



Business Continuity Pandemic CoronaVirus Plan September 2021 v1

Last Updated: 29th September 2021

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OUR SCHOOL PLAN FOR DEALING WITH PANDEMIC CORONA VIRUS

1. INTRODUCTION

This plan sets out the approach we will take for our school during a Coronavirus pandemic. The plan will be vital for us in dealing with a Coronavirus pandemic and the continuity of the school's key functions. It forms part of a wider portfolio of documents being developed for schools to assist the school in Business Continuity Planning.

The plan is not exhaustive or rigid in format and will assist in the identification and development of specific details to support the schools existing Critical Incident Plan.

2. OBJECTIVES

To help our school to:

Maintain the provision of education and services to pupils in order to:

- maximise attainment and achievement
- ensure the health and safety of pupils
- release parents / carers to maintain critical services across the city

by:

- Identifying resources and ways of working to ensure the school remains open and safe in collaboration with our 'family of schools'.
- Reducing the impact of a Coronavirus pandemic on the school community.
- Identifying where the most up to date information can be found.
- Providing accurate, timely and authoritative advice and information to staff, pupils, parents / carers and the local community.
- Planning for our potential closure if instructed by the Public Health England or due to a staff shortage

3. PANDEMIC CORONAVIRUS OVERVIEW

What is the coronavirus?

A coronavirus is a type of virus, which can cause illness in animals and people. Viruses break into cells inside their host and use them to reproduce itself and disrupt the body's normal functions. Coronaviruses are named after the Latin word 'corona', which means crown, because they are encased by a spiked shell, which resembles a royal crown.

The coronavirus from Wuhan is one, which has never been seen before this outbreak. It has been named SARS-CoV-2 by the International Committee on Taxonomy of Viruses. The name stands for Severe Acute Respiratory Syndrome coronavirus 2.

The disease that the virus causes has been named COVID-19, which stands for coronavirus disease 2019.

This is why it is so important for us to plan for pandemic Coronavirus.

Public Health England and the Department for Education have drawn up Guidance to Schools on Planning for a coronavirus Pandemic and it has been incorporated into this plan. For more information, please visit: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

4. CLINICAL FEATURES OF CORONAVIRUS

The virus can cause pneumonia.

- Continuous cough
- Temperature of 37.8 or above

For most people, coronavirus (COVID-19) will be a mild infection.

Staff should familiarise themselves with these symptoms and be extra vigilant during a coronavirus pandemic.

Symptoms may vary depending on the specific strain of Coronavirus.

5. IMPACT & ACTIONS

The Contain phase – actions to date

Across the whole of the UK, public health agencies and authorities, the NHS, and Health and Social Care NI (HSCNI) have established plans and procedures to detect and isolate any new cases of COVID-19 as they emerge in the UK.

The Department for Education (DfE) provides advice about educational settings in England. A DfE helpline has been set up to manage the flow of increasing queries, from providers and from parents of pupils.

Government guidance for educational settings

The most up-to-date Department for Education (DfE)/Public Health England advice for education providers can be read here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

The DfE coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline as follows:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

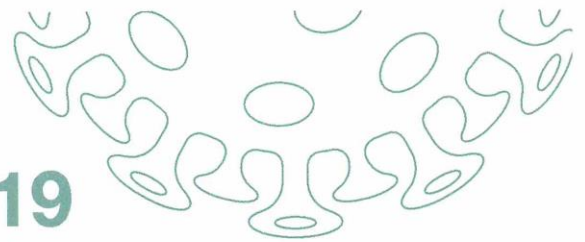
Opening hours: 8am to 6pm Monday to Friday and 10am to 6pm Saturday and Sunday

If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.

The Delay phase – actions to date

Many of the actions involved in the Contain phase also act to help Delay the onset of an epidemic if it becomes inevitable. These include case finding and isolation of early cases.

Many of the actions that people can take themselves – especially washing hands more; and the catch it, bin it, kill it strategy for those with coughs and sneezes – also help in delaying the peak of the infection.



Advice on COVID-19 (coronavirus) for places of education

How serious is COVID-19 (coronavirus)?

- it can cause flu-like symptoms, including fever, cough and difficulty breathing
- the infection is not serious for most people, including children
- there is currently no vaccine
- most people get better with enough rest, water to drink and medicine for pain

How likely are you to catch the virus?

