

## **Covid-19**

### **What to do if someone develops symptoms on site – September 2020**

Follow this process if someone develops symptoms whilst on site.

## **Symptoms**

- a. A high temperature (You do not need to confirm that they have a high temperature. Signs of a high temperature are that your chest or back feel hotter than usual, you have other symptoms such as shivering (chills), sweating or warm, red skin.
- b. A new continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- c. A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

## **Action**

1. Ask the person to make their way home. Ask that they get a test as soon as possible to avoid any further impact on their fellow students.
2. If they need to wait for collection, take the individual to the shelter, next to the staff bike shed. If, due to bad weather, this is not possible use room 239 (next to Lee Hunt's office) Be aware of not touching surfaces when escorting the person to the room. Please remain outside the room and wait for them to be collected.
3. If needed contact the student's parents to explain the urgency for them to be picked up.
4. Open all windows in the room.
5. Inform your manager and HR. Advise them if you have needed to use 239, which room you were teaching in.

If you are concerned that the individual won't get a test, and they meet the following criteria, HR may be able to provide a test kit for them to take home.

Please see the Covid-19 Testing Communication Document.