



# **Coronavirus Policy & Procedure**

**Last Update: 8<sup>th</sup> March 2021 (Version 8.0)**



**Contents**

Document Control..... 3

1. Vision and Values ..... 4

2. Purpose ..... 4

3. Scope..... 4

4. Equal Opportunities ..... 4

5. Control of Infectious Diseases ..... 4

6. What actions are Plymouth CAST taking to reduce risks of exposure in the workplace? ..... 5

7. Employee Actions..... 6

8. Travel outside of Work..... 6

9. Covid-19 (Coronavirus) - Information about the virus ..... 7

10. Signs and symptoms of COVID-19 ..... 7

11. What to do if you have symptoms..... 7

12. Self-Isolation ..... 8

13. Clinically Extremely Vulnerable (CEV)..... 9

14. Clinically Vulnerable Employees ..... 10

15. Shielding..... 11

16. What happens if an employee needs time off work to look after someone?..... 12

17. What happens if an employee does not want to go to work? ..... 12

18. What happens if an employee is told not to go to work or the School/Office has been closed? ..... 13

19. Guidance on Facemasks and PPE..... 13

20. Working from home..... 14

21. Review..... 14

Appendix 1- Pay and Absence Summary ..... 14

Appendix 2- Additional pay and absence guidance for periods of lockdown ONLY (When the school is only open to vulnerable and critical worker children)..... 16

Appendix 3- Self-isolation ..... 18

Appendix 4- Trust Issued Guidance ..... 19

Appendix 5- Risk Assessment..... 20

Appendix 6- Health and Wellbeing during COVID 19 ..... 24

**Document Control**  
**Changes History**

Version	Date	Amended by	Recipients	Purpose
1.0	4/3/2020		All Plymouth CAST staff	New Policy
2.0	17/3/2020	Adelle Pope	All Plymouth CAST staff	Government Updates
3.0	19/05/2020	Adelle Pope	All Plymouth CAST staff	Government Updates
4.0	6/7/2020	Adelle Pope	All Plymouth CAST staff	Government Updates
5.0	5/11/2020	Adelle Pope	All Plymouth CAST staff	Government Updates
6.0	30/11/2020	Adelle Pope	All Plymouth CAST staff	Government Updates
7.0	5/1/2021	Adelle Pope	All Plymouth CAST staff	Government Updates
8.0	08/03/2021	Adelle Pope	All Plymouth CAST Staff	Government Updates

**Approvals**

This policy requires the following approvals:

Board	Chair	CEO	Date Approved	Version	Date for Review
		X	March 2020	1.0	Ongoing
		X	March 2020	2.0	Ongoing
		X	May 2020	3.0	Ongoing
		X	July 2020	4.0	Ongoing
		X	November 2020	5.0	Ongoing
		X	November 2020	6.0	Ongoing
		X	January 2021	7.0	Ongoing
		X	March 2021	8.0	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

## 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 pandemic.

## 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?

- Continue to update the full School risk assessment in line with Government updates. Complete/review existing individual risk assessments for clinically vulnerable staff, including pregnant women and BAME employees.
- Be flexible with roles to enable social distancing for clinically vulnerable staff.
- The risk assessment in appendix 5 should be completed for employees, prioritising those who have a medical condition or other reason why they feel that they may not be able to attend the workplace.
- Reduce number of contacts between children and staff, keeping groups separate in bubbles and maintaining distance between individuals. Balance between bubbles and distancing will depend on children's ability to mix; layout of school; feasibility whilst offering broad and balanced curriculum.
- 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.
- Put in place cleaning schedule that is generally enhanced and includes:
  - More frequent cleaning of rooms/shared spaces used by different groups.
  - Frequently touched surfaces cleaned more often than normal.
  - Toilets cleaned regularly.
- Provide regular updates on the guidelines from Public Health England and from the Government (<https://www.gov.uk/government/organisations/public-health-england>).
- Ensure contact numbers and emergency contact details are up to date for each employee.
- Engage with NHS Contact and Trace <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
  - Ensure fully understand the process, and ensure all staff and parents understand responsibilities and process.
- Ask parents and staff to inform school immediately of test results. Take appropriate action.

