



# **Coronavirus Policy & Procedure**

**Last Update: March 2020 (Version 1.0)**

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## Document Control

### Changes History

Version	Date	Amended by	Recipients	Purpose
1.0	March 2020		All Plymouth CAST staff	New Policy

### Approvals

This policy requires the following approvals:

Board	Chair	CEO	Date Approved	Version	Date for Review
		<input checked="" type="checkbox"/>	March 2020	1.0	Ongoing

### National/Local Policy

☒ This policy must be localised by Academies

☒ This policy must not be changed, it is a CAST/National Policy (only change logo, contact details and any yellow highlights)

### Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement? ☐ Yes ☒ No

If yes, the policy status is: ☐ Consulted and Approved ☐ Consulted and Not Approved ☐ Awaiting Consultation

### Distribution

This draft document has been distributed to:

Position	Date	Version

## **1. Vision and Values**

- 1.1 Plymouth CAST is a multi-academy trust of Catholic schools which is part of the mission of the Catholic Church dedicated to human flourishing and the building of a kingdom of peace, truth and justice. The Trust is to be conducted in all aspects in accordance with canon law and the teachings of the Roman Catholic Church and at all times to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
- 1.2 Our vision and values are derived from our identity as a Catholic Trust. Central to our vision is the dignity of the human person, especially the most vulnerable. Our academies are dedicated to providing an education and formation where all our pupils and young people flourish in a safe, nurturing, enriching environment. All governors in our academies are expected to be familiar with the vision, mission, values and principles of the Trust and not in any way to undermine them. They should support and promote the vision and conduct themselves at all times in school and on school business according to the vision and principles of the Trust
- 1.3 Plymouth CAST expects all its employees to recognise their obligations to each school within the Multi-Academy Trust, the public, pupils and other employees and to provide consistently high standards of education and performance at all times and in accordance with Plymouth CAST's vision, mission and principles.

## **2. Purpose**

To provide clear guidance on what action should be taken during the course of the Coronavirus outbreak.

## **3. Scope**

This policy applies to all Plymouth CAST employees.

## **4. Equal Opportunities**

This policy must always be applied fairly and in accordance with employment law and the Plymouth CAST Equal Opportunities Policy.

## **5. Control of Infectious Diseases**

Plymouth CAST has a duty of care to minimise the risk of all infectious diseases spreading in the workplace. All employees are required to cooperate to reduce this risk to themselves and others.

## **6. What actions are Plymouth CAST taking to reduce risks of exposure in the workplace?**

- Requiring self-quarantine (working from home where possible) for 14 days for staff members who return from a category 2 affected area as detailed on the public health website (<https://www.gov.uk/government/organisations/public-health-england>) who are displaying symptoms, and for all staff returning from a category 1 affected area regardless of if they have symptoms. Please ensure you have fully read the daily update to ensure you are aware of which areas are classed as category 1 and 2.

- Provide facilities to all employees and pupils ensure good hand hygiene.
- All staff to ensure pupils are practising good hand hygiene.
- Schools and Offices to ensure tissues, hand sanitiser and antibacterial cleaning products are available where possible.
- Provide regular updates on the guidelines from Public Health England (<https://www.gov.uk/government/organisations/public-health-england>).
- Ensure contact numbers and emergency contact details are up to date for each employee, ensure this information is also updated in the emergency plan.
- Schools and offices should prepare a contingency plan to allow their employees to work from home, should their normal place of work close. For example, this should include, setting employees up with work emails, remote desktop and equipment where possible.

## 7. Employee Actions

- If you feel unwell alert your line manager that you are off sick using usual communication procedures to avoid spreading infections in the workplace, regardless of if you have travelled to an affected area, or come into contact with someone who has.
- Have good hand hygiene at all times, washing your hands regularly with hot water and soap.
- Use hand sanitiser gels provided.
- 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 straight away.
- Avoid touching your eyes, mouth and nose.
- Ensure your desk is clear at the end of the day to allow it to be cleaned.
- Stayed informed and follow the advice provided to you.

## 8. Travel outside of Work

**8.1** We advise that you follow the most recent guidance on travel.

**8.2** If you are returning from an area currently affected by the outbreak, please follow the guidance provided by Public Health England (<https://www.gov.uk/government/organisations/public-health-england>)

**8.3** Government advice is in place for what to do if you have returned in the last 14 days from specified countries or areas which is being updated on an ongoing basis.

