

# Coronavirus (COVID) Policy

## Introduction

We are committed to ensuring the health, safety and welfare of all staff, students and visitors. This policy describes the measures that we have put in place to protect you from the risks of the coronavirus (COVID) outbreaks in line with the Government guidance “Living safely with respiratory infections, including COVID-19” and “Health Protection in Schools and Other Childcare Facilities”.

## Scope

This policy applies to all our staff, students, contractors and visitors.

## COVID Policy Statement

Endeavour MAT (“The Trust”) recognises that it has a legal duty of care towards protecting the health and safety of its staff and others who may be affected by our activities during the COVID pandemic and that Local Governing Bodies and Senior Leadership Teams (SLTs) have a part to play in discharging these responsibilities.

In order to discharge our responsibilities, we will:

- Bring this Policy Statement to the attention of all staff;
- Comply fully with all relevant legal requirements and government guidance;
- Control risks to health, safety and wellbeing so far as is reasonably practicable;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate information, instruction and training and ensure that all staff are competent to do their tasks safely;
- Follow our Outbreak Management Plan should this be necessary; and
- Regularly monitor and revise policies and procedures if and when guidance changes.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation’s activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all staff.



**Chair of Trustees**



**Chief Executive Officer**

## COVID Responsibilities

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every staff member, student and visitor to co-operate in providing and maintaining a safe place of work.

You will not always know whether someone you come into contact with is at higher risk of becoming seriously ill from COVID-19. They could be strangers (for example people you sit next to on public transport) or people you may have regular contact with (for example friends or work colleagues).

General government guidance sets out the following things that should be done if the objective is to reduce the spread of COVID and to protect those at highest risk:

1. Get vaccinated.
2. Let fresh air in if meeting others indoors.
3. Practise good hygiene:
4. Wash your hands
5. Cover your coughs and sneezes
6. Clean your surroundings frequently
7. Wear a face covering or a face mask.

Face coverings and face masks can help reduce the chance of you spreading infection to others, especially in crowded and enclosed spaces, and may protect you from becoming infected by some respiratory viruses.

If you have symptoms of a respiratory infection, such as COVID, and you have a high temperature or do not feel well enough to go to work/ school or carry out normal activities, you are advised to try to stay at home and avoid contact with other people.

### Line Managers and Supervisors

Line Managers and Supervisor will be expected and supported to deliver the measures set out in this document with their teams and line reports to the fullest extent the organisation can accommodate alongside the operation of the Trust and in the spirit of compliance.

### Senior Leadership Teams

Head Teachers, School Business Managers and other SLT members must ensure that:

- Good communication is in place between management and staff, particularly where there are organisational and procedural changes; and
- Suitable plans are made, developed, implemented and amended for the school to ensure continuity of education in the event they are needed.

### Staff

Staff must:

- Be vigilant in assessing their own state of health and potential symptoms of COVID; and
- Raise any issues or concerns with their supervisor/ line manager in the event that they test positive or notice COVID symptoms.

### Students

Students are required to:

- Comply with the arrangements we have put in place under the direction and instruction of staff.

## How Respiratory Viruses (including COVID) Spread

Respiratory infections can spread easily between people. Sneezing, coughing, singing and talking may spread respiratory droplets from an infected person to someone close by.

Droplets from the mouth or nose may also contaminate hands, eating and drinking utensils, toys or other items and spread to those who may use or touch them, particularly if they then touch their nose or mouth.

## People at higher risk of being seriously unwell from a respiratory infection, including COVID

People who are at higher risk from COVID and other respiratory infections include:

- older people
- those who are pregnant
- those who are unvaccinated
- people of any age whose immune system means they are at higher risk of serious illness
- people of any age with certain long-term conditions

The risk of becoming seriously unwell from COVID and other respiratory infections is very low for most children and young people, but some children aged under 2 years, especially those with a heart condition or born prematurely, as well as very young infants, are at increased risk of hospitalisation.

You will not always know whether someone you come into contact with outside your home is at higher risk of becoming seriously unwell. This means it is important to follow the advice in this guidance to reduce the spread of infection and help to keep others safe.

## Symptoms of COVID

It is important to be aware of the symptoms of COVID so you can take action to reduce the risk of spreading your infection to other people.

The symptoms of COVID and other respiratory infections are very similar. It is not possible to tell if you have COVID, flu or another respiratory infection based on symptoms alone. Most people with COVID and other respiratory infections will have a relatively mild illness, especially if they have been vaccinated.

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or you do not feel well enough to go to work or carry out normal activities, you are advised to try to stay at home and avoid contact with other people.

Symptoms of COVID include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

## Arrangements For:

### Students (Children and Young People Under 18)

Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.

All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.

If a child or young person has a positive COVID test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID test result should continue to attend as normal.

### Staff

If you have symptoms of a respiratory infection, such as COVID, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.

It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID, especially those whose immune system means that they are at higher risk of serious illness, despite vaccination.

Discuss with your line manager to arrange to work from home if you can. If you are unable to work from home, discuss with your line manager what other arrangements will be put in place, these should include the following:

- wearing a well-fitting face covering made with multiple layers or a surgical face mask
- avoiding crowded places, large gatherings, or anywhere that is enclosed or poorly ventilated
- taking any exercise outdoors in places where you will not have close contact with other people
- covering your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face

If you have a positive COVID test result, it is very likely that you have COVID even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.

Many people with COVID will no longer be infectious to others after 5 days. If you have a positive COVID test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test.

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.

Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID, for 10 days after the day you took your test.

People who live in the same household as someone with COVID are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID while they were infectious are also at high risk.

If you are a household or overnight contact of someone who has had a positive COVID test result it can take up to 10 days for your infection to develop. It is possible to pass on COVID to others, even if you have no symptoms.

## **Face Coverings**

Wearing a face covering or face mask can reduce the number of particles containing viruses that are released from the mouth and nose of someone who is infected with COVID. Face coverings can also protect the person wearing the face covering from becoming infected by the virus.

When to wear a face covering:

- when you are coming into close contact with someone at higher risk of becoming seriously unwell from COVID;
- when COVID rates are high and you will be in close contact with other people, such as in crowded and enclosed spaces; and
- if you have symptoms or have a positive COVID test result and you need to leave your home.

## **What Makes a Good Face Covering**

Face coverings work best if they are made with multiple layers (at least 2 and preferably 3) and form a good fit around the nose and mouth. A wire nose bridge can improve the fit and may also help to prevent glasses from fogging.

Scarves, bandanas or religious garments are likely to be less effective if they do not fit securely around the mouth and nose, and are of a single layer.

Reusable face coverings should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged. Single-use disposable masks should not be washed or reused and should be disposed of responsibly.