## 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.
- Observe the policy, procedures and control measures in place to reduce the risk to staff and children from COVID-19.
- 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.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Put used tissues in the bin straight away.
- Ensure your desk is clear at the end of the day to allow it to be cleaned.
- Avoid public transport when travelling to and from school where possible. If this is not possible, follow guidance on how to reduce any potential risks.
- Self-isolate for the required period if the employee or a member of the employee's household start to show symptoms.
- Change and wash clothes on arriving at home.
- Support own wellbeing (appendix 6)

## 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** Ensure any staff taking foreign holidays during School holiday conform to any quarantine regulations.

- All staff must be available for work during the school term.
- Staff should be aware of risks of not being available for work if holidaying abroad.
- If member of staff has to undergo quarantine during term time, consider temporary arrangement for working from home.

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

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

## 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:

- a new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- fever or a high temperature)– this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- a loss of, or change in, your normal sense of taste or smell (anosmia) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least 1 of these symptoms.

## 11. What to do if you have symptoms.

**11.1** If you have any of the main symptoms of coronavirus:

- Get a test to check if you have coronavirus as soon as possible.

- You and anyone you live with should stay at home (Self Isolate) and not have visitors until you get your test result – only leave your home to have a test.
- Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

## 12. Self-Isolation

### 12.1 What is self-isolation?

Self-isolation is when you do not leave your home because you have or might have coronavirus (COVID-19). This helps stop the virus spreading to other people.

Self-isolation is different to:

- [social distancing](#) – general advice for everyone to avoid close contact with other people.
- [shielding](#) – advice for people at high risk from coronavirus

It's a legal requirement to self-isolate if you test positive or are told to self-isolate by NHS Test and Trace. You could be fined if you do not self-isolate.

### 12.2 When to self-isolate

Self-isolate immediately if:

- you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus.
- someone you live with has symptoms or tested positive.
- someone in your support bubble has symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started.
- someone in your support bubble tested positive and you've been in close contact with them since they had the test or in the 48 hours before their test.
- you have been told you've been in contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app
- you arrive in the UK from a country with a high coronavirus risk.

See appendix 3 for further information on how long to self-isolate.

**12.3** 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 and self-refer for COVID-19 testing (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>).

**12.4** Where someone is self-isolating and is well and is displaying no symptoms they will be assumed to be working from home and therefore paid normally.

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

### **13. Clinically Extremely Vulnerable (CEV)**

13.1 People who are defined as clinically extremely vulnerable are thought to be at very high risk of serious illness from coronavirus. There are 3 ways they may be identified as clinically extremely vulnerable:

- They have one or more of the conditions listed below.
- Their clinician or GP has added them to the Shielded Patient List because, based on their clinical judgement, they deem the individual to be at high risk of serious illness if they catch the virus.
- They have been identified through the COVID-19 Population Risk Assessment as potentially being at high risk of serious illness if they catch the virus.

13.2 People with the following conditions are automatically deemed clinically extremely vulnerable:

- solid organ transplant recipients
- people with specific cancers:
  - people with cancer who are undergoing active chemotherapy.
  - people with lung cancer who are undergoing radical radiotherapy.
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment.
  - people having immunotherapy or other continuing antibody treatments for cancer.
  - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors.
  - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs.
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)

- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection.
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions.

## 14. Clinically Vulnerable Employees

**14.1** Employees who are classed as clinically vulnerable are those that may have a higher risk of severe illness due to COVID-19 but are **not** classed as Clinically **extremely** vulnerable.

