

	<p>Covid 19 Policy</p>	
	<p>General information relating to the Corona virus (COVID-19)</p> <p>What is the corona virus? A corona virus is a virus that can be transmitted from person to person. Typical symptoms include fever, headaches, loss of taste / smell, and a persistent cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. Generally, a corona virus 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. COVID-19 is a new strain of corona virus, first identified in Wuhan city, China but has since spread worldwide. This is a rapidly changing situation which is being monitored carefully.</p> <p>Symptoms of Coronavirus Commonly agreed symptoms of the coronavirus are:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>How is corona virus spread? Because it's a new illness it is unknown exactly how corona virus spreads from person to person, but similar viruses are spread by droplets in coughs and sneezes. How to avoid catching infections like corona virus you can reduce your risk of getting and spreading respiratory infections by:</p> <ul style="list-style-type: none"> • avoiding direct hand contact with your eyes, nose and mouth • maintaining good hand hygiene - washing hands with soap and water or alcohol hand sanitizer: <ul style="list-style-type: none"> ○ after coughing or sneezing ○ after going to the toilet before eating and drinking • avoiding direct contact with people that have a respiratory illness and avoiding using their personal items such as their mobile phone • covering your nose and mouth when coughing or sneezing with disposable tissues and disposing of them in the nearest waste bin after use <p>Guidance to All Employees</p>	

Please be aware of the following general rules that should be followed by all employees.

- Work from home if at all possible.
- Maintain 2m distancing (social distancing) from those not of your household.
- Avoid sharing vehicles with people outside of your household where possible.
- Take public transport only when necessary.
- Undertake regular personal hygiene procedures, using hot water and soap to wash hands.
- Use Hand sanitizer where available
- Use of personal hand sanitizer should NOT replace good personal hygiene and employees should continue to wash their hands where possible.
- Consumption of any food and drink should only be undertaken in designated areas and once thorough hygiene measures have been undertaken.
- Employees should ensure good personal hygiene after using toilet facilities.
- Regularly wipe down workstations, vehicles interiors and general surfaces using appropriate wipes, sprays and gels, provided by the company.
- Employees should utilise face coverings within indoor public areas such as retail and food outlets, or where there may be difficulty maintaining 2m social distancing.
- All employees should follow specific workplace instructions, as directed.

Supporting Autistic or Learning disabled Learners

According to the [SEND Minister's letter](#) of September 2020 regarding the return of learners to the school environment, the current situation can make autistic and other SEN learners very anxious and so they must be given appropriate support. The general rules above can be applied to the learners at the school, but due to the nature of their disability, many learners may require support and positive reinforcement to abide by these rules.

All individual risk assessments created for learners should mention the dangers posed by Covid 19 and go into detail about the methods utilised to ensure that each learner is protected as best as possible. It should be remembered that some learner's are exempt from wearing face coverings, for example.

Students who become symptomatic of Covid-19 may be required to stop attending the school and self isolate at home for the recommended period as stated by the latest government's guidelines. All support will be provided to these learners to ensure their education does not suffer. This should only be the last resort for any learner and all efforts should be made to support the learner

in the school before such exclusion becomes a necessity.

Meetings and Events

Please be aware of the following controls in place relating to meetings:

- Meetings can be held by Skype, Zoom, or by phone as relevant.
- Where attendance is required on site, all precautionary hygiene measures and social distancing should be taken to control the spread of the virus. This would include ensuring that meetings are held in large office spaces.

Use of Facilities

The following rules are to be implemented both onsite and within Right Support Management Ltd facilities:

- All staff, clients and visitors who enter the school facilities should have their temperature taken at reception or in the classroom and this temperature should be recorded at the log provided at reception along with relevant contact details for non staff members or regular students.
- Toilet facilities are to be used based on the identified maximum occupation to maintain 2 metre social distancing. Access is to be carefully controlled to prevent congestion.
- Although readily available for employees, Right Support Management Ltd discourage the use of kitchen facilities for all but essential use,
- Hand sanitising stations will be placed at entrance to canteen facilities
- Employees are to make use of hand sanitizer when entering and leaving the office.
- When eating, employees are to maintain a distance of 2m from others and avoid all contact with others.
- Employees are to be encouraged to bring a readymade meal to work with them.
- Employees should refrain from leaving the premises to visit shops and food outlets during the working day wherever possible.
- Where it will be difficult maintaining social distancing, such as indoor food / retail outlets, face coverings must be worn.