## 9. Covid-19 (Coronavirus) - Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

## **10. Signs and symptoms of COVID-19**

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, asthma, cancer and chronic lung disease.

**If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.**

## **11. Guidance on Facemasks**

Current advice from the UK government health service is: Employees are not recommended to wear facemasks (also known as surgical masks or respirators) to protect against the virus. Facemasks are only recommended to be worn by symptomatic individuals (advised by a healthcare worker) to reduce the risk of transmitting the infection to other people.

## **12. What to do if you become unwell and believe you have been exposed to COVID-19**

If you have not been to specified areas in the last 14 days, then normal practice should continue.

If someone becomes unwell in the workplace and has travelled to China or other affected countries, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, for ventilation.

The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

## **13. What happens if an employee is required to go into self-isolation?**

**13.1** The employee must tell their line manager as soon as possible if they cannot work. Employees should inform the line manager of the reason and how long they are likely to be off for.

**13.2** The absence will be treated as sickness absence and will be paid in line with the employees' contract.

**13.3** Where Statutory sick pay (SSP) is applicable, this will be paid from the first day of absence.

## **14. What happens if an employee is tested positive for Coronavirus?**

**14.1** The employee must tell their line manager as soon as possible if they cannot work. Employees should inform the line manager of the reason and how long they are likely to be off for.

**14.2** The absence will be treated as sickness absence and will be paid in line with the employees' contract.

**14.3** Where Statutory sick pay (SSP) is applicable, this will be paid from the first day of absence.

**14.4** In the case of employees who suffer from underlying health conditions (such as diabetes, asthma, cancer and chronic lung disease) or those who are classed as high risk, the trust will be acknowledge that symptoms may be more severe and recovery times may be longer for these individuals.

## **15. What happens if an employee is told not to go to work or the School/Office has been closed?**

**15.1** Employees will continue to receive their normal pay.

**15.2** Where possible employees will be required to work from home.

**15.3** No school should close in response to a suspected (or confirmed) COVID-19 case unless advised to do so by Public Health England. Suspected cases and school closures must be reported to Kevin Butlin straight away.

**15.4** In the event of the school or office being closed the person in charge of the school or office should implement their emergency plan.

## **16. What happens if an employee needs time off work to look after someone?**

**16.1** Employees are entitled to time off work to help someone who depends on them (a 'dependent') in an unexpected event or emergency. This would apply to situations to do with coronavirus. For example:

**16.1.1** if they have children they need to look after or arrange childcare for because their school has closed.

**16.1.2** to help their child or another dependent if they're sick, or need to go into isolation or hospital

**16.2** Employees should refer to the School Special Leave Policy for payment guidelines.

## **17. What happens if an employee doesn't want to go to work?**

**17.1** Employees may feel that they do not want to go to work if they are afraid of catching coronavirus.

**17.2** Line managers should listen to the employees concerns and offer alternatives ways of working where possible.

**17.3** Employees can request a period of unpaid leave, but this will need to be approved by the Headteacher/Line Manager.

**17.4** Unauthorised absence could result in disciplinary action.

## **18. Employee support**

**18.1.** For medical advice employees should contact NHS 111.

**18.2.** For a confidential counselling service, employees should contact Zurich Municipal on 0117 934 2121. This service provides a free confidential counselling service available 24 hours a day to all CAST employees, volunteers and their families.

## **19. Review**

**19.1** The content of this procedure may be subject to revision in line with Public Health guidelines (<https://www.gov.uk/government/organisations/public-health-england>).

## **Appendix 1- Advice for home isolation**

Your local health protection team (HPT) and your doctor have agreed that you may stay at home while you wait for the results of tests for COVID-19 (SARS-CoV-2) infection. This is because you do not need to be admitted to hospital and because you have agreed to follow the important instructions described below.

### **1. Stay at home**

You or the person you are caring for should remain in your home, except for getting medical care (see sections 3 and 8 before getting medical care). Do not go to work, school, or public areas, and do not use public transport or taxis until you have been told that is safe to do so.

You will need to ask for help if you require groceries, other shopping or medications. Alternatively, you can order by phone or online. The delivery instruction needs to state that the items are to be left outside, or in the porch, or as appropriate for your home.

### **2. Separate yourself from other people in your home\***

You should stay in a well-ventilated room with a window to the outside that can be opened, separate from other people in your home. Keep the door closed.