**14.2** Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, otor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women (regardless of trimester)

**14.3** Staff who are clinically vulnerable are able to continue to attend the workplace, providing the following elements are in place:

- Planning, risk assessment and control measures are in-line with government guidelines.

- An individual risk assessment has been completed for the individual.

## 15. Shielding

**15.1** The UK Government will provide details on when certain individuals are required to shield. During periods of shielding employees are encouraged to:

- Stay at home as much as possible.
- Only leave their home for medical appointments, exercise or if it's essential.

**15.2** During periods of shielding (as set out by the UK Government), employees must not attend the workplace. They should work from home where possible.

**15.3** Shielding requirements will be identified in the following ways:

- Their clinician or GP has added them to the Shielded Patient List because, based on their clinical judgement, they deem the individual to be at high risk of serious illness if they catch the virus.
- They have been identified through the COVID-19 Population Risk Assessment as potentially being at high risk of serious illness if they catch the virus.
- They have one of the conditions identified as clinically extremely vulnerable.

**15.4** If an employee doesn't believe they should be required to shield as per the Government guidance, they must provide evidence from their GP or consultant. This evidence must confirm that the GP has reviewed the employee's medical history and are satisfied that the employee does not have a condition that requires them to shield. This could include conditions such as Gestational diabetes during a previous pregnancy. The evidence must clearly state that the shielding decision has been reversed and they are longer required to follow the shielding guidance and can return to work. If the employee is unable to provide this evidence, they will be required to follow the shielding guidance and not attend the workplace. We cannot work on the basis that the GP 'has said it is ok', we require clear evidence that the employee is no longer officially required to shield the national lockdown guidance should be followed.

**15.5** During periods of non-shielding, employees will be able to attend the workplace providing the following elements are in place:

- Planning, risk assessment and control measures are in-line with government guidelines.
- An individual risk assessment has been completed for the individual.

## 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/nursery has closed.

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

**16.3** If the employee is taking dependent leave in an emergency situation, they can have up to 5 days paid leave between on a rolling 12-month period from 1<sup>st</sup> September onwards.

**16.4** School employees are classed as keyworkers, which means that their children can continue to access early years and school provisions during periods of lockdown.

## 17. What happens if an employee does not want to go to work?

**17.1** If Employees are worried about attending the workplace or if the employee is advised by the union or another party that they should not attend because they deem the environment to be high risk, the employee must discuss this with their line manager/Executive Headteacher/Headteacher, detailing the reasons why they feel unable to return to work.

**17.2** Line managers/Headteachers/Executive Headteachers must:

- Listen to the employee's concerns.
- Advise the employee on steps that have been taken to reduce the risk.
- Complete the risk assessment in appendix 5 with the staff member.
- Discuss alternatives ways of working.

**17.3** On the basis that the school has taken all reasonable steps to ensure a safe working environment, it is expected that all employees will attend work, unless they are unable too, due to a reason stated in this policy.

**17.4** Given these exceptional circumstances employees can request a period of unpaid leave, but this will need to be approved in line with the scheme of delegation.

**17.5** If there is no agreement from the employee to return, despite measures being taken and evidence of the school acting reasonably, usual procedures for unauthorised absence will apply.

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

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

**18.2** Where possible employees will be required to work from home in line with the advice in section 20.

**18.3** During periods of lockdown when schools are only open for vulnerable and/or critical worker children. Employees will be required to attend the workplace to support the school where possible.

## **19. Guidance on Facemasks and PPE**

**19.1** Government guidance on the use of PPE in schools should be followed. The Trust will provide regular updates on the requirements set out by the Trust.

**19.2** At the time of writing this policy, the Trust requires the following measures:

- In **Secondary schools**, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.
- In addition, it is recommended in **secondary schools**, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.
- **Primary school** staff should be encouraged to wear masks in situations where social distancing with adults cannot be maintained.
- We will permit staff in primary schools to wear face coverings when in classroom where it does not negatively impact on teaching/learning.
- Face visors or shields should not be worn as an alternative to face coverings.
- Exemptions exist for SEND students.
- No child/member of staff will be forced to wear a face covering.
- No child/member of staff will be prohibited from attending school because they will not wear a face covering.
- Staff and students should be advised and supported with the safe use of face coverings.

