

Step by Step guidance if someone in an education or EY setting shows symptoms of, or tests positive for, COVID-19

Based on current DfE guidance (Updated 11:09:20)

The DfE has set out in various guidance documents, what schools and settings should do in the event that a pupil or an employee becomes unwell/shows symptoms of coronavirus or tests positive for coronavirus. The information below brings the various pieces of guidance together. **This document is to be read alongside the [Guidance to support Covid-19 Contact Tracing in Non -Residential 0-19 Educational Settings in Greater Manchester](#).**

It is essential that school and EY settings help to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.

Pupils, staff and other adults should not come into the setting if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days. Leaders should ensure that anyone developing symptoms during the day is sent home. These are essential actions to reduce the risk in school and EY settings and further drive down transmission of coronavirus (COVID-19). Everyone must follow this process and ensure all staff and parents/carers are aware of it.

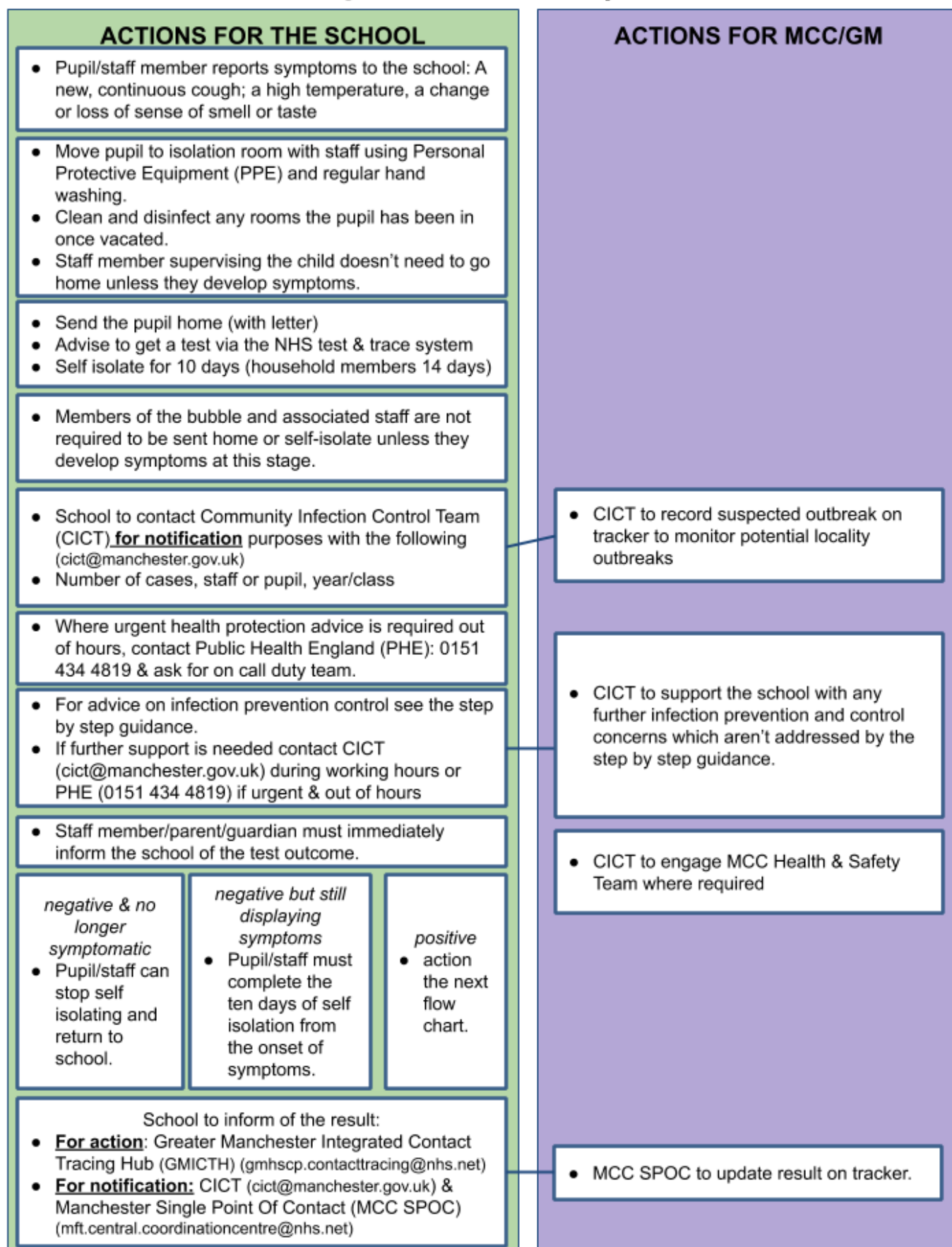
Schools may consider it beneficial to assign a specific group of employees to respond to 'COVID' related issues, such as liaising with community/Public Health Teams, addressing parent/employee issues and queries, gathering/summarising and distributing relevant information and or monitoring illness/sickness/absence and hygiene measures. Should you assign a group of employees to these responsibilities you should ensure they have access to the relevant tools/equipment/information/contact details and IT facilities to undertake the responsibilities.