- you can only catch it if you have been close to a person who has the virus
- the chance of being in contact with the virus is currently low in the UK
- if you have travelled to areas where many people are infected, your chance of catching the virus is higher, i.e. China and any affected areas, see pha.site/covid19-specified-areas

How can you stop COVID-19 (coronavirus) spreading?

If you need to cough or sneeze



Catch it with a tissue



Bin it



Kill it by washing your hands with soap & water or hand sanitiser

You should wash hands with soap & water or hand sanitiser



After breaks & sport activities



Before cooking & eating



SCHOOL ETC.
On arrival at any childcare or educational setting



After using the toilet



Before leaving home



Try not to touch your eyes, nose, and mouth with unwashed hands



Do not share items that come into contact with your mouth such as cups & bottles



If unwell do not share items such as bedding, dishes, pencils & towels



Stop germs spreading with our e-Bug resources on hand and respiratory hygiene lesson plans for KS1, 2 and 3: campaignresources.phe.gov.uk/schools

What should you do if you feel unwell?

Keep away from others and stay at home to stop the infection spreading. Avoid public transport if you think you have symptoms of COVID-19 (coronavirus). If you become unwell at a place of education, tell a member of staff and let them know if you have travelled to any other countries in the last 14 days.

If a staff member or parent thinks you have symptoms of COVID-19 (coronavirus), they should call **the NHS helpline on 111** for advice. Follow the UK Government advice for childcare or educational settings gov.uk/government/publications/guidance-to-educational-settings-about-covid-19. Parents can visit pha.site/coronavirus to find out more information. Teachers and support staff should follow the UK Government advice.

Staff, students and pupils who have visited Hubei Province (including Wuhan), China, Iran, specified towns in the Lombardy and Veneto regions in Northern Italy, or Daegu or Cheongdo in South Korea since 19 February 2020, should self isolate, and NOT attend education or work for 14 days.

See pha.site/coronavirus for advice on COVID-19 (coronavirus).

If there is an emergency, call 999 immediately

V4 Coronavirus advice for schools poster 020302 FDI 115.0.4



6. WHAT YOU NEED TO KNOW

- Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others. Otherwise they should attend education or work as normal
- if staff, young people or children become unwell on site with a new, continuous cough or a high temperature they should be sent home
- clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products
- **Please continue to promote regular handwashing.** We recognise that this is easier to undertake in settings for primary aged children and younger, given that sinks tend to be in most rooms
 - **Children should wash their hands at home before they set off to your setting**
 - **They should wash their hands having used the toilet**
 - **They should wash their hands before eating**
 - **And they should wash their hands after sporting activities.**
- Public Health England also suggested hand washing on arrival at your setting and after every break.
- If the above four opportunities to wash hands are implemented then this will create regular opportunities along with any other opportunities that you can provide. Washing hands with soap and water for 20 seconds or more remains the best method of cleaning hands.

HAND WASHING IS THE KEY TO HELPING CONTROL THE SPREAD OF THE VIRUS

As well as regular handwashing, the “**catch it, bin it, kill it**” approach to dealing with coughs and sneezes is, also, an important routine to instil.

- posters and lesson plans on general hand hygiene can be found on the eBug website
- unless you have been directly advised to close by the local Public Health England Health Protection Team, we recommend all education settings remain open

7. PREPARATION FOR A PANDEMIC

This plan forms part of our preparation for a pandemic. We have identified our core functions (whether critical or desirable) and the resources required to deliver them (Appendix B). We have established an emergency contact details list for staff and pupils that is regularly maintained and the plan has been tested.

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm Monday to Friday and 10am to 6pm Saturday and Sunday. If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.

We accept that our resources will be increasingly deployed to keeping children safe in school as our staffing members reduce but we will endeavour to maintain as much teaching and learning as we can either in the school or remotely.

During a pandemic we will also Read the guidance available at

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19> and share it with staff and governors

The following members of staff, (in consultation with the Public Health England, the DFE and Governing Body) are empowered to make a decision on the closure and re-opening of the school:

- Name: Ms S Eady or in her absence;
- Name: Mrs C Brotherton or in her absence;
- Name: Mrs A Ashton (Chair of Governors)

8. WHAT TO DO IF SOMEONE DEVELOPS SYMPTOMS OF CORONAVIRUS (COVID-19) ON SITE.

If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting, they should be sent home and advised to follow the [staying at home guidance](#). (Appendix 1)

If a child is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Settings should be mindful of individual children's needs – for example, it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area, which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

If they need clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they do not have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

In most cases, closure of the educational setting will not be needed but this will be a local decision based on various factors such as establishment size and risk of further spread.

