Coronavirus Policy & Procedure

Draft- Pending Union Comment

Last Update: 20th May 2020 (Version 3.0)

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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

Approvals

This policy requires the following approvals:

Board	Chair	CEO	Date Approved	Version	Date for Review
		☒	March 2020	1.0	Ongoing
		X	March 2020	2.0	Ongoing
		X		3.0	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

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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?

- Complete a Trust and school specific risk assessment for the wider opening of schools when the Government permits this.
- Leaders must identify members of staff with underlying medical conditions that place them at greater risk from COVID-19. If a member of staff is available for work with an underlying medical condition that places him/her at increased risk from COVID-19, Headteacher/Executive Headteacher should discuss his/her condition with him/her, and conduct an individual risk assessment (Appendix 5).

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- The risk assessment in appendix 5 should be completed for all employees, prioritising those who have a medical condition or other reason why they feel that they may not be able to attend the workplace.
- Adapt the layout of classrooms and other areas of the school to allow for social distancing (maintaining 2m between occupants) where possible. Allocate facilities to individual groups. Stagger break times and pick up and drop off times.
- 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 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.

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.
- 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.
- Social distance (maintaining 2m between occupants) as far as practically possible at all times
- 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)

Trade Union Comment

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:

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

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

If you display symptoms for over 7 days and/or your symptoms are severe, please call NHS 111. Do not go directly to your GP or other healthcare environment. You are not required to call NHS 111 if you are self-isolating.

11. Guidance on Facemasks and PPE

11.1 Government guidance on the use of PPE in schools should be followed. Schools should not require staff, children, and learners to wear face coverings or facemasks (also known as surgical masks or respirators).

11.2 PPE is not required, other than what would normally be used, for example in the cases of intimate care.

12. What happens if an employee is required to go into self-isolation? This is in the case that the employee or a member of the employees' household have either tested positive or displaying symptoms of COVID-19.

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

12.2. If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for at least 7 days from when your symptoms started.

12.3 After 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you only have a cough or anosmia after 7 days, as these symptoms can last for several weeks after the infection has gone.

12.4 If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

12.5 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.

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

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

13.1 Employees will continue to receive their normal pay.

13.2 Where possible employees will be required to work from home in line with the advice in section 18.

14. Shielding/Clinically Extremely Vulnerable

14.1 Employees who are classed as clinically extremely vulnerable will receive a letter from their GP or the NHS to inform them that their medical condition puts them at the greatest risk of severe illness from COVID-19 and should shield.

14.2 At the time of writing this policy, employees classed as Clinically Extremely Vulnerable are required to shield until 30th June 2020. This position is being monitored regularly by the government.

14.3 Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group.

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

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14.3.4 People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
14.3.5 People on immunosuppression therapies sufficient to significantly increase risk of infection.
14.3.6 Women who are pregnant with significant heart disease, congenital or acquired.

14.4 Employees who live with someone who is in the very high-risk group (Clinically extremely vulnerable) are not required to shield themselves, however they should stringently follow guidance on social distancing. These employees should be offered the safest available on-site roles with a specific risk assessment (appendix 5) in place. If a safe option is not available for the employees, home working should be used where possible. Alternatively allow for a period of unpaid leave or dependant/parental leave.

15. Clinically Vulnerable Employees (No shielding letter)

15.1 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.

15.2 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, motor 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

15.3 Employees should be placed in the safest possible roles available in the school where possible. A risk assessment (appendix 5) should be completed for these individuals. If a role is not available, the employee should work from home where possible or consider alternative work that could be delivered from home.

15.4 If the employee is pregnant and a safe role or home working is not possible, they can be medically suspended on full pay until the risk can be removed, reduced or control to a safe level. Management of Health and Safety at Work Regulations 1999 (MHSW) for expectant mothers.

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

16.2 School employees are classed as Key/Critical workers. Where childcare is not available at home, employees are encouraged to use educare places for key/critical worker children, this is available for all ages. This can include using our schools as an educare option.