### **19.3 Safe wearing and removal of face coverings**

- You should have a process for when face coverings are worn within your school and how they should be removed.
- You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes.

### **19.4 Safe wearing of face coverings requires the:**

- Cleaning of hands before and after touching – including to remove or put them on
- Safe storage of them in individual, sealable plastic bags between use
- Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.
- Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

## **20. Working from home**

**20.1** When an employee is working from home it is under the direction of the line manager.

**20.2** Where an employee cannot complete their normal work from home, line managers should set projects, such as preparation of resources, creating activities, professional development, researching behaviour strategies, familiarisation with school policies, and safeguarding policy and procedures.

## **21. Review**

**21.1** 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- Pay and Absence Summary**

This guidance is designed to provide a summary of the pay and absence position during the Coronavirus pandemic. This guidance will be reviewed and updated regularly in line with any Government changes.

## **Normal Work**

### **Continue to work in school as normal**

Normal pay

## **Working from Home**

### **Working from home**

Normal pay

## **Full School Closure**

### **Full School Closure**

Normal pay

## **Self-Isolation**

### **Self-Isolation- Due to Employee showing symptoms or diagnosed with Coronavirus**

Classed as sickness absence- Contractual sick pay terms apply

To be paid as sick leave. School administrators should record this absence on the payroll under the reason code of Coronavirus. Please use the notes section to note this as Self Isolation or COVID Positive whichever applies.

### **Self-Isolation- Due to another individual in household showing symptoms or diagnosed with Coronavirus**

➤ Work from home where possible- Normal Pay

➤ **Not able to work from home**

To be paid as sick leave. School administrators should record this absence on the payroll under the reason code of Coronavirus. Please use the notes section to note this as Self Isolation.

## **Time off for Children or Other Dependants**

### **Time off to look after children or other dependants**

Employee are classed as critical workers- Children of school age can attend their normal school and early year provisions; therefore, the employee can continue to work and be paid as normal.

Where childcare is not available, employees can be paid for up to 5 days of dependant leave on a rolling 12 month rolling basis starting from 1<sup>st</sup> September 2020 or take a period of leave either unpaid or parental leave.

Further details for time off for dependants can be found in the Plymouth CAST Special Leave Policy.

## Appendix 2- Additional pay and absence guidance for periods of lockdown ONLY (When the school is only open to vulnerable and critical worker children)

### Self Employed (During lockdown)

- **Individuals that are Self-employed and invoice the school for their work, but not paid through payroll (such as a peripatetic music teacher) and not required during the lockdown.**
  - Self-employed- No pay from the School, the individual should refer to the Self-employed Government Scheme. <https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme>
  - If the individual believes they shouldn't be classed as self-employed, they should provide evidence to support this. If the IR35 check comes back as an employee rather than self-employed, please speak to HR for further guidance.

### Individuals Working through a Company (During lockdown)

- **Individuals that work through a company such as a Sports provider.**
  - Not the Trust or School responsibility, they will need to refer to their own company.
  - Contracts with the provider should continue in line with the terms and conditions whether they are being used or not. If the terms and conditions allow us to leave the contract, this should be considered, with the view to start a new contract once the schools are back fully operational.

