

## **Procedure for Dealing with Staff and Students Displaying Symptoms Onsite**

WMG Academy Trust has adopted the Government advice on COVID-19 processes. If a member of staff or a student, whilst in the WMG Academy buildings, exhibits COVID-19 symptoms, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance, which is available [here](#). The symptoms include:

- A new or continuous cough;
- A high temperature (38°C or above);
- A change in their normal taste or smell senses.

If a student is awaiting collection, they should be moved; if possible, to the Boardroom where they can be isolated behind a closed door, the windows should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet on the ground floor. Graham Jacklin should be informed and the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE (gloves, masks and apron) should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained, and this is available in the designated room. There are designated first aiders who should deal with this situation.

Student and parents should be given a copy of Appendix A when they leave, which gives further guidance on self-isolation. Copies will be available in the designated room.

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.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Graham Jacklin should be informed so that the affected area can be cleaned and disinfected using standard cleaning products before being used by anyone else.

**Kate Tague**  
**Chief Executive**

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