At various times during this academic year, Manchester may be subject to local restrictions/decision making due to the rates of infection in the city. The most up to date DfE/DHSC/Public Health advice and guidance must always be referred to.

This information was collated by colleagues in Education, Health and Safety, HROD, Community Infection Control and Public Health, during the week beginning 07/09/20. All updates are in red (aside from flow charts where changes are outlined in the content page). As you are aware, DfE/Government guidance is changing constantly, and so it is strongly advised that in order to have the most up to date information, you should continue to check the relevant website/links for updates on a regular basis.

CONTENTS	PAGE
Guidance for suspected cases (actions for schools/MCC/GM) flowchart (please see minor updates to information you may need to provide about a case when you contact CICT)	3
<p>If someone in education or early years setting shows symptoms of COVID-19</p> <ul style="list-style-type: none"> • If someone becomes unwell at education or early years setting • Considering other children/staff in the assigned group where someone has become unwell • Alerting others to the fact that you are waiting for a test result • Use of PPE • The wearing of face coverings • Cleaning an area after someone with suspected coronavirus (COVID-19) has left • Cleaning of public areas where a symptomatic individual has passed through and spent minimal time • Dealing with waste • Ending self isolation 	4-8
Guidance for confirmed cases (actions for schools/MCC/GM) flowchart (Please see changes to third box on actions for the school re school leaders making immediate/pending decisions) This document is to be read alongside the accompanying document, Guidance to support Covid-19 Contact Tracing in Non -Residential 0-19 Educational Settings in Greater Manchester.	9
Guidance for confirmed cases of COVID-19 in and education or early years setting (Please refer to the accompanying document, Guidance to support Covid-19 Contact Tracing in Non - Residential 0-19 Educational Settings in Greater Manchester)	10
Guide to letters/leaflets and flowcharts which can be shared with parents	10
TEMPLATE 1: Letter for pupil/adult showing symptoms within assigned group	11
TEMPLATE 2: letter for employee letter where employee is sent home with symptoms	12
Leaflet 1: Visual leaflet to show how to prevent the spread of infection	13
Leaflet 2: Visual leaflet to reinforce the PHE messages contained in the 'warn and inform' letter	14
Leaflet 3: Visual leaflet to reinforce the PHE messages contained in the close 'contact' letter	15

School settings: Guidance for **suspected** cases



Please also see the following link for the COVID-19 Early Outbreak Management Education Actions Cards published by DHSC and PHE [Education Action Cards - Coronavirus Resource centre](#)

If someone in an education or early years setting shows symptoms of COVID-19

Please follow the actions for schools/MCC/GM flowchart above.

If someone becomes unwell at an education or early years setting.

[COVID-19: guidance for households with possible coronavirus infection](#)
Updated 10 September 2020

[Coronavirus \(COVID-19\): getting tested - GOV.UK](#)
Updated 7 September 2020

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They must self-isolate for at least 10 days.

They should arrange to have a test to see if they have coronavirus (COVID-19). Anyone who displays symptoms of coronavirus can get tested, whatever their age. <https://www.gov.uk/get-coronavirus-test>

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Considering other children/staff in the assigned group where someone has become unwell

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
Updated 21 July 2020.

If a child/symptomatic person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they are later advised to do so by NHS test and trace or the local PHE health protection team.

