

This document is taken from the latest advice from Birmingham City Council.

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 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.

If you are aware of a positive result for COVID-19 please phone PHE (Public Health England) on: **0344 2253560 option 0 option 2. Always take the name of the PHE contact and record any advice given in writing.**

**All cases must be reported to Matthew Emery, Acting CSEL on: 07722 153195
m.emery@sjp2.net**

If you require advice or guidance on Covid-19 issues please review the table below for useful telephone numbers and links:

Advice/Guidance	Contact:
Matthew Emery, Acting CSEL	m.emery@sjp2.net 07722 153195
Health and Safety Advice – Staffordshire CC Dean Willetts	Dean.willetts@staffordshire.gov.uk 07773 791499
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 control and cleaning John Carroll, Premises manager	i.carroll@sjp2.net 07984 873867
Employment, HR and occupational health guidance: Di Whitehouse Emma Samuel	Di Whitehouse – d.whitehouse@sjp2.net 07747 216081 Emma Samuel – e.samuel@sjp2.net 07576 016408
Key Venues/Personnel	
COVID Isolation Area - Outside student services followed by medical room Covid Toilet – Disabled Toilet by student services. If used cleaners are called immediately. (no other pupils and staff to use this toilet) Disabled toilet or wet room for relevant pupils	
On Call First Aid Staff: A. Bland, F. McParland and L. Grealish	
Contact persons regarding cleaning: R. Bond in first instance followed by T. Valentine and/or K. Hemus	