Travel to and from work

Employees should not make use of public transport to travel to work unless absolutely necessary. Due to the nature of the business, company vehicles are used to transport clients and staff. In the instances of multiple occupancy of company vehicles, the following

guidelines will be followed:

- Employees should always travel with the same individuals when possible.
- The minimum number of people is to be in a vehicle at any one time wherever possible.
- Face coverings will be used within the company vehicles during multiple occupancies.
- Employees will wash their hands for 20 seconds using soap and water or hand sanitizer if soap and water are not available before and after travelling in a shared vehicle.
- Employees are to sit as far apart as possible in the vehicle.
- Employees are to sit side by side and will face away from each other as much as is reasonably practicable.
- Windows are to be kept open if weather condition permit to allow good ventilation of the vehicle cabin.
- Any shared vehicle is to be cleaned out before and after each use. Any surfaces such as handles, seatbelt buckles and dashboard which will have been touched are to be given particular attention.

Policies In line with government guidance

Right Support Management Limited acknowledges the requirement for face coverings to be worn within public indoor areas where maintaining 2m social distancing will be difficult. We expect all employees to follow this guidance. In addition to the above, the company acknowledge that employees may choose to wear face coverings, for personal reasons. The company welcomes this choice and will not disparage the use of face coverings. We expect the following practices to be adhered to in relation to face coverings:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitizer before putting a face covering on, and after removing it.
- Plastic face shields should be wiped down with disinfectant cloths after use
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp
- Continue to wash your hands regularly.
- Change / wash your face covering daily.
- If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

Employees with regular contact with Clients

Please be aware of the following procedures in place for employees having close contact with clients:

- Undertake regular hand washing, using hot water and soap to wash hands.
- Hand sanitizer readily available to client facing employees and should be used regularly.
- If you are required to work in a client's house, you should take your issued hand sanitizer with you and use regularly.
- Undertake point of work risk assessment of the surroundings and people you come into contact with. If any customers display symptoms or appear to have poor personal hygiene, operatives should not commence work, and contact their line manager.
- Use of personal hand sanitizer should NOT replace good personal hygiene and operatives should continue to wash their hands where possible.
- Employees should avoid physical contact with customers, including shaking of hands. COVID19 Policy
- Employees should not accept any food or drink from customers / tenants
- Consumption of food and drink should only be undertaken in designated areas and once thorough hygiene measures have been undertaken.
- Employees should ensure hands are washed thoroughly after using toilet facilities.

Visitors

During this time, visitor numbers should be restricted to prevent undue risk of infection especially to the classroom environment or any area where vulnerable clients have access to.

All visitors to the centre should follow the following procedures when they arrive and when advised by staff:

- Log in using the track and trace app and the poster available at reception
- Sanitize their hands using the sanitizer provided
- Submit to having their temperature taken and provide contact information
- Wear a mask while on the premises
- Social distance whenever possible

Any visitor demonstrating any symptoms commonly associated with Covid 19 will be asked to leave the premises as soon as is convenient.

Government advice to managing COVID-19 in the workplace

Please see **Appendix 2** for full advice of how to respond to a suspected or confirmed case of Covid 19

What to do if an employee becomes unwell and believe they have been exposed to COVID-19

- If someone becomes unwell in the workplace, the ill person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.
- The individual who is unwell should call NHS 111 from their mobile or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and outline their current symptoms.
- Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people.
- They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Update your employer on any guidance you have received.

What to do if a member of staff or the public with suspected COVID-19 has recently been in your workplace.

For contacts of a suspected case in the workplace, no restrictions or special control measures are required while laboratory test results for COVID19 are awaited. In particular, there is no need to close the workplace or send other staff home. Most possible cases turn out to be negative. Therefore, until the outcome of test results is known there is no action that the workplace needs to take. Closure of the workplace is not recommended but the management team of the workplace will be contacted by the local NHS contact centre to discuss the case, identify people who have been in contact with them and advice on any actions or precautions that should be taken.