If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken. PHE will rarely advise a school to close but this may be necessary if there are so many staff being isolated that the school has operational issues. Your local authority will support you to make this assessment. PHE will work with the headteacher, principal or management team, and the Local Authority Public Health team, to advise on the management of children, pupils, students or staff.

9. LIMITING SPREAD OF CORONAVIRUS (COVID-19) IN EDUCATIONAL SETTINGS

Education settings can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice.

Staff, children, pupils, students and families should be reminded to wash their hands for 20 seconds more frequently than normal.

Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

10. CLEANING AND WASTE

See guidance on [cleaning and waste disposal](#). (Appendix 2)

Tools for use in childcare and educational settings

There is a dedicated helpline number for educational settings – please call 0800 046 8687 for any specific question not covered on this page.

Use e-Bug resources to teach pupils about hygiene.

11. ACTION POINTS

- Liaise with as necessary the Sheffield City Council Children and Young People’s Directorate Coordination Team:
- Also liaise with the Health Protection Team **Tel: 0114 3211177 (out of hours, 01143049843 (ask for public health on-call))**. if required to do so., In doing this we will -
 - Remain open and Provide business as usual as far as possible.
 - Follow any advice provided by the DFE and Health Protection Team.
 - Check for new information from Sheffield City Council on SchoolPoint under the Business Continuity Area
 - Ensure emergency contact details for pupils and staff are up to date and the means of contact are in place (e.g. email, phone, text, letter).
 - Raise awareness amongst parents carers and community with regular communication and updates.
 - Ensure that all vulnerable pupils and staff who meet the criteria for vulnerability have been identified and have individual care plans (See Appendix 3)
 - Ensure other key contact details are up to date.
 - Ensure key staff have access to this plan, contact details, and are aware that it has been activated.
 - Begin an Incident Log and ensure all relevant incidents and actions taken are recorded at every stage (Appendix 4).
 - Check cleaning, hot water arrangements, and review stocks of soap, towels, tissues, cleaning equipment, bin bags and other supplies that may be recommended at the time.
 - Consider what materials we would offer for remote learning.
 - Compile a list of volunteers (with relevant CRB disclosure) who could be called upon to help supervise children in times of significant staff absence
 - Consider how staff from other schools could be usefully co-opted.
 - Coordinate with our local ‘family of schools’ to identify where mutual support and assistance could be provided.

12. OUTBREAKS IN THE UK

At this level, there will be increasing number of confirmed cases in Sheffield and high numbers of staff absence across the City and probably increased levels of anxiety.

At this stage we will

- Continue the arrangements set out above.
- Continue to follow advice provided by the DFE and Health Protection Team.
- Check for new information from Sheffield City Council on SchoolPoint under the Business Continuity Area.
- Increase cleaning regimes as appropriate.
- Ensure staff have had access to the latest HR advice on attendance and flexibility
- Monitor pupil absence due to coronavirus like symptoms.
- Ensure staff have prepared education materials for remote learning.
- Work with SLT/Governors/Business manager to develop all communications to parents /carers and the media.

13. WIDESPREAD ACTIVITY ACROSS THE UK

At this level, widespread outbreak and staff absence across the City up to 40% will be in evidence coupled with considerable mortality across the City or in localities.

Events and activities in school

The Government no longer advise that we limit the attendance of parent and carers at events. We must however ensure that all contact details are up-to-date. Parents should update their information on the SIMs Parent App.

<https://sts.sims.co.uk/login?signin=052b4a1dc183f31e6f6886e926ec08a7>

Indoor events:

Indoor events present a significantly higher risk of transmission than similar events taking place in outdoor spaces. Poor ventilation in indoor spaces increases the risk of transmission further. Ventilation is the process of introducing fresh or cleaned air into indoor spaces. The more fresh or cleaned air that is brought inside, the more diluted any airborne virus will become. In poorly ventilated spaces the amount of virus in the air can build up, and residual virus can remain in the air after an infected person has left, increasing the risk of spreading COVID-19.

Sports Provision

All sports provision, including competition between settings, should be planned and delivered in line with this guidance.

14. MEDIA

At some point during a pandemic, the school may be contacted by members of the media.

Headteacher or an appointed person to act as 'press officer' Media – Ms Eady, Mrs Brotherton and Mrs O'Brien/Miss Horner will handle the media. Consult City Council press officer, Tel: 0114 2053546 or 07711153995. Provide a separate room for presswork in as appropriate – Headteacher's office.

