

# Covid-19 Emergency Action Plan

## What to do if you believe you have (had) a person with coronavirus (COVID-19) at your Academy

Cidari | All Academies | Internal

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### Monitoring

The Trust will continue to monitor government guidance for employers as it is reviewed and updated regularly. Please bear in mind that not all cases of symptoms will be confirmed as coronavirus. The Trust may also contact your local Health Protection Agency team, who will be able to advise if there have been any other confirmed coronavirus cases in your area.

### Response & Actions

If the person with symptoms needs clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit their GP, pharmacy, urgent care centre or a hospital.

If anyone becomes unwell with a new, continuous cough or a high temperature in the setting, they should be sent home and advised to follow the stay at home guidance. The same advice applies without modification to persons in vulnerable groups such as those over 70 years old or women who are pregnant. Staff and children should stay at home if they are unwell with a new, continuous cough or a high temperature. The Trust Chief Operating Officer should be informed immediately.

We have in place across the Trust (with local arrangements) procedures to clean and disinfect regularly-touched objects and surfaces more often than usual using their standard cleaning products/equipment. Whilst routine wiping down of classroom touch points and basic hygiene is accepted as a responsibility of all staff, teachers should not be asked to undertake more substantial cleaning or to use their own products/equipment to clean their work base or the workplace. Where settings are unable to maintain cleaning routines, including deep cleaning in the event of a confirmed case of COVID-19, the Trust Executive should be informed immediately and the site should be closed.

If the person qualifies for testing, they should visit the relevant government website and book a test. A decision on their return to work can be made based on receiving these results.

An investigation will need to be completed to decide on whether the incident needs to be reported under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). This will be supported by the Chief Operating Officer and our third party Health & Safety Professional Adviser.

If a child or a member of staff is awaiting collection, they should be moved – if possible and if appropriate – to a room where they can be isolated behind a closed door. Ideally, a window should be opened for

ventilation. If it is not possible or appropriate to isolate the individual, they should be moved to an area which is at least two metres away from other people.

A separate bathroom facility should be provided for individuals who display symptoms however this may not be possible in all buildings. In such cases bathrooms should be cleaned and disinfected using standard cleaning products before being used by anyone else.

**Staff should not transport children home under any circumstances.**

Where a teacher has been with a child or another adult who has become unwell with a new, continuous cough or a high temperature, there is no requirement for that teacher to go home unless they also feel unwell with COVID-19-related symptoms. However, they should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Headteachers or senior leaders, supported and advised by the Trust, must consider the full range of factors when making decisions to keep a school open or to close the site, including taking account of the size of the establishment and risk of further spread of the virus.

It is very important at this time that we all follow a consistent, proportionate approach to avoid further spread of the virus or burdening the health services unnecessarily. The Trust will continue to provide you with the latest relevant guidance. Do not attempt to diagnose symptoms yourself or gamble on following guidance from unofficial sources. Sources such as the NHS or the World Health Organisation (WHO) that are directly referenced in the government guidance are still acceptable. If you have had a tested and confirmed Covid-19 case on your premises, then your local Health Protection Team will be in touch to take over the risk assessment process and advise you about what to do next.

