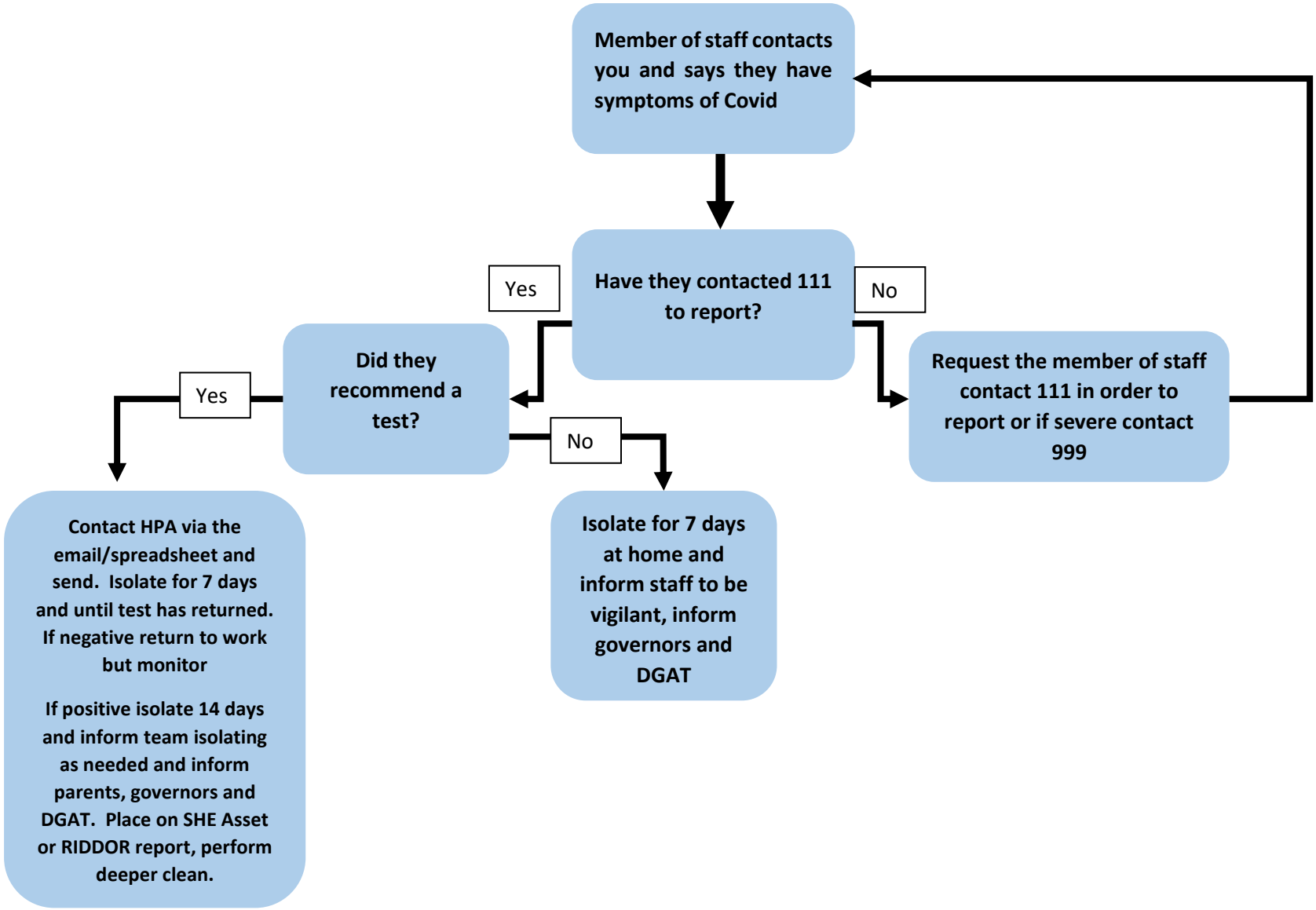
Member of staff contacts you and says they have symptoms of Covid
Have they contacted 111 to report?
Yes
No
Did they recommend a test?
Yes
No
Request the member of staff contact 111 in order to report or if severe contact 999
Contact HPA via the email/spreadsheet and send. Isolate for 7 days and until test has returned. If negative return to work but monitor
If positive isolate 14 days and inform team isolating as needed and inform parents, governors and DGAT. Place on SHE Asset or RIDDOR report, perform deeper clean.
Isolate for 7 days at home and inform staff to be vigilant, inform governors and DGAT