Do not allow press/television on school premises

15. CLOSURE CRITERIA

Schools will remain open unless closure advice is received from the Public Health England, the DFE or due to a staffing shortage. Public Health England will advise the Local Authority through the appropriate channels.

Depending on circumstances, schools may be advised to close temporarily during a pandemic. The DFE advice is that staff should still be asked to continue to work if they are not ill or caring for dependents. This is consistent with Government advice across all employment sectors.

Staff should organise access to learning materials to give as much continuity to our children as possible.

If closure is decided, the SCC will contact the school immediately and offer support. This could be in the form of advice on issues such as:

- Staffing
- Buildings
- Education Psychology
- Learning and Achievement
- Health
- Specialist Services
- Media and communications
- Bereavement counselling

Closure will normally take effect from the end of the day unless staff shortages make it impossible for the school to operate safely. Where possible we will contact parents and advise them of the coming closure.

16. WORKING TOGETHER TO ACHIEVE BUSINESS CONTINUITY

We will need to continue to raise awareness within our pupils, families and communities of the following key messages

- Keep healthy and take all steps to minimise the risk infection both in and out of school.
- Do not attend school if you are ill.
- If you are not ill, you must attend school, unless the school directly tells you otherwise.

17. STAYING OPEN BY MAXIMISING STAFFING CAPACITY.

Staff absence will have the greatest effect on our ability to sustain our business as usual. When faced with staff shortages we will:

- Absorb internally
- Bring in supply staff
- Recruit help within our community
- Recruit help within our Family of Schools
- Recruit help from Local Authority

And / Or...

- Reviewing the service on offer which will range from maintaining full service in all areas to all pupils to delivering essential services prioritising vulnerable groups

18. RECOVERY / RE-OPENING

On advice from the Public Health England, the DFE will advise when it suitable to re-open an educational setting.

It is possible that partial re-opening could be advised e.g. for children that have been infected and who have recovered.

Considerations for re-opening (checklist)

- Do we have enough teaching staff available to return to work?
- Prepare briefings for staff pre re-opening
- Consider any bereavement counselling for staff and students and contact the educational psychology department of the Local Authority for support.
- Will all Year Groups return on the same date?
- Adjust curriculum accordingly
- Choose a suitable date and ensure this is communicated to staff, parent/carers, pupils and the Local Authority.
- Ensure that any contracted services such as transport, catering, cleaning are available.

19. REVIEW

Once the school has recovered, it is important that we review what went well and where improvements could be achieved, and for this to be fed back into our plans. The incident log is a crucial tool for recording actions, decisions and communications that can be examined after the event to capture lessons learned.

Appendix 1

Stay at home: guidance for households with possible coronavirus (COVID-19) infection

Main messages

COVID-19 testing and self-isolation

How people self-isolate has now changed. Updated advice can be found at:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If you have received one or more doses of COVID-19 vaccine and have symptoms of COVID-19 or have received a positive test result, you should still follow this guidance. This is because it is still possible to get COVID-19 and spread it to others even if you are vaccinated.

Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.

If you live in the same household as someone with COVID-19, you should stay at home and self-isolate. From 16 August, if you are fully vaccinated or aged under 18 years and 6 months [you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19](#).

If you have received one or more doses of COVID-19 vaccine

If you have been vaccinated with a COVID-19 vaccine, you are less likely to catch COVID-19 and to become severely ill if you do catch it. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen.

If you have [symptoms](#) of COVID-19 or have received a positive test result, you should still follow this guidance and self-isolate even if you have received one or more doses of COVID-19 vaccine. This will reduce the risk of spreading infection and help to protect other people.

If you have COVID-19 symptoms or have received a positive COVID-19 test result

Stay at home and self-isolate

If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have [symptoms](#), stay at home and self-isolate as soon as you receive the results.

Your household needs to isolate too. Please see section below for information [on what the other members of your household need to do](#).

[Arrange to have a PCR test online](#) or by phone by calling 119 if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result. You can leave

your home in a few specific circumstances, but do not go to work, school, or public areas and do not use public transport or taxis. See circumstances in which [you can leave home](#).

If you need to leave your home to get to a test site, wear a face covering, stay at least 2 metres apart from other people who you do not live with, and return home immediately afterwards.

If you are notified by NHS Test and Trace of a positive test result, you must complete your full isolation period, except for certain situations where you had an [assisted LFD test, which was followed up by a negative PCR test](#). Your isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your test was taken. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59hrs on the 25th.