16.3 If childcare is not available**,** an alternative to work from home should be considered, but only in cases where an employee can fulfil the requirements of their role. **If home** working is not an option, unpaid leave or dependent/parental leave should be considered where appropriate. If the employee is taking dependent leave, they can have up to 5 days paid leave between 1st June 2020 and the end of the summer term 2020.

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

17.1 If Employees are worried about coming to work or if the employee is advised by the union or another party that they should not return to work because the environment is not safe under Section 44 of the Employment Rights Act 1996 , 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 employees 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 where they do not have a condition classed as clinically extremely vulnerable or an agreement to take unpaid leave.

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.

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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 unauthorized absence will apply.

18. Working from home

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

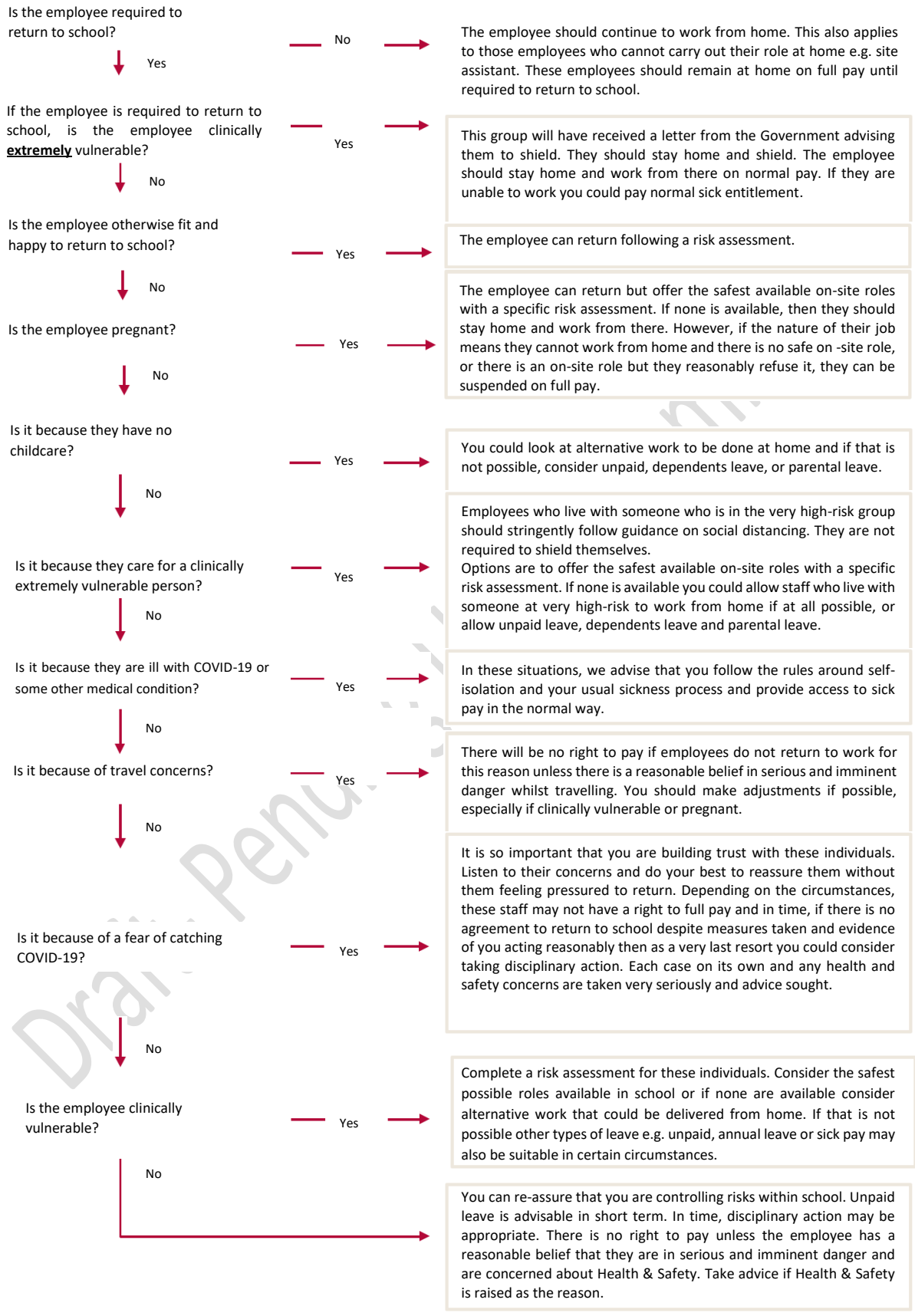
18.2 Where an employee cannot complete their normal work from home, line managers should set projects, such as preparation of resources, creating activities, professional development, researching behaviour strategies, familiarisation with school policies, and safeguarding policy and procedures.

