**Covid Policy**

# Overview

This policy is designed to provide you with important information about the Coronavirus outbreak and what we are doing to support our staff and our children. Please continue to take time to read the information and ask questions if you have any concerns.

This policy is non contractual, it may be amended or added to at any time and it will be updated, as appropriate, to reflect changing advice. It applies to all staff, including those who work for us on a casual basis.

# Symptoms

The main symptoms of Coronavirus (Covid-19) (Coronavirus Symptoms) are:

* + a new, continuous cough
	+ a high temperature
	+ shortage of breath

But, these symptoms do not necessarily mean you have the illness.

The Coronavirus Symptoms are similar to other illnesses that are much more common, such as cold and flu.

Current guidance indicates that among those who become infected, some will exhibit no symptoms. Of those who do develop an illness, the majority will have a mild to moderate illness similar to seasonal flu. A minority will develop complications severe enough to require hospital care, most often pneumonia and in a small number of these the illness may be severe enough to lead to death.

# Preventative steps and hygiene

We are taking all reasonable steps to protect your health and safety.

We require all staff to follow these simple steps to help stop the spread of germs like Coronavirus.

**Do:**

* + 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
	+ Thoroughly wash your hands with soap and water for at least 20 seconds – only use hand sanitiser gel if soap and water are not available
	+ Always wash your hands when you get home or into work
	+ Clean and disinfect frequently touched objects and surfaces
	+ Try to avoid close contact with people who are unwell

**Don’t:**

* + Touch your eyes, nose or mouth if your hands are not clean

# At risk groups

[Current advice](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) is that the risk of severe illness increases amongst people aged 70 and over and those with underlying health risks, such as diabetes, heart disease and lung disease and those with weakened immune systems. Pregnant women have also recently been included in the “at risk” group.

Please tell us if you think you are at risk:

* 1. Because you are in one of the high risk groups or you care for someone who is considered to be high risk; or
	2. Because you have recently returned from one of the countries considered to be high risk (you can check this [here](https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk)); or
	3. You have been in contact with, or live in the same household as, someone who is being tested for, has tested positive for Coronavirus or has been advised to self isolate because they have coronavirus symptoms.

We will conduct an individual risk assessment for anyone we believe to be in a high risk group and will put in place appropriate safeguards.

# What to do if you have Coronavirus symptoms

* 1. **At work**

If you become ill at work, please speak to your line manager as quickly as possible. You should go to an designated area that is at least two meters away from other people where you can be isolated.

If you have internet access please use the [NHS 111 online service](https://111.nhs.uk/covid-19) and follow the advice you receive. If you don’t have internet access please call NHS 111, or 999 in an emergency. If you are advised to go home and self isolate, please tell your line manager and then make your way home as safely as possible. If you travel on public transport, please follow any instructions given to you by the NHS staff.

* 1. If you become ill at home, please do not come into work. You’ll need to telephone us in.

If you have internet access please use the [NHS 111 online service](https://111.nhs.uk/covid-19) and follow the advice you receive. If you don’t have internet access, please call NHS 111. You need to tell us if you are advised to self-isolate and if you are being tested for coronavirus.

# What to do if you test positive for Coronavirus

Please advise us immediately if you test positive for Coronavirus, even if your symptoms are mild. You will not be able to return to work until you are considered fit by Public Health England or any other competent authority. You don’t need to obtain a fit note from your doctor, but please send to us anything you do receive which confirms your diagnosis and/or fitness to return to work.

We will not inform anyone else about your condition unless it’s necessary to do so and we are legally able to. Our overriding obligation is to protect the health and safety of our staff and our children, and we may therefore have to speak to your colleagues and other people with whom you’ve been in close contact in order to protect them. Any information we disclose will be limited to what is necessary for that protection.

Public Health England are responsible for ‘contact tracing’ (tracing anyone you have been in close contact with) and we will cooperate with them as appropriate.

# What to do if you are advised by a medical professional to self-isolate

New government advice is that people should stay at home if they, or anyone in their household has Coronavirus or has symptoms of Coronavirus. Those at high risk may also have to self-isolate even if they, or anyone in their household doesn’t have symptoms.

This means you should:

* + Stay at home
	+ Not go to work or public areas
	+ Not use public transport or taxis
	+ Ask friends, family members or delivery services to carry out errands for you
	+ Try to avoid visitors to your home, although it’s okay for friends, family and delivery drivers to drop off food

You may need to do this for up to 14 days (longer if you are in a high risk group) to help reduce the possible spread of infection. Please follow the advice you are given.

Please follow any additional advice given to you by health professionals. The NHS has detailed advice on self-isolation available [here.](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/)

The government has up to date information for individuals who have travelled overseas and returned to the UK. If you have been abroad recently, please consult this and inform us if you are required to self-isolate.

# Where to find up to date information

UK Government: [Social distancing and protecting high risk groups](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)

UK Government: [travel information](https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk) including information about ‘high risk’ countries/regions and information for people travelling overseas.

NHS: [information about Coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/)

World Health Authority: [latest advice](https://www.who.int/emergencies/diseases/novel-coronavirus-2019)

UK Government: [Number of coronavirus (COVID-19) cases and risk in the UK](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)

UK Government: [Guidance for businesses](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19)

NHS: [guidance on staying at home](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/)

UK Government: [guidance on staying at home](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)