If you receive a request by text, email or phone to log into the [NHS Test and Trace](#) service website you should do this. You will be asked about when your symptoms started. You should provide this information because it will be used to identify who has been in contact with you while you have been infectious.

If you have a negative COVID-19 PCR test result after being tested because you had symptoms

If your PCR test result is negative but you still have symptoms, you may have another viral illness such as a cold, flu or a stomach bug. You should stay at home until you feel well and for at least 2 more days if you have had [diarrhoea or vomiting](#). Seek medical attention if you are concerned about your symptoms.

You can stop isolating as long as:

- you are well and have not had diarrhoea or vomiting for at least 2 days
- no one else in your household has symptoms
- no one else in your household has tested positive for COVID-19
- you have not been advised by [NHS Test and Trace that you are legally required to self-isolate](#)

Anyone in your household who is isolating because of your symptoms can also stop isolating.

If you live in the same household as someone with COVID-19

Stay at home and self-isolate. Do not go to work, school, or public areas and do not use public transport or taxis. From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19. See the [section below for more information](#). If you have only received one dose of COVID-19 vaccine, you will still be required to self-isolate.

Your isolation period includes the day the first person in your household's [symptoms](#) started (or the day their test was taken if they did not have symptoms) and the next 10 full days. This means that if, for example, your 10-day isolation period starts on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th and you can return to your normal routine.

Household contacts who are not required to self-isolate from 16 August

From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:

- you are fully vaccinated

- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine. NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, [you will be advised to have a PCR test as soon as possible](#).

You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.

Who this guidance is for

This advice is intended for:

- people with [symptoms](#) that may be caused by COVID-19, including those who are waiting for a test
- people who have received a positive COVID-19 test result (whether or not they have symptoms)
- people who currently live in the same household as someone with COVID-19 symptoms, or with someone who has tested positive for COVID-19

Things to help you prepare now

Make a plan for your household or family

The best thing you can do now is plan for how you can adapt your daily routine, and that of others in your household, to be able to follow this advice. Some of the ways in which you could prepare include:

- talk to your neighbours and family and exchange phone numbers of household contacts
- consider and plan for those in your home who are considered vulnerable
- create a contact list with phone numbers of neighbours, schools, employer, chemist, NHS 111
- set up online shopping accounts if possible

What you can do to help yourself get better

Drink water to keep yourself hydrated; you should drink enough during the day so your urine (pee) is a pale clear colour. You can use over-the-counter medications, such as paracetamol, to help with some of your symptoms. Use these according to the instructions on the packet or label and do not exceed the recommended dose.

If you or your family need to seek medical advice

Seek prompt medical attention if your illness or the illness in any household members is worsening. If it is not an emergency, contact NHS 111 online at 111.nhs.uk. If you have no internet access, you should call NHS 111. If it is an emergency and you need to call an ambulance, dial 999 and inform the call handler or operator that you or your relative have coronavirus symptoms.

Wash your hands often

Clean your hands frequently each day by washing with soap and water for 20 seconds or using hand sanitiser. This will help protect you and the people you live with. This step is one of the most effective ways of reducing the risk of passing infection to others.

Cover your coughs and sneezes

Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have one to hand, sneeze into the crook of your elbow, not into your hand.

If you have a carer, they should use disposable tissues to wipe away any mucus or phlegm after you have sneezed or coughed. Then they should wash their hands with soap and water.

Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water or use a hand sanitiser.

Facemasks

Consider wearing a face covering in enclosed spaces and where you are unable to maintain social distancing.

If you have pets in the household

At present, there is no evidence that companion animals/pets such as dogs and cats can be infected with coronavirus.

Looking after your wellbeing whilst staying at home

We know that staying at home for a prolonged period can be difficult, frustrating and lonely for some people and that you or other household members may feel low. It can be particularly challenging if you don't have much space or access to a garden.

It's important to remember to take care of your mind as well as your body and to get support if you need it. Stay in touch with family and friends over the phone or on social media. There are also sources of support and information that can help, such as the [Every Mind Matters website](#).

Think about things you can do during your time at home. People who have not minded staying at home for a week have kept themselves busy with activities such as cooking, reading, online learning and watching films. If you feel well enough you can take part in light exercise within your home or garden.

