

If a child begins to display COVID-19 symptoms in class:

Send the blue card to the office, marked clearly with the child's full name.

wait 5 min

Send child to the Quarantine Room with ALL belongings

Do not share info with remainder of class

A member of staff will greet the child in the Quarantine Room, wearing PPE

Child will be collected ASAP

If a parent requires a COVID-19 test:

The office will deliver blue card to classroom

Teacher to wait 5 min

Send child to the Quarantine Room with ALL belongings

Do not share info with remainder of class

Office staff to **unlock the side gate leading to the carpark** between the old and new buildings.

Adult to **Don PPE and wait in Quarantine Room** for child.
Remain until child has gone home.

Parent may enter car park and park adjacent to the side gate.

Office to inform staff in quarantine room when parent has arrived at the side gate. **Child to wash hands before exit**

Child will be escorted to parent by a different member of staff (*maintaining 2 metre distance*)

Staff to doff PPE, double bag, then dispose of in line with Government guidelines.