### Casual and Supply (During lockdown)

- **Supply Teacher- Through Teaching Agency**
  - **Already started an agreed contract with the agency**
    - **Continue to work in school- deploy where required**  
Continue to pay agency as normal
    - **If no work is available in School, deploy them to a local school where possible**  
We continue to pay and invoice receiving school
  - **Not commenced an agreed contract with the agency**
    - Check the terms and conditions of the contract with the agency.
      - If you are able to stop the contract without any penalties, please end the contract.
      - If you are required to continue to pay the contract, continue to deploy the teacher within the school where possible.
  - **If the Supply teacher is not available due to illness, self-isolation or social distancing**  
Treat this as a normal absence and follow the normal agency protocol for absence.
- **Casual Employee (Paid using timesheets)- Frequent Hours**
  - **If work is available**, pay in the normal way

- **If no work is available.** Average pay will be paid until further notice, based on one of the following calculations:
  - Employed for a full 12 weeks from date of calculation- Average pay over past 12 weeks.
  - Employed for less than 12 weeks from date of calculation- Average pay since contract started.
- **Casual Employee (Paid using timesheets)- Infrequent Hours- Not required to work.**
  - **If work is available,** pay in the normal way.
  - **If no work is available.** No pay
- **Supply Teacher on a Temporary or Fixed term contract- Paid through payroll.**

See temporary and fixed term contract guidance below.
- **Supply Teacher- Adhoc Hours- Paid through payroll- Not required to work.**
  - **If work is available,** pay in the normal way.
  - **If no work is available.** No pay

### Temporary and Fixed Term Contracts (During lockdown)

- **Where contract was due to continue**
  - **Continue to work in school as normal-** Normal pay.
  - **Work from home-** Normal pay
  - **Unable to work-** See guidance on self-isolation, social distancing and/or time off for dependants where applicable.
- **Where contract was due to end during pandemic or no work available**
  - Contract is ended when it was due to end and where there is no further work to carry out.
  - You must have a valid reason to end Temporary and Fixed Term Contracts