Many people find it helpful to remind themselves why what they are doing is so important. Hopefully, none of your family will suffer more than flu-like symptoms. But some people are badly affected by coronavirus, and particularly the elderly and those with certain medical conditions. By staying home, you are protecting the lives of others, as well as making sure the NHS does not get overwhelmed.

Appendix 2

Medically vulnerable adults and children

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

What has changed

Recent clinical studies have shown that children and young people are at very low risk of serious illness if they catch COVID-19. As a result, children and young people under the age of 18 are no longer considered clinically extremely vulnerable and should continue to follow the [same guidance as everyone else](#).

A very small number of children and young people will have been advised to isolate or reduce their social contact for short periods by their specialist, due to their general risk of infection rather than because of the COVID-19 pandemic. If this is the case for your child, they should continue to follow the advice of their specialist.

School, college and other educational settings

Recent clinical studies have shown that children and young people are at very low risk of serious illness if they catch COVID-19. As a result, children and young people under the age of 18 are no longer considered clinically extremely vulnerable and should continue to follow the [same guidance as everyone else](#).

Pupils and students should continue to attend their school or other education setting. It is important that children attend school for their education, wellbeing, mental health and long-term development. A very small number of children and young people will have been advised to isolate or reduce their social contact for short periods by their specialist, due to their general risk of infection rather than because of the pandemic. If this was the case for your child, they should continue to follow the advice of their specialist.

Adults

As restrictions have been eased following the move to Step 4 of the roadmap, we are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adhere to this guidance.

Vaccination

The vaccines used in the COVID-19 vaccination programme are highly effective for the vast majority of the population, including the clinically extremely vulnerable, but as with any other vaccine there remains some risk of catching the virus and becoming seriously unwell. There is also emerging evidence that suggests that some immunocompromised and immunosuppressed individuals may not respond as well to COVID-19 vaccines as others. However, all COVID-19 vaccines should offer some degree of protection. Therefore, it is really important that you have both your first and second dose of the vaccine.

Socialising inside and outside the home

We recognise that restrictions on socialising with friends and family have been difficult for everyone, especially for clinically extremely vulnerable people during periods of shielding. Guidance on socialising inside and outside of the home with your friends and family has been updated for everyone. There are no longer any limits on the number of people or households that you can meet

with. In addition, the advice to socially distance from others has ended, other than in a few exceptions.

Work

Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.

Appendix 3

Use 111

For anyone concerned that they may have contracted COVID-19 they should use the NHS 111 online checking tool, which can be found at <https://111.nhs.uk/covid-19> this easy to use tool takes people through a series of questions and, then, provides clear advice at the end of the process. They should, also use this if symptoms persist for more than 7 days.

The 111-phone service is also available for anybody where symptoms worsen during home isolation. Clearly, other emergency numbers can also be used if needed.

Appendix 4

COVID-19: cleaning in non-healthcare settings

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- if an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
- wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose as well as gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting
-

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) has been is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has met must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

-

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
 2. The plastic bag should then be placed in a second bin bag and tied.
 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
 4. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
- if the individual tests negative, this can be put in with the normal waste
 - if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

Appendix 5

Pandemic Coronavirus – Identification of Vulnerable Pupils and Staff

Definitions of vulnerable groups from the National Health Service as at August. For each new pandemic /strain of a coronavirus, both symptoms and vulnerable groups will need to be redefined.

- chronic (long-term) lung disease, including people who have had drug treatment for their asthma within the past three years,
- chronic heart disease,
- chronic kidney disease,
- chronic liver disease,
- chronic neurological disease (neurological disorders include motor neurone disease, Parkinson's disease and multiple sclerosis),
- suppressed immune systems (whether caused by disease or treatment),
- diabetes,
- pregnant women,
- people aged 65 or older, and
- young children under five

List of Vulnerable Pupils – to be kept in a separate document. Available upon request under GDPR

Appendix 6

INCIDENT LOG SHEET

SCHOOL NAME: _____

INCIDENT LOG SHEETS TO BE COMPLETED BY STAFF WHO ARE PUT ON STANDBY, OR WHO ARE ASKED TO RESPOND TO AN INCIDENT.
COMPLETED INCIDENT LOG SHEETS WILL:-

- Assist in maintaining a true picture of the unfolding events
- Assist in providing information for any inquiry which may follow an emergency response
- Help with improving the response of the school in the future

YOUR NAME _____

YOUR JOB TITLE _____

DATE	TIME	FROM/TO (Name, Position Organisation)	MESSAGE DETAILS	DECISION/REASONS/ACTION REQUIRED

