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Sunday 24th January 2021

Dear colleague,

Advice to Self-Isolate for 10 Days

We have been advised that there has been a confirmed case of COVID-19 within the school.

We have identified that you have been in close contact with the affected case. In line with the national guidance we recommend that you now stay at home and self-isolate until **Monday 1st February 2021**. You must not go to work or other public areas. Further details of what you need to do are in NHS Guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

We are asking you to do this to reduce the further spread of COVID 19 to others in the community. If you need support with isolation, please contact your local Council.

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

If you are well at the end of the period of self-isolation, you can return to usual activities.

What to do if you develop symptoms of COVID 19

For most people, COVID-19 will be a mild illness.

The most common symptoms of COVID-19 are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

If you develop any of these symptoms of COVID-19, you must remain at home and make arrangements to be tested. At that time, all other household members must also stay at home, not go to work, school or public areas, even for exercise.

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

When the result of your test is known further advice will be available.

How to stop COVID-19 spreading

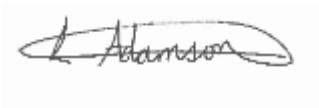
There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further information

Further information is available at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Adamson', enclosed in a light grey rectangular box.

Mrs L Adamson
Headteacher