

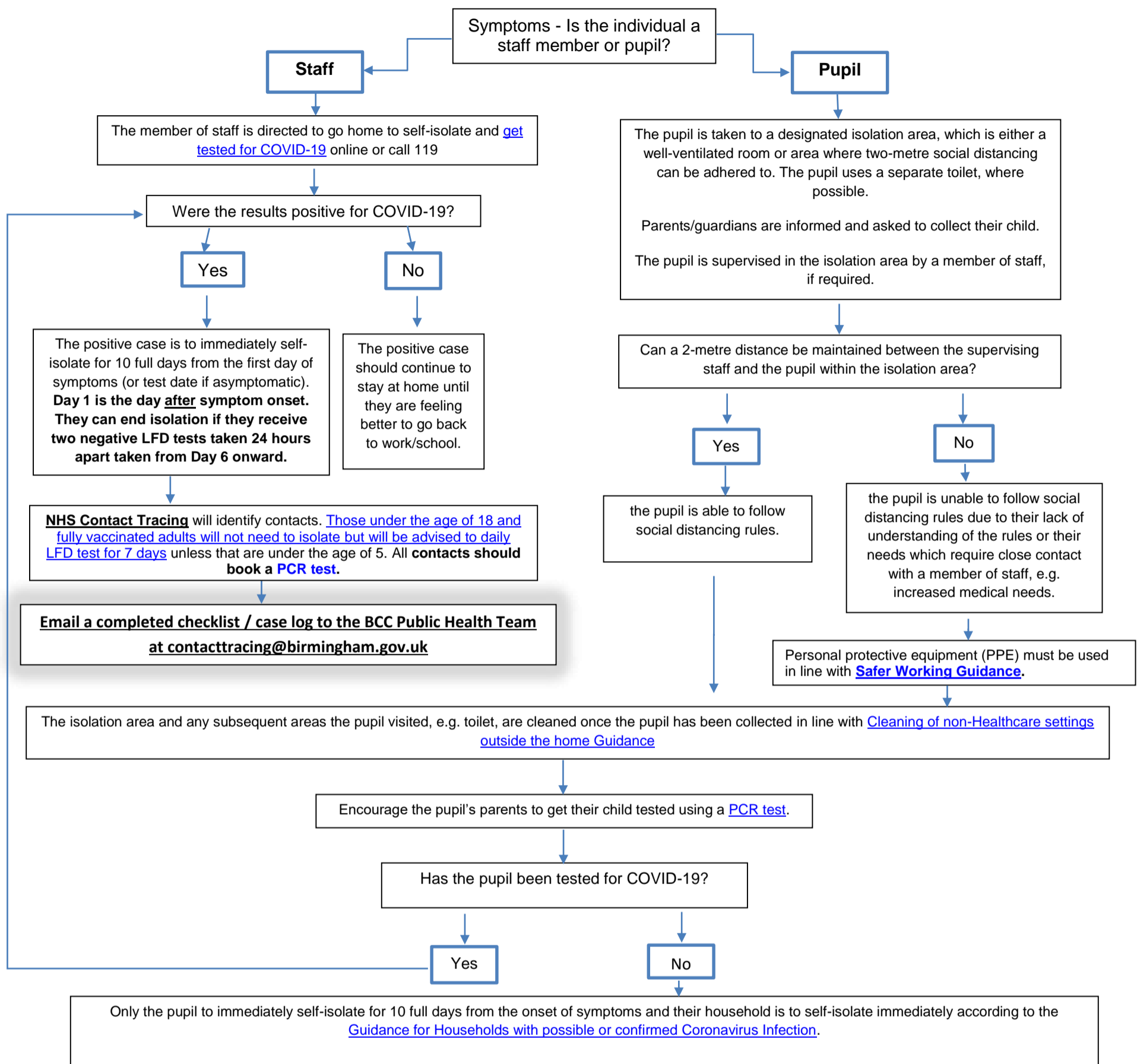
## COVID-19 in Educational Settings – What do to in Step 4

It is vital that if a member of staff or pupil **starts to** develop [Covid-19 symptoms](#), the school/educational establishment takes immediate action. Use the following below pathways to determine what actions to take. Please note that this advice is subject to change and we will endeavour to update it regularly.

