

COVID-19 How to deal with symptoms in a member of staff or pupil in an educational setting

Updated 25th September 2020

It is vital if a member of staff or pupil **starts to** develop symptoms (high temperature, new continuous cough or loss or change to sense of smell or taste) that the school/educational establishment takes immediate action.

Use the following flowchart to determine what actions to take, as advised by Public Health England. Please note that this advice is subject to change.

You may wish to contact DfE on Phone: 0800 046 8687 (Opening hours: Monday to Friday from 8am to 6pm and Saturday and Sunday from 10am to 4pm) to discuss any issues. We ask that even if you do contact DfE, you please inform BCC Public Health or PHE as below:

If you have **one positive case** of Covid-19 in your setting, please email a completed [checklist](#) to the BCC Public Health Team at contacttracing@birmingham.gov.uk; do NOT contact Public Health England.

If you have **2 or more positive cases** of Covid-19 in your setting, please contact Public Health England on WM.2019CoV@phe.gov.uk or 0344 225 3560 and press 0 then option 2.

If you require advice or guidance on Covid-19 issues please read the [FAQ](#). If your query is not answered please contact BCC Public Health Division at BCCCOVID19@birmingham.gov.uk.

Useful telephone numbers and links:

Advice/Guidance	Email address:
General Advice: BCC Public Health Division (using the subject heading 'education support')	BCCCOVID19@birmingham.gov.uk Please note we have a backlog of queries we are working through.
Public Health England: Inform Public Health England of all positive cases of Covid-19 immediately	Call 0344 225 3560 option 0 option 2 https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report
Ordering Tests: Contact the NHS website.	You can call 119 or visit: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/
Infection, Prevention & Control Guidance: <ul style="list-style-type: none"> • Cleaning • Social Distancing • PPE 	Please contact - BCCCOVID19@birmingham.gov.uk
Occupational Health Guidance:	Schools should contact their Occupational Health Service provider. If this is BCC you can reach them at Occupational.Health@birmingham.gov.uk .
Employment Guidance:	Please contact your designated HR lead (either in BCC or external)

