

### **Procedure for anyone displaying Covid – 19 symptoms**

The symptoms are a new continuous cough and/or fever which may be accompanied by one or more of the following:

- headaches
- tiredness
- muscle ache
- respiratory symptoms besides cough such as a sore throat, blocked or runny nose
- gastro-intestinal symptoms can also be a feature of COVID 19 and these are more common in children than adults
- loss of smell and taste (in some cases this may be the only symptom present)

If a child or a member of staff has symptoms, or someone in their household has symptoms, they should not attend.

If you or anyone in school are experiencing any of the accompanying symptoms listed above, regardless of having a new continuous cough and / or fever, and are concerned that you or anyone in school may have coronavirus you should –

- immediately go to the Millais room or escort that person to the Millais room
- ensure distancing rules are maintained and as far as possible, that nothing is touched
- on your way past the Admin office, inform staff of symptoms and concern
- ask the patient to sit and wait until instruction from the helpline is received

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**Principal:** Mr Carl Howarth B.Ed (Cantab), M.A, NPQH | **Vice Principal:** Miss Toni Rollo B.Sc, NPQH

Should the patient need any treatment, only assist if it is safe to do so. Personal protective equipment is available in the Millais room.

The Admin office staff member will inform the Principal or if he is not available, someone in the Senior Leadership Team and then call the helpline on +44 (0) 1534 445566.

Once the patient is taken to hospital, the Millais room will be deep cleaned by the contractor cleaners following Government of Jersey advice on deep cleaning. All the areas in school where the patient was prior to displaying symptoms will also be deep cleaned.