

COVID-19 Protocols 2.0

DEALING WITH A SUSPECTED CASE OF COVID-19 (On and off site)

Note: This protocol is for any member of staff (except first aiders) if they receive a report of a suspected case of COVID-19.

On-site

- If a person reports one or more of the following symptoms to you:
 - **Dry cough; fever; shortness of breath; loss of smell or taste**
- **Immediately call for a first aider****
- The first aider will deal with the person with the suspected case using the PPE from the first aider packs (**see separate First Aiders Protocol**)
 - The person with the suspected case should be immediately provided with a mask and be accompanied, following social distancing, to the designated isolation room. Students are to be supervised there, following social distancing, while waiting for transport home (or hospital)
 - Isolation rooms are as follows:
 - Exhibition Building - EF20**
 - Jonathan Silver Building - JG09**
 - Salt Building - SG09**
 - Mill Building - MB03**
 - Victoria Hall - VO19**
 - Immediate emergency cleaning of parts of the building that the unwell person has visited – timetables to be correct and available for this purpose in the case of students
 - The parents / carer must be called to collect the student without delay. Consideration must be given to how students who do not have transport available are to make their way home, avoiding public transport for e.g walk, taxi service or two members of staff to take them in the back of the minibus which would be disinfected after use
 - Staff who need to wait for transport home will also need to remain in the isolation room, otherwise they may make their way home by one of the methods mentioned above
 - The isolation room must be ventilated for at least 10 minutes before being thoroughly cleaned and disinfected by a designated operative wearing appropriate PPE. Cleaning of this room should be restricted to cleaning personnel or caretakers..

- In the event that other staff or students become unwell and need to isolate at the same time, additional rooms will be used to supplement the designated isolation room. These have been previously identified and have been stripped of all unnecessary items to aid cleaning and disinfection and a return to normal use.
- If more than one member of a group presents with COVID-19 symptoms, senior managers will discuss the details, look at the evidence and make a decision about the rest of the group.

Off-site

- Staff and students that develop COVID-19 symptoms off-site or receive a positive test result need to inform the College. This happens in a variety of ways via texts, phone calls and emails.
 - Staff should inform their line managers and [HR on 01274 327249](tel:01274327249).
 - FT students should inform the Attendance Officers via the absence line (see contact details below).
 - PT students should inform their tutors, who in turn should inform the Attendance Officers (see contact details below).

- **Absence Phone Line 01274 327293**

Absence Text Line 07860 031287

email: absence@shipleys.ac.uk

Advice for staff and students with COVID-19 symptoms or a positive test result:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Where students are in a bubble and one student develops symptoms, the rest of the bubble would not normally be sent home. The situation would be kept under constant review.

If a student in a 'bubble' tests positive, a decision will be made by a senior manager about the rest of the bubble. It is likely that the rest of the bubble will be sent home to self isolate for 14 days, study remotely and get a COVID-19 test if they develop symptoms.