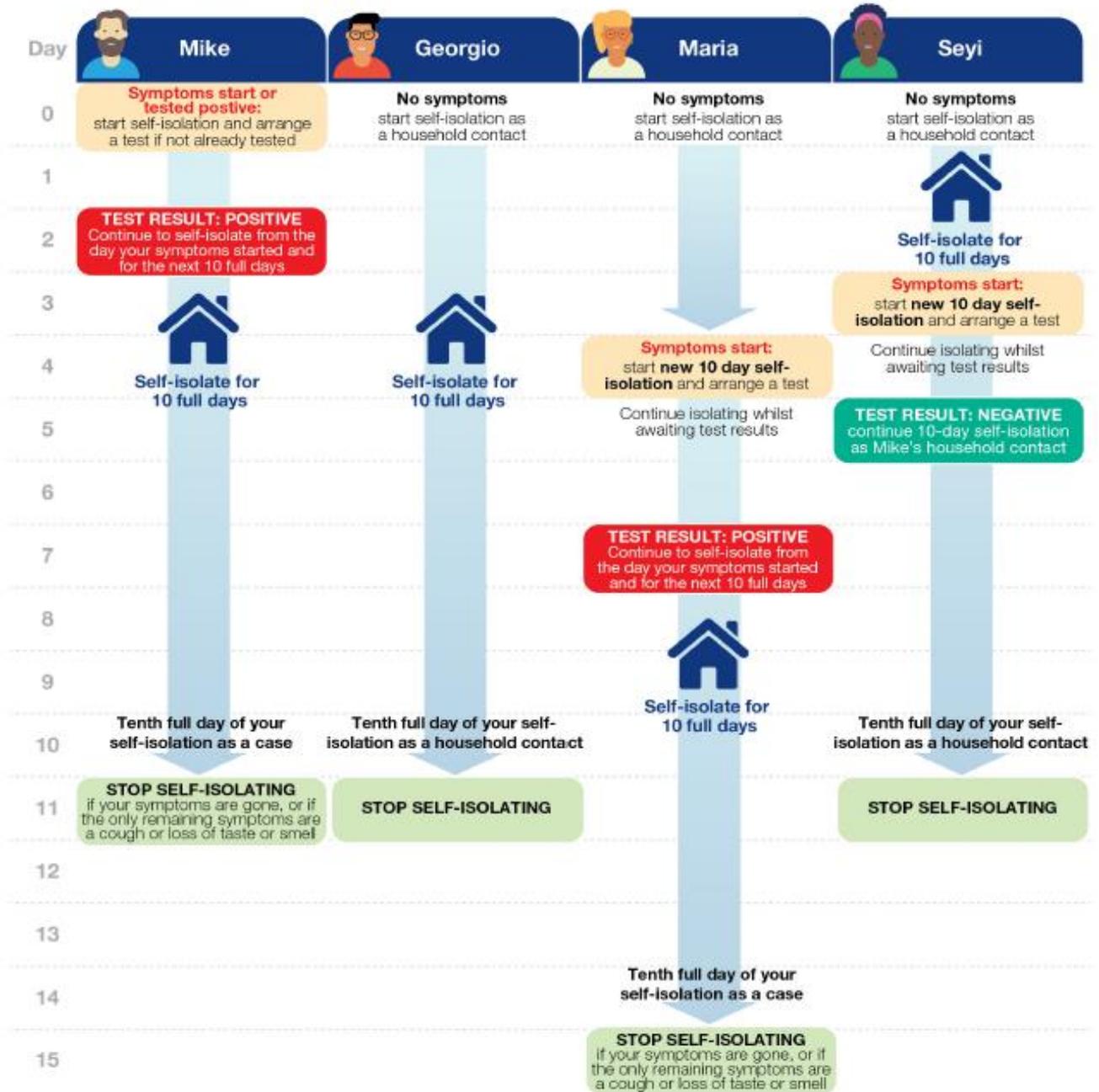
Appendix 3- Self-isolation



# Stay at home and self-isolate.

Please see [detailed guidance online](#).

**Mike's household:** In this example, Mike lives with Georgio, Maria and Seyi. Mike is the first case of COVID-19 in this household. He and everyone in the household begin self-isolating from the day Mike's symptoms start (or if he had no symptoms, from the date of his positive test).



**Self-isolate for 10 full days.**

You need to self-isolate from the day the first person in your household started symptoms and for the next 10 full days. If they did not have symptoms, self-isolate from the day of their test and for the next 10 full days.

**To self-isolate means:**

Do not go to work, school, or public areas and do not use public transport or taxis. Only leave your home to get to your test if you need to, observe strict social distancing advice and return immediately afterwards.



## Appendix 4- Trust Issued Guidance

### Operational Guidance for Schools

#### Public Health/LA Authority Requirements

- No school should close in response to a suspected (or confirmed) COVID-19 case unless advised to do so by **Public Health England** – please liaise with your ESM/Director of Education
- A school's Local Authority/Council has statutory responsibilities, duties and powers – it holds **local civil contingency responsibilities**. Schools must act in accordance with directions given by PHE, and those given by its LA under its civil contingency responsibilities. In such circumstances Headteachers should work closely with ESMs/Director of Education.
- Copy your ESM/Director of Education into all communication with PHE and the Local Authority
- Please inform the Trust immediately of any suspected or confirmed COVID-19 cases in your school
- When directed/advised by Public Health England to undertake a Deep Clean of the school contact Paul Stewart for advice [paul.stewart@plymouthcast.org.uk](mailto:paul.stewart@plymouthcast.org.uk)
- If a Local Authority takes a unilateral decision to close all of its schools under its **civil contingency responsibilities** Plymouth CAST schools should act accordingly. Headteachers should discuss this immediately with ESM/Director of Education.
- If a Local Authority takes a unilateral decision to close all of its maintained schools as the employer/accountable body, outside its **civil contingency responsibilities**, Headteachers will notify the Director of Education/ESM immediately. The decision will be made by the Headteacher/Director of Education.

#### Executive Headteacher/Headteachers

- Headteachers should ensure all relevant checks are completed when the school is open.
- Work closely with their ESM to complete risk assessments and plans.