Use a separate bathroom from the rest of the household, if available. If you have to share these facilities, regular cleaning will be required. If a separate bathroom is not available, consideration should be given to drawing up a bathroom rota for washing or bathing, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves (\* if able or appropriate). Ensure the isolated person uses separate towels from other household members, both for drying themselves after bathing or showering and for hand hygiene purposes.

If you live in shared accommodation (university halls of residence or similar) with a communal kitchen, bathroom(s) and living area, you should stay in your room with the door closed, only coming out when necessary, wearing a facemask if one has been issued to you.

If you share a kitchen with others (such as university halls of residence or similar), and if possible, avoid using it whilst others are present. If this is not possible then wear a facemask if you have been issued with one. Take your meals back to your room to eat. Use a dishwasher (if available) to clean and dry your used crockery and cutlery. If this is not possible, wash them by hand using detergent and warm water and dry them thoroughly, using a separate tea towel.

If these recommendations cannot be implemented, then home isolation should be avoided.

### **3. Call ahead before visiting your doctor**

All medical appointments should be discussed in advance with your designated medical contact, using the number that has been provided to you. This is so the surgery or hospital can take steps to minimise contact with others.

## **4. Wear a facemask if advised to**

If you have been provided with facemasks, then you should wear the mask when you are in the same room with other people and when you visit a healthcare provider. If you cannot wear a facemask, the people who live with you should wear one while they are in the same room with you.

## **5. Cover your coughs and sneezes**

Cover your mouth and nose with a disposable tissue when you cough or sneeze. Carers of others undergoing testing for COVID-19 infection should use disposable tissues to wipe away any mucus or phlegm after they have sneezed or coughed.

Dispose of tissues into a plastic waste bag (see note 10. below for managing rubbish), and immediately wash your hands with soap and water for at least 20 seconds rinse and dry thoroughly. Carers should wash their hands as well as helping the person they are caring for following coughing or sneezing

## **6. Wash your hands**

Wash your hands or assist the person you are caring for in washing their hands. This should be done often and thoroughly with soap and water, for at least 20 seconds, rinse and dry thoroughly. The same applies to those caring for anyone that is being tested for SARS-CoV-2. Avoid touching your eyes, nose, and mouth with unwashed hands.

## **7. Avoid sharing household items**

You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home when you have used them (or after your child or the person you are caring for has used them). After using these items, wash them thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery.

Laundry, bedding and towels should be placed in a plastic bag and washed once it is known that the tests for SARS-CoV-2 (COVID-19) are negative. If this is not possible and you need to wash the laundry see below for further advice on handling laundry.

## **8. Do not have visitors in your home**

Only those who live in your home should be allowed to stay. Do not invite or allow visitors to enter. If you think there is an essential need for someone to visit, then discuss it with your designated medical contact first. If it is urgent to speak to someone who is not a member of your household, do this over the phone.

## **9. If you have pets in the household**

Try to keep away from your pets. If this is unavoidable, wash your hands before and after contact.

## **10. Waste**

All waste that has been in contact with the individual, including used tissues, and masks if used, 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.

Do not dispose of it or put it out for collection until you know that patient does not have novel coronavirus.

Should the individual test positive, you will be instructed what to do with the waste.

## **11. Monitor your symptoms (or the person you are caring for, as appropriate)**

Seek prompt medical attention if your illness is worsening, for example, if you have difficulty breathing, or if the person you are caring for symptoms are worsening. If it's not an emergency, you should call your designated medical contact point using the number that has been provided to you.

If it is an emergency and you need to call an ambulance, inform the call handler or operator that you are being tested for SARS-CoV-2 (or that you are caring for someone being tested for SARS-CoV-2, as appropriate).

## **12. What to do if you have a negative result**

If you are tested and receive a negative result for COVID-19 and you have travelled to a specified Category 1 country or area, please continue to self-isolate until you have been back in the UK for 14 days, even if your symptoms have gone.

If you receive a negative result and have travelled to a specified Category 2 country or area, please continue to self-isolate until either your symptoms have gone or you have been back in the UK for 14 days, whichever is sooner.

If you receive a negative result and have had contact with a person known to have had COVID-19 you should remain in isolation until the end of the 14-day period.

If you develop new symptoms or your existing symptoms worsen within your 14-day isolation period, then please call NHS 111 and follow their advice.