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).

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Appendix 1- Summary of Advice



Appendix 2- 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

Shielding (Classed as Clinically Extremely Vulnerable)

- **Working from home**
  Normal pay
- **Not able to work from home**
  To be paid as sick leave. School administrators should record this on the payroll absence spreadsheet as 'pandemic illness'.

Self-Isolation

- **Self-Isolation- Due to Employee showing symptoms or diagnosed with Coronavirus**
  Classed as sickness absence- Contractual sick pay terms apply
  - School administrators should record this on the payroll absence spreadsheet as 'pandemic illness'.

- **Self-Isolation- Due to another individual in household showing symptoms or diagnosed with Coronavirus**
  Work from home where possible- Normal Pay

Time off for Children or Other Dependants

- **Time off to look after children or other dependants**
  - Employee classed as keyworker- Children of school age can attend their normal school; 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 between 1st June 2020 and the end of the Summer Term 2020 or take a period of leave either unpaid or parental leave.

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- If time off to look after children and/or dependants is not due to Coronavirus, local authority pay terms apply, see the LA special leave policy for details.

Working During the School Holidays

- **Working during the normal school closure period, when not normally required to work**
  - Support staff- Paid additional hours
  - Teachers- Classed as directed time (Teachers will not exceed the 195 days directed time through the course of this academic year)

Not every school will need to open over normal school closure staffing should be the minimum needed for safety and supervision. Staffing rotas agreed with staff should give everyone a break and be based on weekly or ideally, fortnightly pattern to minimise infection. It is essential that education staff get a break, if they're to be able to keep going and so that they can balance their family their work and their health.

Self Employed

- **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 pandemic**
  - 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

- **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

- **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.

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- 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. If the agency offers a replacement supply teacher, a risk assessment should be completed to assess whether it is safe to introduce another individual into the small group of staff and pupils. Government guidance states that schools should consider using supply staff and staff from other schools to cover for absence during the phased return period.

Analysis of the available Coronavirus Job Retention Scheme guidance strongly indicates that supply staff will be covered by it. We therefore call on all agencies to register with the scheme, re-engage workers they have let go, commit to supporting all workers registered with them and do everything possible to protect the income of our supply staff members

- **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 a 12 weeks period (30/01/2019 to 20/03/2020)
    - 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.** 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 a 12 weeks period (30/01/2019 to 20/03/2020)
    - Employed for less than 12 weeks from date of calculation- Average pay since contract started

- **Supply Teacher on a Temporary or Fixed term contract- Paid through payroll**

  See temporary and fixed term contract guidance

- **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.** 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 a 12 weeks period (30/01/2019 to 20/03/2020)
    - Employed for less than 12 weeks from date of calculation- Average pay since contract started

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Temporary and Fixed Term Contracts

- **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, shielding 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

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Appendix 3- Advice for Self-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.

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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
- 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.

- Schools should support reasonable decisions made by parents regarding the attendance of their children at school during this crisis. Particular consideration should be given to the absence of children with SEND and medical conditions.

Staffing

- Whilst we continue to support the government's guidance, staff absence will make this increasingly challenging. Headteachers continue to be responsible for judging whether it is safe to do so given each school's unique and individual circumstances.
- If a school leader, in consultation with the ESM/Director of Education, feels it is not safe to keep the school open due to staff shortages, he/she may need to implement a partial or full closure – CAST will support these decisions.
- Inform parents/carers as soon as possible about partial or full school closures – remember to notify all agencies, contractors, services etc affected by the closure
- Notify LA Social Services working with specific children when a school is planning on closing/partially closing. Ensure that Social Services has the contact details of a responsible member of staff to liaise with as required
- Headteachers should advise Chairs of LGBs of the changing situation and of decisions taken by Headteacher/Trust.
- In order to stay open for as long as possible, schools should try to enlist supply staff, or use shared staff resource with other CAST and local authority or other multi academy trust schools where possible
- Consider partial closures – reducing the impact on the community by closing for some classes or children.