- A risk assessment of each setting will be undertaken. Advice on the management of staff and members of the public will be based on this assessment.
- Advice on cleaning of communal areas such as offices or toilets will be given by the Health Protection Team. When individuals in the workplace have had contact with a confirmed case of COVID-19 If a confirmed case is identified in your workplace, the local Health Protection Team will provide the relevant staff with advice.

These staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic

	<ul style="list-style-type: none"> • anyone who has cleaned up any bodily fluids • close friendship groups or workgroups • Any employee living in the same household as a confirmed case Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others. <p>Those who have had close contact with an infected party:</p> <ul style="list-style-type: none"> • will be asked to self-isolate at home for 10 days from the last time they had contact with the confirmed case and follow the stay at home guidance available at https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance <p>General Help regarding Covid 19</p> <p>Corona virus (COVID-19) helpline: If you do not have symptoms and are looking for general information, a free helpline has been set up on: 0800 024 1222</p> <ul style="list-style-type: none"> ▪ For any concerns relating to symptoms: 111 (if available in your area) or 0845 46 47 <p>Official Government advice site https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIp_XK5cSY6wIV2O3tCh0JpgepEAAYAiAAEgLv_D_BwE</p>	
	<p>Last updated: December 2020 Person responsible for review: Academic Manager</p>	<p>Date for next review: December 2021</p>

Appendix 1 – Learners Safety Measures in the School environment

COVID-19 SAFETY MEASURES/RISK ASSESSMENT

- Students brought to the centre by school vehicle are limited to two or three in the van along with minimum numbers of support workers hand sanitizers will be available on the vehicle and students will be encouraged to wear their face mask
- On arrival, Students will follow the appropriate social distancing guidelines and have their temperatures taken by a staff member. This temperature will be recorded and if it is 40° C or higher the student should be taken home.
- Students to follow school instructions on hygiene; washing hands regularly and sanitising
- Students will be split into bubbles no larger than 3, and must remain only with this small group whilst on the activity centre
- Students will be allowed to move around the premises according to specific instructions (for example out of bounds areas, queuing, 1metres plus apart)
- Students must follow expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and advised to avoid touching their mouth, nose and eyes with hands.
- Each student will have access to his or her own personal equipment when at the centre to help enforce social distancing.
- Surfaces and working equipment must be wiped clean or sanitized at the end of each daily activity session
- Students are to bring a bottle of water and packed lunches for personal use throughout the day. To maintain adequate social distancing, they are to have their lunch/snacks on their allocated space.
- Students are to leave equipment used at the centre on the premises (e.g. pencils, reading books etc)
- All students and staff to follow instructions for use of toilets
- Social distancing and signs will be in place around the centre and in each classroom
- Staff will support students with a strong focus on health and mental well-being

- Students who become symptomatic of Covid-19 may be required to stop visiting the centre and self isolate at home for the recommended period as stated by the latest government's guidelines. All support will be provided to these learners to ensure their education does not suffer.

Update: September 2020

Next Review Date: TBA - When government's advice is updated.

Appendix 2 - Responding to a suspected or confirmed case of COVID19

<p>If symptoms develop during the school day:</p>	<p>If a young person or staff member develops symptoms of the coronavirus, they should be sent home and advised to self-isolate immediately, only leaving the house to access a test.</p> <p>If a learner is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the learner. 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.</p> <p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the learner while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (for example with a young learner or a learner with complex needs).</p>
<p>If a learner/staff member begins displaying symptoms outside of school.</p>	<p>The individual must not come to school. They or their family should be encourage them to seek a test and request that they inform you of the outcome of their test.</p> <p>If the individual arrives at school, they should be sent home immediately.</p>
<p>How to Access a Test</p>	<p>Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or learnercare, have priority access to testing.</p>
<p>Home Testing Kits</p>	<p>From the autumn term, all schools will be provided with 10 home testing kits.</p> <p>Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. The best and</p>