<p>COVID-19: cleaning of non-healthcare settings outside the home Updated 15 July 2020.</p>	<p>If a staff member has become unwell, arrangements should be made to replace the staff member to cover the assigned group.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>				
<p>Alerting others to the fact that you are waiting for a test result. COVID-19: guidance for households with possible coronavirus infection Updated 10 September 2020</p>	<p>If you develop symptoms you may wish to alert the people who you do not live with and that you have had close contact with over the last 48 hours to let them know that you might have COVID-19 but are waiting for a test result.</p> <p>At this stage, those people should not self-isolate.</p> <p>Alerting those that you have been in contact with means they can take extra care in practising social distancing and good hand and respiratory hygiene. They can also be more alert to any symptoms they might develop.</p>				
<p>Use of PPE</p> <p>Ref Use of PPE in schools and settings doc attached.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Updated 21 July 2020</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>Below is a list of suppliers that schools may want to source additional PPE from.</p> <table data-bbox="710 1881 1484 2038"> <tr> <td>Alliance disposables</td> <td>0844-844 4300</td> </tr> <tr> <td>Arco</td> <td>0161-869 5800</td> </tr> </table>	Alliance disposables	0844-844 4300	Arco	0161-869 5800
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<p>The wearing of face coverings Face coverings in education - GOV.UK Updated 26 August 2020</p>	<p>Always refer to the most up to date guidance.</p> <p>Where local areas are subject to local restrictions:</p> <ul style="list-style-type: none"> • From 1st September 2020 all education settings in Manchester, where Y7 and above pupils are educated, face coverings should be worn by adults and pupils when moving around. This applies for example in corridors and communal areas where social distancing is difficult to maintain. Face coverings in education - GOV.UK • As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning. • The same exemptions apply as for the wearing of masks in shops and on public transport and include children with special educational needs /disability. exempt from wearing face coverings <p>Where local areas are NOT subject to local restrictions:</p> <ul style="list-style-type: none"> • The wearing of face coverings in communal areas is at the discretion of the school. 																								

<p>Cleaning an area after someone with suspected coronavirus (COVID-19) has left The guidance for cleaning buildings in a non-clinical settings</p> <p>COVID-19: cleaning of non-healthcare settings outside the home Updated 15 July 2020</p>	<p>The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p> <p>If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) Health Protection Team can advise on this.</p>
<p>Cleaning of public areas where a symptomatic individual has passed through and spent minimal time.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance. Updated 15 July 2020</p>	<p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine <p>or</p> <ul style="list-style-type: none"> • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants <p>or</p> <ul style="list-style-type: none"> • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p>

<p>Dealing with waste</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Updated 15 July 2020</p>	<p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</p> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>
<p>Ending self-isolation</p> <p>COVID-19: guidance for households with possible coronavirus infection</p> <p>Updated 12 August 2020</p>	<p>If you have had symptoms of COVID-19 or a positive test, then you may end your self-isolation after 10 days and return to your normal routine if you do not have symptoms other than cough or loss of sense of smell or taste.</p> <p>If you still have a high temperature, keep self-isolating until your temperature returns to normal and seek medical advice.</p> <p>After 10 days, if you just have a cough or a loss of, or change in, your normal sense of taste or smell (anosmia), you do not need to continue to self-isolate.</p>
<p>Ending self-isolation</p> <p>COVID-19: guidance for households with possible coronavirus infection</p> <p>Updated 12 August 2020</p>	<p>After 10 days, if the first person to become ill feels better and no longer has symptoms other than cough or loss of sense of smell/taste they can return to their normal routine.</p> <p>If you live with others, then everyone else in the household who remains well should end their isolation after 14 days. This 14-day period starts from the day the first person in the household became ill. People in the household who remain well after 14 days are unlikely to be infectious.</p> <p>If anyone in the household becomes unwell during the 14-day period, they should arrange to have a test to see if they have COVID-19 – go to testing to arrange. If their test result is positive, they must follow the same advice for people with COVID-19 symptoms – that is, after 10 days of their symptoms starting, if they feel better and no longer have symptoms other than cough or loss of sense of smell or taste – they can also return to their normal routine. However, if their test result is negative, they must continue with isolation as part of the household for the full 14 days.</p>