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- Re-align thinking and resource deployment to provide *day-care* rather than education – plan for use of space, staff etc – this will extend the time that the school can remain open before full closure
- If possible, prioritise vulnerable children, and the children of front-line NHS and emergency service workers, rather than simply closing for discrete year groups.
- Liaise with other local CAST, Local Authority and MAT schools about the possibility of providing a service for local children on one site with shared staff. Advise ESM/Director of Education of such arrangements.

Pupil and Staff Home Working Arrangements

- Ensure that staff are fully briefed about home-working arrangements/expectations if school is closed
- Ensure that children and parents have the necessary web addresses and log-in details for all relevant websites such as *Purple Mash, IExel, Bug Club, TT Rockstars etc*
- **Staff work email accounts** can be used for setting and receiving student work.
- **Staff personal email accounts** must not be used for communicating with children/students/parents.
- **Staff should communicate with students via students' school-based email accounts NOT their personal email accounts**
- If using webcams/video conferencing, ensure that strict protocols are observed to protect children and staff: *appropriate dress code; appropriate surroundings; No 1 to 1 video contact.*
- Ensure that all necessary safeguarding measures are taken and that policy is understood by all staff.
- Consider providing laptops/tablets etc for children who do not have access to computers at home. **This should be with the understanding and agreement of the parent/guardian.** A simple agreement could be signed by the parent to acknowledge that they have borrowed the equipment and agree to return it when requested.

- Line managers should prepare work streams for staff working from home– an opportunity to review, amend, prepare policies; work plans; course work; school self-evaluation; action plans; undertake research/reading; engage with professional development; online team meetings etc

Headteachers

- Headteachers should ensure all relevant checks are completed when the school is reopened or opened to more staff and pupils.

- Work closely with their ESM to complete risk assessments and plans to reopen schools when required

Events

- Cancel all events that involve bringing together members of the wider school community within the school, such as: assemblies, concerts, productions, fairs/fetes, open evenings/parents evenings, PTFA events.
- Cancel additional mass-pupil events such as film nights, discos etc
- Cancel Local Governing Board meetings
- Cancel school trip/educational visits.

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- Cancel training events with attendees from other schools/organisations/wider community
- Staff should not attend external training events.
- Cancel all school lettings
- All CAST central training events and meetings until the end of June (in the first instance) are cancelled

Ofsted Inspections

- Ofsted is to temporarily suspend routine inspections of schools, colleges, early years settings, children's social care providers and local authorities to reduce the burden on staff who are providing vital services to the nation in response to coronavirus

Updated DfE Advice on Recording Pupil Absence

- No school will be penalised for the impact on school attendance of coronavirus (COVID-19). Please record absences as follows:
- Where a pupil cannot attend school due to illness, as would normally happen, the pupil should be recorded as absent in the attendance register and the school will authorise the absence. Code I (Illness) should be used in this instance.
- Where a pupil is in self-isolation, in accordance with latest information and advice from Department of Health and Social Care and Public Health England, the pupil should be recorded as unable to attend due to exceptional circumstances in the attendance register. Code Y (Unable to attend due to exceptional circumstances) should be used in this instance.
- Where a pupil does not attend school and is not self-isolating, the pupil will be marked as absent. We back headteachers' judgement and to be pragmatic – having spoken to parents – on whether to authorise such absence, taking into account individual circumstances. We expect, in particular, headteachers will authorise absence where a pupil is not able to attend because of an underlying health condition that means they, or a family member in their household, are particularly vulnerable to coronavirus (COVID-19).

