads "Angela Baker". The signature is written in a cursive, slightly slanted style.

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