#### Latest Covid-19 updates can be found at:

- <https://www.gov.uk/coronavirus>
- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

#### Department for Education Coronavirus Helpline

- Phone: 0800 046 8687

## Appendix 5- Risk Assessment

### Risk Assessment for Employees working in Schools and Childcare Settings - COVID-19 -

Section 1: General Information			
<b>Name:</b>		<b>Date of Birth:</b>	
<b>Role:</b>		<b>School:</b>	
<b>Line Manager:</b>		<b>Working Days:</b>	
<b>Date of Assessment:</b>		<b>Review Date:</b>	

Section 2: All Staff	Yes	No	
<ul style="list-style-type: none"> <li>Do you or any of your family currently have any COVID-19 symptoms?</li> </ul>			If Yes, please follow self-isolation guidance
<ul style="list-style-type: none"> <li>Have you had a COVID-19 Test</li> </ul>			Date of Test & result:
<ul style="list-style-type: none"> <li>Are you a member of any of the below groups (1-6)? If yes, please continue to relevant section below. If no, please proceed to Section 5, A.</li> </ul>			

Section 3: Group Definitions	Please Tick
<b>1. Defined on medical grounds as clinically extremely vulnerable</b>	
Solid organ transplant recipients	
Has cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer	
Has cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment	
Having immunotherapy or other continuing antibody treatments for cancer	
Having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors	
Have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs	
Has severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD	
Has rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell)	
Has immunosuppression therapies sufficient to significantly increase risk of infection	
Are pregnant with significant heart disease, congenital or acquired	
None of the above	
<b>2. Defined on medical grounds as clinically vulnerable</b>	
Aged 70 or older (regardless of medical conditions)	
Under 70 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds)	
Has a chronic (long-term) respiratory disease such as asthma, COPD, emphysema or bronchitis	
Has chronic heart disease, such as heart failure	

Has chronic kidney disease	
Has chronic liver disease	
Has a chronic neurological condition, such as Parkinson’s disease, motor neurone disease, multiple sclerosis, a learning disability or cerebral palsy	
Has diabetes	
Has problems with their spleen such as sickle cell or if you have had your spleen removed	
Has a weakened immune system as the result of conditions such as HIV and AIDS or treatments like chemotherapy, or medicines such as steroid tablets	
Is seriously overweight (a body mass index (BMI) of 40 or above)	
Is pregnant	
None of the above	
<b>3. Is living with and/or is providing close care for someone defined on medical grounds as clinically extremely vulnerable</b>	Yes/No
If yes, please add details:	
<b>4. Is living with and/or is providing close care for someone defined on medical grounds as clinically vulnerable.</b>	Yes/No
If yes, please add details:	
<b>5. Is an individual from a Black, Asian, Minority Ethnic group (BAME) or is living with and/or providing close care for someone from a BAME group and therefore may potentially be considered more vulnerable?</b>	Yes/No
If yes, please add details:	
<b>6. Has experienced Mental Health issues as a result of COVID-19</b>	Yes/No
If yes, please add details:	
<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a>	

Section 4: Consider Measures		
Please note these measures are prompts for discussion. None are mandatory but should inform conversations around the feasibility of different measures.		
Measures (Add additional measures, as required)	How can this be implemented?	Agreed actions
<b>Avoid anyone displaying symptoms of coronavirus (COVID-19)</b>		
<b>Social Distancing</b>		
<b>Avoid non-essential use of public transport</b>		
<b>Safely use PPE (frontline activity)</b>		
<b>What measures are in place at home to shield the vulnerable person (refer to Public Health England advice on Shielding)</b>		
<b>Is the member of staff able to make any changes to their personal situation e.g. consider alternative living arrangements?</b>		
<b>Work in a lower risk area</b>		
<b>Move to other area of the building or to another building</b>		
<b>Work from home, where possible including using remote technology</b>		

<b>Section 5: Outcome</b>			
<b>Section 6: Comments</b>			
(Include date of actions added or removed during review)			
I am satisfied that adequate measures have been agreed to minimise risk			
Signed (Employee):		Signed (Manager):	
Date		Date	

## Appendix 6- Health and Wellbeing during COVID 19

As a result of the coronavirus (Covid-19) pandemic some may be struggling to maintain good mental wellbeing. There is no set way to cope with our own mental health and wellbeing however, you will find below some resources and tips which may help you manage this.