School Settings: Guidance for **confirmed** cases

ACTIONS FOR THE SCHOOL	ACTIONS FOR MCC/GM
<p style="text-align: center;">School to inform:</p> <ul style="list-style-type: none"> • For action: GMCTH (gmhscp.contacttracing@nhs.net) (cc ICC.Northwest@phe.gov.uk after 5pm and weekends) • For notification: CICT (cict@manchester.gov.uk) & MCC SPOC (mft.central.coordinationcentre@nhs.net) 	<ul style="list-style-type: none"> • GMCTH to carry out contact tracing for contacts within the school and provide standard infection prevention control advice.
<ul style="list-style-type: none"> • The school will be contacted directly by GMCTH (gmhscp.contacttracing@nhs.net) who will complete a checklist. They will guide the school through actions which need to be taken, including sending home those who had been in close contact with the confirmed case to self-isolate for 14 days. • School to consider making an immediate decision if feel able following the definitions in GM contact tracing guidance about who is a contact and advise people accordingly • If local decision has been made please notify GMCTH, CICT & MCC SPOC. 	<ul style="list-style-type: none"> • MCC SPOC to inform the key stakeholders: Charlotte Wilson <c.wilson2@manchester.gov.uk> Amanda Corcoran <a.corcoran@manchester.gov.uk>, Jane Lemon <j.lemon@manchester.gov.uk>, Simon J Gardiner <s.gardiner@manchester.gov.uk>, David Regan <d.regan@manchester.gov.uk>, Isobel Booler <i.booler@manchester.gov.uk>, Sarah Doran <s.doran@manchester.gov.uk> Community Infection Control Team <cict@manchester.gov.uk>
<ul style="list-style-type: none"> • Outside of the school setting, household/community contacts will be contacted by the national NHS Test & Trace system 	<ul style="list-style-type: none"> • Charlotte Wilson to inform the relevant SSQA officer
<ul style="list-style-type: none"> • The school will need to send a letter to all other parents and staff, warning and informing them of the confirmed case. • The GMCTH will inform schools of when to do this, and will provide the template letter prepared by Public Health England. Schools must not share names or details of any confirmed cases. 	<ul style="list-style-type: none"> • MCC SPOC to gather any additional intelligence from the Education Team and pass on to GMCTH, who will lead the contact tracing • CICT to keep in regular contact with the school to monitor the situation and lead the management of any outbreaks, seeking the support from the Health and Safety Team where required. • MCC SPOC & CICT to support any communications needs or media interest led by MCC Comms & Education • MCC SPOC to keep key stakeholders informed of any developments communication from GMCTH • MCC SPOC to record all information on central spreadsheet and close once completed.

Please also see **the accompanying document (Guidance to support Covid-19 Contact Tracing in Non Residential 0-19 Educational Settings in Greater Manchester)**

If there has been a confirmed case of COVID-19 in an education or early years setting

Please refer to the accompanying document (**Guidance to support Covid-19 Contact Tracing in Non -Residential 0-19 Educational Settings in Greater Manchester**) and follow the actions for schools/MCC/GM flowchart above.

Guide to letters / leaflets / flowcharts which can be shared with parents

Considering other children in the assigned group where someone has become unwell	Schools may want to use TEMPLATE 1 when someone has been sent home because they have shown symptoms of COVID-19. LEAFLET 1 should also be sent home as a reminder of how to reduce the risk of transmitting COVID-19.
Employer has been sent home because they have become unwell.	Schools may want to use TEMPLATE 2 when an employee has been sent home because they have shown symptoms of COVID-19. LEAFLET 1 should also be sent home as a reminder of how to reduce the risk of transmitting COVID-19.
Several people in the school community have tested positive for COVID 19 and PHE have issued a 'warn and inform letter'.	Schools may want to send home LEAFLET 1 as a reminder of how to reduce the risk of transmitting COVID-19 as well as LEAFLET 2 which reinforces the messages from PHE about the fact that several people have tested positive BUT the situation is being monitored, school remains open and children should continue to attend as normal. (This will be translated into 5 other languages)
Someone has been identified as a close contact of a confirmed case of COVID-19 and PHE have issued a 'contact' letter.	Schools may want to send home LEAFLET 1 as a reminder of how to reduce the risk of transmitting COVID-19 as well as LEAFLET 3 which reinforces the messages from PHE about the fact that a person has been identified as a close contact or a confirmed case. (This will be translated into 5 other languages)

TEMPLATE 1: Pupil/adult showing symptoms within assigned group

SCHOOL HEADER

ADDRESS ETC

DATE

Dear xxxxx

I am writing to inform you that someone within your child's assigned group, has been sent home today/yesterday due to becoming unwell.