	<p>fastest way for students or staff to access a test is to visit a testing site.</p> <p>Full guidance can be found here: https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p>
<p>If a learner or staff member tests positive – identifying others who need to self-isolate.</p>	<p>When an individual tests positive for COVID19 the NHS Test and Trace programme is engaged. For schools, this means:</p> <ul style="list-style-type: none"> • The Tracing Team will contact that or their family to understand their recent movements • The team will contact the school to carry out a ‘rapid risk assessment’ and confirm who has been in close contact with the person during the period that they were infectious. The school will need to have information readily available, on: <ul style="list-style-type: none"> ○ Which learner and ○ How the learner travels to school • If the learner has used home to school transport the tracing team may need to liaise with the external operator directly to ascertain any additional learner using the same transport who also need to self-isolate • The school must send home those staff/pupils identified as having been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person (during the infections period as advised) • The tracing team will also liaise with the family (if it is a learner) to identify any out of school/ social close contacts. <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the young person or staff member who is self-isolating subsequently develops symptoms. If this occurs, they must follow the process for anyone who develops COVID19 symptoms; self-isolate and seek a test.</p>
<p>Self-isolation following a positive</p>	<p>If an individual tests positive they must continue to self-isolate for at least 10 days from the onset of their symptoms and then</p>

<p>test</p>	<p>return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>The 10-day period starts from the day when they first became ill.</p> <p>Other members of their household should continue self-isolating for the full 14 days.</p> <p>‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p>
<p>Informing Public Health of positive case/s</p>	<p>If there is a confirmed case within your school in a member of staff or learner, you should inform Public Health.</p> <p>To notify a case(s) to PHE, schools can call Public Health England (PHE) in the East of England on 020 7654 8000 wn_coronavirus@phe.gov.uk</p> <p>If the matter is not urgent, schools can also email: london@phe.gov.uk to notify PHE.</p>
<p>Cleaning the area following a case of COVID 19</p>	<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including; bathrooms, door handles, telephones, and stairwells.</p> <p>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:</p> <ul style="list-style-type: none"> • a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine • 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 • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses <p>Areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly</p>

	<p>contaminated with body fluids can be cleaned thoroughly as normal. Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.</p> <p>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p>
<p>Who should access a test?</p>	<p>Only symptomatic individuals should be tested. The symptomatic individual should access a test as soon as possible.</p> <p>The symptoms indicative for the need for testing are:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal <p>Contacts of this individual should only access testing if they themselves become symptomatic.</p> <p>If a contact who has been asked to self-isolate, goes on to display symptoms, accesses a test but it is negative – they still cannot return to school until they have completed their 14 days isolation period (this is because they still might go on to become positive during the 14 days).</p>
<p>Accessing testing</p>	<p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>The options for the test are:</p> <ul style="list-style-type: none"> • at a local test site today and get the results tomorrow • with a home test kit if they cannot get to a test site, results expected within 72 hours.

<p>Accessing testing for learnerren:</p>	<p>Anyone with symptoms can get a coronavirus test, whatever their age. Parents should book a test via the <u>NHS testing and tracing for coronavirus website</u>, or order by telephone via 119 for those without access to the internet.</p>
<p>Returning to school/work</p>	<p>Where the original individual tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the learner/staff member tests positive – they may return to school after 10 days from the onset of their symptoms and then return only if they do not have symptoms other than cough or loss of sense of smell/taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>If someone is symptomatic, tests positive and works with a vulnerable group/individual, who has greater vulnerability than the general population, it is sensible they are excluded for 14 rather than 10 days.</p> <p>Staff who have tested positive should provide proof of a negative test before they can return to work.</p>
<p>Disposing of waste</p>	<p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>Waste should be stored safely and securely kept away from learners. The waste should not be put with waste in communal waste areas until it has been stored for at least 72 hours.</p> <p>If, in an emergency, you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste

	There will be a charge for this service.
Remote Learning for those self-isolating	<p>Where a learner is unable to attend school because they, and/or their parents/guardians, are complying with clinical or public health advice, the school will immediately offer access to remote education.</p> <p>The expectations around remote learning are shown in the Remote Education Support Guidance</p>

Sources: [Full Opening Guidance](#)
[safe working in education](#)
[implementing the protective measures in education](#)