

What to do if a person is displaying symptoms of coronavirus (COVID-19)

If anyone on a college site develops a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

This sets out that they must:

- Self-isolate for at least 10 days
- Arrange to have a test to see if they have coronavirus (COVID-19) (<https://www.gov.uk/get-coronavirus-test>)

Responsibilities in the absence of H&S:

H&S if on-site will coordinate the response, but will need support. If H&S are not on-site the following duties are established:

- Curriculum / first aider to bring the learner to the isolation room.
- First aider / duty head to establish from the learner, that they are declaring a covid-19 symptom; it is not for staff to diagnose, the learner MUST clarify this themselves. This is then recorded on the accident form.
- First aider to take details of the symptomatic person and record it on the Positive Case Questionnaire
- Curriculum area to make contact with parent / carer and request learner is collected.
- Curriculum area / duty head is responsible for arranging for transporting the learner home if they cannot be collected by parents / carer.
- Duty head to arrange with Housekeeping to get the rooms that have been used by the learner since they became symptomatic (that day) deep cleaned
- Curriculum area to instruct all persons that the symptomatic learner has been in touch with to wash their hands for 20 seconds, at this point they DO NOT need to go home or isolate.

Action to be taken:

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. If applicable, call parents/legal guardian or a member of their household to collect the student and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. Ideally the student should be collected by a parent/legal guardian/housemate and travel home by private transport.
3. If the person is awaiting collection, move them to an isolated room (Derby Road: Room next to H&S, Station Park: Reception area, Oddicroft Lane: Reception area), and open a window / door for ventilation. Ensure they at all times have at least 2 metres away from other people (if required close off access to reception areas at SP and EIC).
4. Complete a first aid form and take details about potential close contacts (refer to "Positive Case Questionnaire").
5. Staff caring for the person while they are awaiting collection should maintain 2 metre distancing. If not possible, wear suitable PPE as detailed below.

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

More information on PPE use can be found in the **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)** guidance.

6. If the person needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
7. Staff/other students who have had contact with the symptomatic person must wash their hands thoroughly for 20 seconds.
8. Instruct the person to get tested and notify **Health and Safety** of the results (health&safety@wnc.ac.uk or extension 8271 / 8702).
9. Once the person has left the premises, thoroughly disinfect/clean all surfaces and touch points they came into contact with (including the bathroom if used).

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>