The Department for Education national guidance says that at this time your child should continue to attend school.

Please be assured that the school is continuing with social distancing measures and cleaning and hygiene arrangements are in place throughout the day.

If the person in your child's assigned group tests positive for COVID 19 you will be notified by the PHE Test and Trace Service via text message, email or phone. If this happens, we will also contact you and talk to you about the next steps.

If you have any concerns please contact xxxx who can discuss this further.

TEMPLATE 2: Employee letter where employee is sent home with symptoms

SCHOOL HEADER

ADDRESS ETC

DATE

Dear xxxxx

I am sorry to hear that you are unwell. As you are aware we requested that you return home on xxxxx in line with government guidance which outlines *that If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance in the link below.*

[COVID-19: guidance for households with possible coronavirus infection](#)
(Updated 10 September 2020)

Please make sure that you book a COVID-19 test immediately on [NHS.uk/coronavirus](https://www.nhs.uk/coronavirus) or call 119 if you do not have internet access. This is because the test is most accurate in the first 5 days of having symptoms. Please remember the symptoms are fever, a persistent or new cough, and loss of sense of smell and taste. You should isolate yourself if you have any of the symptoms and only leave your house when going to get your test.

There are various local options in Manchester for getting a test by the booking system, which you will be directed to including a site at Manchester Airport and the Etihad Stadium premises. You may also be able to request a home testing kit.

XXXX will be in touch in the next few days, however please do hesitate to contact me if you wish to discuss the above or have any concerns

Yours Sincerely

CORONAVIRUS CASES ARE INCREASING ACROSS MANCHESTER

We can help to stop this by:



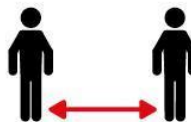
Washing hands often



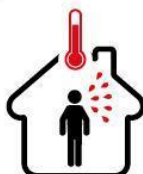
Wearing face coverings



Wiping down surfaces
(handles, doors etc)



Keeping distance
from other people



Staying at home if you think you have the virus (signs are high temperature, or a new and continuous cough, or loss of smell and taste) and booking a test.

You can get a test and find out how long to stay home by ringing **119** or logging on to [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

ADVICE TO PARENTS ON COVID-19 CASES IN SCHOOLS

We have been made aware of several children in our school community who have tested positive for COVID-19. Here's what you need to know.

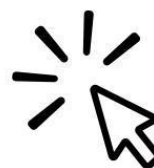
THE SCHOOL REMAINS OPEN, AND PROVIDED YOUR CHILD REMAINS WELL THEY CAN CONTINUE TO ATTEND SCHOOL AS NORMAL. WE WILL KEEP THIS UNDER REVIEW.

We are continuing to monitor the situation and are working closely with Public Health England. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

WHAT TO DO IF YOUR CHILD DEVELOPS SYMPTOMS OF COVID-19:



If your child has symptoms of COVID-19, tell school as soon as possible. They must stay at home for **ten days**.



Arrange for testing via [nhs.co.uk/coronavirus](https://www.nhs.uk/coronavirus) or by calling **119**.



All other household members who remain well must stay at home and not leave the house for **14 days**.

ADVICE TO SELF-ISOLATE FOR 14 DAYS

You have been identified as a close contact of a confirmed case of COVID-19. Here's what you need to know.

IN LINE WITH THE NATIONAL GUIDANCE AVAILABLE BELOW, WE RECOMMEND THAT YOU NOW STAY AT HOME AND SELF-ISOLATE FOR 14 DAYS.

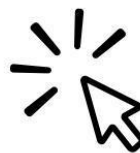
If you are well at the end of the 14-day period of self-isolation, then you can return to usual activities. A negative test does not mean you can stop self-isolation earlier than 14 days.

Other members of your household can continue normal activities, provided you do not develop symptoms of COVID-19 within the 14-day self-isolation period.

WHAT TO DO IF YOU DEVELOP SYMPTOMS OF COVID-19:



If you develop symptoms of COVID-19, inform school and remain at home for **at least ten days** from the date the symptoms appeared.



Arrange for testing via **nhs.co.uk/coronavirus** or by calling **119**.



All other household members who remain well must stay at home and not leave the house for **14 days**.

Public Health England Staying at Home Guidance:
www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection