

COVID-19 How to deal with symptoms in a member of staff or pupil in a school setting

Updated 14th December 2020

It is vital if a member of staff or pupil **starts to** develop symptoms (high temperature, new continuous cough or loss or change to sense of smell or taste) that the school/educational establishment takes immediate action.

Use the following flowchart to determine what actions to take, as advised by Public Health England. Please note that this advice is subject to change. **Following the latest guidance, the period of self-isolation for contacts has now reduced to 10 days. The reduction to 10 days will apply retrospectively to close contacts already isolating.** If prior to December 14th a close contact had been notified to isolate for 14 days, this is now reduced to 10 days. This means that from Monday 14th December, close contacts who are on the 11th, 12th, 13th or 14th day of self-isolation, have completed their 10 day isolation and may return to school.

You may wish to contact DfE on Phone: 0800 046 8687 (Opening hours: Monday to Friday from 8am to 6pm and Saturday and Sunday from 10am to 4pm) to discuss any issues. We ask that even if you do contact DfE, you please inform BCC Public Health or PHE as below:

If you have **one positive case** of Covid-19 in your setting, please email a completed [checklist](#) to the BCC Public Health Team at contacttracing@birmingham.gov.uk; do NOT contact Public Health England.

If you have **2 or more positive cases** of Covid-19 in your setting, **please email a checklist to contacttracing@birmingham.gov.uk as well as** contact Public Health England on WM.2019CoV@phe.gov.uk or 0344 225 3560 and press 0 then option 2.

Please submit a checklist as soon as possible to support with the risk assessment. There's no requirement to submit a separate checklist for each case as long as the individual cases are identified as case 1, case 2 and are referred to consistently within the checklist. If part of the same situation/ outbreak, additional cases can be added to previous checklists, but they must be highlighted and referred to clearly as being additional and relevant info must be updated accordingly.

If you require advice or guidance on Covid-19 issues please read the [FAQ](#). If your query is not answered please contact BCC Public Health Division at contacttracing@birmingham.gov.uk.

Useful telephone numbers and links:

Advice/Guidance	Email address:
Urgent queries and concerns, notifications of new cases and Covid-19 risk assessment and mitigation action guidance: BCC Public Health Division – Health Protection Response (Test & Trace)	contacttracing@birmingham.gov.uk Please note that we operate a triage process and will contact you only if we have further queries or concerns. If you have urgent concerns, please mark your message as 'URGENT' in the subject line alongside the school's full name. All messages should have the school's full name in the subject line. All notifications of new cases should be emailed with a fully completed checklist.

	 Checklist%20for%20Schools%20v2.1%202019.
General Advice: BCC Public Health Division (using the subject heading 'education support')	BCCCOVID19@birmingham.gov.uk Please note we have a backlog of queries we are working through.
Public Health England: Inform Public Health England of all positive cases of Covid-19 immediately	Call 0344 225 3560 option 0 option 2 https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report
Ordering Tests: Contact the NHS website.	You can call 119 or visit: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/
Infection, Prevention & Control Guidance: <ul style="list-style-type: none"> • Cleaning • Social Distancing • PPE 	Please contact - BCCCOVID19@birmingham.gov.uk
Occupational Health Guidance:	Schools should contact their Occupational Health Service provider. If this is BCC you can reach them at Occupational.Health@birmingham.gov.uk .
Employment Guidance:	Please contact your designated HR lead (either in BCC or external)