It's normal to feel a bit worried, scared or helpless about the current situation. If you feel you are struggling with your mental health, please be sure to talk to your line manager at the earliest opportunity. Employees of Plymouth CAST have access to free confidential support services. Please feel free to access this, if you feel at any time that this will be of benefit to you.

- Zurich Municipal, our Insurance Company through DAS, provides a FREE confidential counselling service available 24 hours a day to ALL CAST employees, volunteers and their families. The number is 0117 934 2121. All employees should quote that they are an employee of Plymouth CAST to be able to access this service.
- The Education Support Partnership Charity provides a FREE Confidential Telephone Support and Counselling Service available 24 hours a day to all teachers and staff in primary and secondary schools. The number is 08000 562 561.
- <https://www.educationsupportpartnership.org.uk/helping-you/telephone-support-counselling>

### Self-care

Feeling concerned about coronavirus and your health is normal. Some people may experience intense anxiety that can affect day to day living. It's important to try and focus on the things we can control, such as who you speak with to boost your mental wellbeing and where you access information about the coronavirus.

If constant thoughts about the situation are making you feel anxious or overwhelmed, the NHS have ideas on how you can manage your anxiety.

In addition to this, if your mood or energy levels tend to drop during the winter months you may find information from MIND on seasonal affective disorder helpful (please refer to the helpful links at the end of the document for further information).

Bringing fresh air and sunlight into your everyday life will benefit both your mental and physical wellbeing. If you can't get outside, open your windows and let fresh air in, make use of your garden if you have one. If you live with others try to take time out for yourself at least once a week. You could also consider taking 10 micrograms of vitamin D each day if you're spending a lot of time indoors – this is to keep your bones and muscles healthy as you may not be getting enough natural vitamin D from sunlight.

If watching the news causes you to worry, try to limit time spent watching/reading information about the virus or scrolling through social media. Consider setting time limits on

how much or how often you will check for updates. Ensure you read trusted websites such as Gov.uk or the NHS website for factual information.

### **Looking after your physical health**

It's proven that looking after your physical health has a big impact on how you feel. At times like these it can be easy to fall into unhealthy habits which will make you feel worse. Try to maintain a healthy diet and drink lots of water, limiting the amount of caffeine and alcohol that you drink.

Try to take the time to exercise; there are lots of resources online and on the NHS website for beginners. Perhaps you could do this during the time that you would have been commuting to work.

There are lots of free resources online at the moment which can be easily found, such as:

- NHS Fitness studio - [NHS Link - Fitness studio](#)
- Joe Wicks – The Body Coach [Joe Wicks - YouTube channel](#)

If you hold a gym membership, most gyms are offering free online content included within your membership.

### **Connecting with others**

Maintaining healthy relationships with people you trust and love is important for your mental wellbeing. Connection keeps us going – take the time to connect with loved ones and friends, by phone/video call or text, or social media. This will help to reduce the feelings of isolation not only for you, but your family members and friends too.

### **Helpful links**

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips>

<https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus>

<https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing>

<https://www.mind.org.uk/information-support/types-of-mental-health-problems/mental-health-problems-introduction/self-care/>

<https://www.mind.org.uk/information-support/types-of-mental-health-problems/seasonal-affective-disorder-sad/about-sad/>

<https://www.nhs.uk/oneyou/every-mind-matters/anxiety>

<https://www.nhs.uk/live-well/healthy-body/keep-warm-keep-well/>