

What we will do to if we have a positive Covid-19 test or symptoms reported to us

If a student becomes unwell on site or receives a positive test having been physically on site, the reporting staff member will send the student to Student Services immediately or report this to Student Services. If the student is onsite, they will be kept in a safe space and parents/guardians will be called, if appropriate. Where appropriate, HR will be notified if there has been any staff close contact so staff protocols can be followed.

The reporting member of staff (SST, curriculum, reception etc) to complete log on Filemaker for FE Covid-related logs and refer student to the NTU COVID Tracker for HE.

Student Services to determine (via phone with student or at a safe proximity away from student if they are physically in) if any other students or employees have been potentially exposed:

SST/HR to inform Estates and arrange cleaning of areas where employee/student has been.

- Who student has had contact with on campus?
 - Talking face to face
 - May have coughed/sneezed close to people
 - Sharing workspace/room for a prolonged period of time
- What buildings/rooms the student has been in?

Safeguarding to alert IMT.



Students and employees have been exposed (suspected case)

Students and employees have been exposed (confirmed case)

Students and employees have not been exposed



Curriculum/HR to contact all exposed students (and parents) and employees and advise of close contact with suspected case. No need to self-isolate unless displaying any symptoms of Covid-19 but take extra precautions regarding social distancing and handwashing.

Curriculum/HR to contact all exposed students (and parents) and employees and advise to self-isolate for 14 days and, if displaying any symptoms, contact NHS 119 for further advice/testing. Students who are under 18 should not be sent offsite until all parents/guardians have been contacted.

Students and employees to remain on site. If any symptoms develop they will be sent home immediately.



If the case has been reported by the link on Filemaker for FE, the registers will be updated to confirm when they should be back on site. The NTU Covid tracker will also advise student's accordingly. Students will be allowed to return to site if they have tested negative. If the students have tested positive they must self-isolate for 10 days and can return to site after period of self-isolation and only when they are asymptomatic.