

Procedures for Suspected Covid-19 Cases

At home

If you, your child or a member of your *immediate* household displays symptoms of Covid-19 (a new, continuous cough and/or high temperature and/or a loss of, or change in normal sense of taste or smell (anosmia), please **do not** attend school. If you are unsure, please call 111 for advice and information on a test. Please advise us immediately of the test result by reporting it to:

DPO@birchwoodhigh.org.uk

In School

If anyone displays any of the symptoms of Covid-19 in school, we will follow this procedure:

- They will be sent to the Covid Isolation Room (opposite reception). This will be accessed from the external doors
- They will then have their temperature taken and assessed
- Remaining students in the class will move to another available room to allow for deep cleaning
- Parents will be contacted and expected to collect their son/daughter as soon as possible
- Staff members, if required, will be supported to leave as soon as possible
- Parents/Staff members will be given information on how to access a test and the next steps (see next page)
- Parents/Staff members to advise the school immediately of the result by forwarding the text/email to: **DPO@birchwoodhigh.org.uk**
- In the event of a positive test result, Birchwood High School will contact Public Health England (PHE) and Hertfordshire County Council and follow their advice

Remote Learning

We will endeavour to set remote learning for students who are isolating due to a suspected Covid-19 case. This will be done through the student's email address or Teams. It would be of benefit to students to download the Teams and Outlook app. They will use their normal school credentials to access the apps.

They will not be expected to complete work if they are unwell.

Please note that it is not our policy to set work for students who are off sick.

What to do if there is a suspected COVID-19 (coronavirus) case in your immediate household

WHEN TO SUSPECT COVID-19

If there are symptoms of a new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell

At home: If anyone in your household is suspected of Covid-19 Do not attend school.
Inform Birchwood through absence reporting

At school: If anyone develops symptoms at School, they will be isolated, and will **be sent home**

If anyone in your household has symptoms they must arrange a test **as soon as possible** and isolate at home for **10 days** from date of onset of symptoms (or until they receive a negative result). Everyone else in the household who does not have symptoms must isolate at home for 14 days (or until the symptomatic household member receives a negative result)

Arrange for a coronavirus test for anyone in your household with symptoms either online via www.nhs.uk/coronavirus or call NHS testing line on 119. The test must be done within **five days** of when symptoms start.

You will be offered a test at your closest available drive-through centre. This is the quickest option. A parent or carer will need to perform the test on children under 12 years old. If you don't drive, you can request a home test kit. **Do not** get a taxi or public transport to the test centre

Contact the school with the test results by emailing: DPO@birchwoodhigh.org.uk even if the results are received outside usual working hours

Negative Result

A child or staff member can return to Birchwood once well, unless they are a contact of a case, when they will need to complete 14 days self-isolation

If a child or staff member is identified as having been in contact with a confirmed positive case, they will need to self-isolate for 14 days, even if they have had a negative test result. If they develop symptoms, they should isolate for 10 days from onset of symptoms, arrange testing and follow the flowchart above. For medical advice call NHS 111, or in an emergency call 999.

Positive Result

Inform the Birchwood as soon as possible even if outside opening hours. The school will contact PHE and follow their advice

Ensure the child who has tested positive completes the **10 day** isolation period (from date of onset of symptom)*. Household members without symptoms should complete 14 days isolation

NHS Test & Trace will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited

*If the child is a confirmed case they can return to school after 10 days. If they still have a temperature, diarrhoea or are being sick they should wait until 48 hours after these symptoms stop. If the child does not develop symptoms, but lives in a household with someone who has tested positive, they can return to setting after completing 14 days self-isolation at home