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

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Appendix 5- Risk Assessment

Risk Assessment for Employees returning to work at Schools and Childcare Settings
- COVID-19 -

Section 1: General Information			
Name:		**Date of Birth:**	
Role:		**School:**	
Line Manager:		**Working Days:**	
Date of Assessment:		**Review Date:**	

Section 2: All Staff	Yes	No	
• Do you or any of your family currently have any COVID-19 symptoms?			If Yes, please follow self-isolation guidance
• Have you had a COVID-19 Test			Date of Test & result:
• 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.			

Section 3: Group Definitions	Please Tick
1. Defined on medical grounds as clinically extremely vulnerable	
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	
2. Defined on medical grounds as clinically vulnerable	
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	

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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 or 40 or above)	
Is pregnant	
None of the above	
3. Is living with and/or caring for someone defined on medical grounds as clinically extremely vulnerable	Yes/No
If yes, please add details:	
4. Is living with and/or caring for someone defined on medical grounds as clinically vulnerable or pregnant.	Yes/No
If yes, please add details:	
5. Is an individual from a Black, Asian, Minority Ethnic group (BAME) or is living with and/or caring for someone from a BAME group and therefore may potentially be considered more vulnerable?	Yes/No
If yes, please add details:	
6. Has experienced Mental Health issues as a result of COVID-19	Yes/No
If yes, please add details: 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	

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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**
Avoid anyone displaying symptoms of coronavirus (COVID-19)		
Social Distancing		
Avoid non-essential use of public transport		
Safely use PPE (frontline activity)		
What measures are in place at home to shield the vulnerable person (refer to Public Health England advice on Shielding)		
Is the member of staff able to make any changes to their personal situation e.g. consider alternative living arrangements?		
Work in a lower risk area		
Move to other area of the building or to another building		
Work from home, where possible including using remote technology		

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Section 5: Outcome (Please Tick)		
A	**B**	**C**
Employee to continue to work in current role or department (with some possible modifications). **If in Group 1 this should be work from home and relevant guidance should be followed.** **If in Groups 2 or 3 this could be working from home or on site but following stringent social distancing rules.**	**Employee able to continue to work but will require alternative duties, role or department.** **If in Group 1 this should be work from home and relevant guidance should be followed.** **If in Groups 2 or 3 this could be working from home or on site but following stringent social distancing rules.**	**Is not able to work in any capacity.**
Section 6: Comments		
(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	

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Appendix 6

Health and Wellbeing during COVID 19 lockdown

Many of us have probably described the last few weeks of lockdown as a 'rollercoaster', feeling up one day and down the next. There is no set way to cope with our own mental health and wellbeing however, we have put together some resources which may help you manage this.

If you feel you are struggling with your mental health, please be sure to talk to your line manager. Furthermore, 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 benefit 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

This should be a priority for everyone at the moment. Try to embrace the time you would have been commuting and spend it on you. Perhaps you could take a walk, even if it's for a walk around the block. 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.

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.

Consider taking 10 micrograms of vitamin D each day if you're indoors most of the day – this is to keep your bones and muscles healthy as you may not be getting enough vitamin D from sunlight if you're indoors most of the day.

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Routine

It's important to acknowledge that you will see a disruption to your normal routine, especially if you have children at home with you. Think about how much you can adapt and create positive routines for you and your family. Some people find creating schedules helpful - Weekly home school schedule templates

Make sure you have an appropriate workspace set up at home. If you have young children at home try and set this up where you can also be there for them at the same time. You know when you're most productive – try to wheel your cogs accordingly.

Try to maintain a 'normal' routine as much as possible. Wake up and go to bed at the times you normally would. If you live with others, or are managing childcare whilst also working from home, be sure to adapt your routine to work around this. Agree on a household routine if that helps - give each other space, even children.

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 too 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 on YouTube and 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 10 minute home work outs - NHS Link - Ten minute exercise
- NHS Fitness studio - NHS Link - Fitness studio
- Joe Wicks – The Body Coach has a YouTube PE lesson at 9am Monday to Friday. Joe Wicks - YouTube channel

Connecting with others

Maintaining healthy relationships with people we 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

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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.nhs.uk/oneyou/every-mind-matters/anxiety

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