Is the individual a staff member or pupil?

Staff

The member of staff is directed to go home to self-isolate and get tested for COVID-19. See: https://www.nhs.uk/ask-for-a-coronavirus-test

(or contact NHS 119 via telephone)

Has the member of staff tested positive for COVID-19?

Yes

The staff member is to self-isolate for at least 10 days.

Email a completed checklist to the BCC Public Health Team at contacttracing@birmingham.gov.uk

The people in the staff member's bubble are sent home to self-isolate for 14 days.

No

The staff member can return to work when feeling better

Pupil

The pupil is taken to a designated isolation area, which is either a well-ventilated room or area where two-metre social distancing can be adhered to. The pupil uses a separate toilet if required, where possible.

The pupil's parents are informed and asked to collect their child.

The pupil is supervised in the isolation area by a member of staff, if required.

Can a 2 metre distance be maintained between the supervising staff and the pupil within the isolation area?

Yes

the pupil is able to follow social distancing rules.

No

the pupil is unable to follow social distancing rules due to their lack of understanding of the rules or their needs which require close contact with a member of staff, e.g. increased medical needs.

The supervising member of staff wears PPE; Disposable gloves, a disposable apron and a fluid-resistant surgical face mask.

Eye protection should also be worn if there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting.

Once the pupil has been collected by their parents, safely dispose of the PPE. The supervising staff member to wash their hands for at least 20 seconds after caring for the pupil.

The isolation area and any subsequent areas the pupil visited, e.g. toilet, are cleaned once the pupil has been collected.

Check the following advice: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

The school encourages the pupil's parents to get their child tested for COVID-19. (You can request a test by visiting: https://www.nhs.uk/ask-for-a-coronavirus-test or contact NHS 119 via telephone).

Has the pupil been tested for COVID-19?

Yes

They have been tested. Were the results positive for COVID-19?

Yes

The pupil is to self-isolate for 10 days and the pupil's household is to self-isolate for 14 days from 48 hours prior to the onset of symptoms

Email a completed checklist to the BCC Public Health Team at contacttracing@birmingham.gov.uk

The member of supervising staff and any individuals in the child's bubble are sent home to self-isolate for 14 days from 48 hours prior to the onset of symptoms

Contact Public Health England WM.2019CoV@phe.gov.uk or 0344 2253560 option 0, option 2)

No

The Pupil can return to school when feeling better

No

The pupil has not been tested for COVID-19. The pupil is to self-isolate for at least 10 days.

Has the member of supervising staff or any individuals in the pupil's group developed symptoms of COVID-19?

Yes

symptomatic individuals are sent home to self-isolate for at least 10 days and the procedure for testing is followed.

No

they can remain in school