### Useful telephone numbers and links

Advice/Guidance	Email address:
BCC Public Health Division – Health Protection Response (Test & Trace)	<p><a href="mailto:ContactTracing@birmingham.gov.uk">ContactTracing@birmingham.gov.uk</a></p> <p>All <b>notifications of new cases</b> should be emailed with a fully completed checklist / case log to <a href="mailto:ContactTracing@birmingham.gov.uk">ContactTracing@birmingham.gov.uk</a> <b><u>even if we made you aware of them.</u></b></p> <p>We have a new <a href="#">Educational Settings Checklist</a>. Please familiarise yourself with it.</p> <p>We operate a triage process and will contact you only if we have further queries/concerns. For urgent concerns, please mark your message as 'URGENT' in the subject line.</p> <p>All messages should also have the school's full name in the subject line.</p>
General Advice	<a href="mailto:BCCCOVID19@birmingham.gov.uk">BCCCOVID19@birmingham.gov.uk</a>
Public Health England:	<a href="mailto:WM.2019CoV@phe.gov.uk">WM.2019CoV@phe.gov.uk</a>  Call 0344 225 3560 option 0 option 2
Ordering PCR Tests:	You can call 119 or visit:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a>
Getting an LFD test:	<p>Individuals can order <u>1 pack of Lateral Flow Device (LFD) tests (contains 7 kits) per household per day</u> or by calling 119 (open 7am-11pm). Delivery is within two days.</p> <p><u>Find a pharmacy where you can collect Lateral Flow Device (LFD) tests</u></p>
Occupational Health Guidance:	Schools should contact their Occupational Health Service provider. If this is BCC you can reach them at <a href="mailto:Occupational.Health@birmingham.gov.uk">Occupational.Health@birmingham.gov.uk</a> .
Employment Guidance:	Please contact your designated HR lead (either in BCC or external)

## Symptomatic Individuals within Educational Settings Pathway



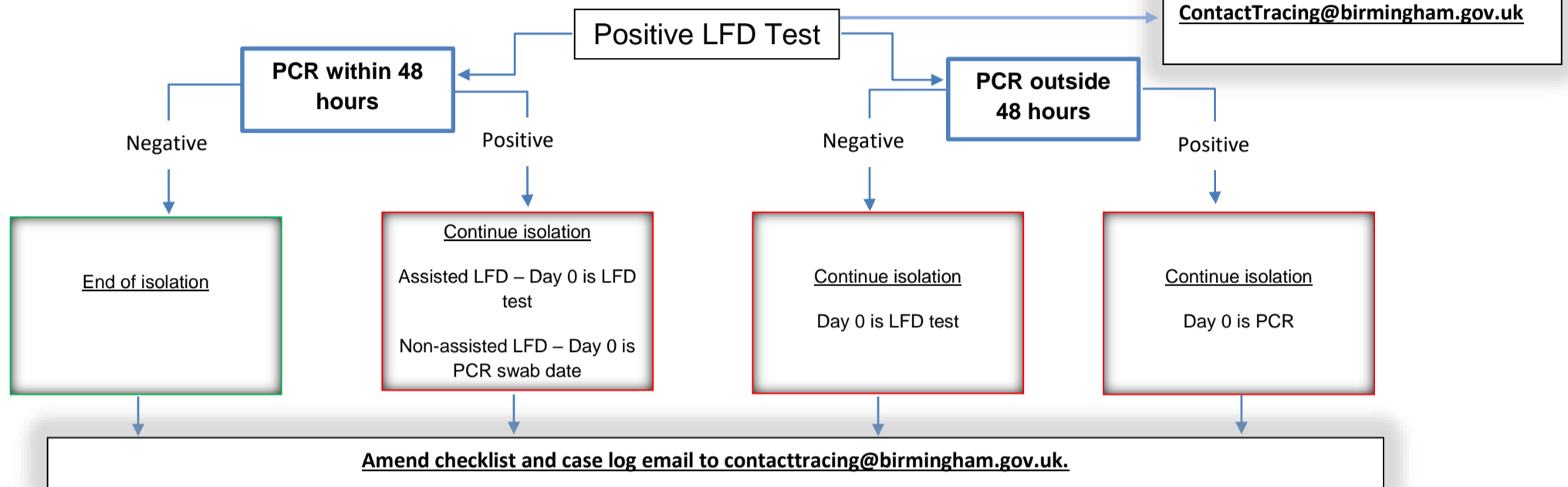
## Positive Lateral Flow Devices (LFD) Test Pathway

### Assisted LFD test

Supervised by trained operator who processes test, reads and reports result (e.g. Asymptomatic Testing Site within School).

### Non-assisted LFD test

Unsupervised and self-reported: see [link to self-report](#) (e.g. at home)



*In all positive diagnoses, if a person has symptoms and has a test date within 5 days of the symptoms, day 0 is when symptoms started.*

*If symptoms continue, individuals should continue to stay at home until they are well.*