



COVID19 EMERGENCY PLAN

Overview

- Section A** If a student (or a member of their household) becomes unwell with coronavirus symptoms **AT HOME**
- Section B** If a member of staff (or a member of their household) becomes unwell with coronavirus symptoms **AT HOME**
- Section C** If a **STUDENT** becomes unwell with coronavirus symptoms **AT SCHOOL** (or a member of their household has been sent home due to symptoms)
- Section D** If a member of **STAFF** becomes unwell with coronavirus symptoms **AT SCHOOL** (or a member of their household has been sent home due to symptoms)
- Section E** When the school has been informed of a positive case
- Section F** If a student or staff member, who has been asked to self-isolate, develops symptoms themselves within their 14-day isolation
- Section G** Containing an outbreak by following local health protection team advice
- Section H** Students or staff who were shielding

Overview

We require that all students and staff:

clean hands thoroughly more often than usual.

All staff and students must:

- wash their hands/sanitise on arrival
- wash their hands/sanitise after each lesson/break/lunch
- wash their hands/sanitise before and after eating
- wash their hands/sanitise after visiting the toilets

Hand sanitiser is available in every classroom

ensure good respiratory hygiene

All staff and students must:

- ensure good respiratory hygiene using the 'catch it, bin it, kill it' approach

Tissues and bins are available in all classrooms

minimise contact between individuals.

All staff must:

- maintain social distancing wherever possible
- sit 2m apart in staff areas
- stay 2m from students wherever possible

All students must

- remain in their year group bubbles
- maintain distance from each other and avoid face to face contact
- respect the 2m distance from staff
- only use the rooms, toilets and social areas allocated to their year group zone

Section A

If a student becomes unwell with coronavirus symptoms at home (or a member of their household), they must:

- Follow government guidelines [coronavirus \(COVID-19\) symptoms](#)
- The student and any siblings should remain at home and self-isolate
- [Arrange to have a test](#) for anyone showing symptoms
- The student's parent must call school **01629 812671** and choose option 1 (Y7-11) option 2 (Sixth Form) and speak to the Attendance Officer or leave a message explaining the symptoms and the date planned for the test ([testing and tracing for coronavirus website](#)) and any associated absences
- **Please share the test result with school immediately.**
 - Call **01629 812671** and choose option 1 (Y7-11) option 2 (Sixth Form) and speak to the Attendance Officer or leave a message and a member of the pastoral team will call you back
 - If the test result is **negative** the student and their siblings can stop self-isolating and return to school.
 - If the test result is **positive**, the student and the rest of the household must
 - follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'
 - actively engage with NHS Test and Trace
 - continue to self-isolate for at least 10 days from the onset of their symptoms. Then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.
 - Other members of their household should continue self-isolating for the full 14 days.

If a member of the household becomes unwell with coronavirus symptoms at home

Please follow the above for the family member showing symptoms and keep other family members off school until the test results are known.

Section B

If a member of staff becomes unwell with coronavirus symptoms at home (or a member of their household), they must:

- Follow government guidelines [coronavirus \(COVID-19\) symptoms](#), remain at home and self-isolate
- [Arrange to have a test](#). Essential workers, which includes anyone involved in education, have priority access to testing.
- report their absence by calling **01629 812671**. Press option 3 and speak to/leave message for HR (HD or RF) to explain their symptoms and the date planned for the test ([testing and tracing for coronavirus website](#))
- **Please share the test result with school immediately.**
 - Staff should contact HR/SLT
- If the test result is **negative**, the student/staff member can stop self-isolating and return to school. Other members of their household can also stop self-isolating.
- If the test result is **positive**, they must
 - follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'
 - actively engage with NHS Test and Trace
 - continue to self-isolate for at least 10 days from the onset of their symptoms. Then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Other members of their household should continue self-isolating for the full 14 days.

Section C

If a STUDENT becomes unwell with coronavirus symptoms AT SCHOOL (or a member of their household has been sent home due to symptoms)

- The teacher must send the student immediately to the medical room
- The teacher should reassure the rest of the class that all precautions will be taken and they do not need to go home unless they develop symptoms themselves.
- The teacher must notify **covid-on call** who in turn will confirm that the student has arrived at medical or take action to locate the student
- Medical staff will wear full PPE and assess the student – take temperature and talk to them about their symptoms.
- The student will be given a mask to wear and wait in the isolation room with access to a toilet
- Medical staff will call home and arrange for the student to be picked up
- The parent will be instructed to park in the visitors' car park and go to reception when they arrive
- Medical staff will inform DR
- When the parent arrives, medical staff will escort the student to the visitors' car park.
- Medical staff will call the cleaning team and ensure the area where the student has been is thoroughly cleaned with bleach to reduce the risk of passing the infection on to other people
- Once at home, parents follow **Section A**
- Medical staff will mark the register accordingly

Section D

If a member of STAFF becomes unwell with coronavirus symptoms AT SCHOOL (or a member of their household has been sent home due to symptoms), they must:

- notify **covid-on call** (if teaching) who will ensure another member of staff will arrive at the classroom to supervise the students and reassure them
- notify their Curriculum Leader/SLT/HR to ensure their lessons are covered for the rest of the day
- go home and follow **Section A**

Section E

When the school has been informed of a positive case:

- SLT will contact the local health protection team immediately.
[East Midlands HPT](#)
Public Health England
Telephone 0344 2254 524 (option 0)
Out of hours advice 0344 2254 524

(This team should have contacted the school if they become aware of a positive case from our school)

- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious.
 - **Close contact** means direct close contacts - face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).
 - **Proximity contacts** - extended close contact (within 1 to 2m for more than 15 minutes) with an infected individual or travelling in a small vehicle, like a car, with an infected person
- The health protection team will work with us to guide us through the actions we need to take.
- The health protection team will provide definitive advice on who must be sent home.
- We will contact home for these students and ask them to be collected and advise them to self-isolate for 14 days.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the student or staff member who is self-isolating subsequently develops symptoms
- The health protection team will provide a template letter to send to parents and staff if needed.
- The school is not allowed to share the names or details of staff/students with coronavirus unless essential to protect others.

Section F

If a student or staff member, who has been asked to self-isolate, develops symptoms themselves within their 14-day isolation

- They should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'.
- They should arrange a test
- If the test result is **negative**:
 - they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus within the remaining days.
- If the test result is **positive**:
 - they should inform school immediately,
 - isolate for at least 10 days from the onset of their symptoms
 - their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.

Section G

Containing an outbreak by following local health protection team advice

- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.
- Whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.
- In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.

Section H

Students or staff who were shielding

- Shielding advice for all adults and children was paused on 1 August. The small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding [current advice on shielding COVID-19 - 'shielding' guidance for children and young people](#).
- Clinically vulnerable and clinically extremely vulnerable staff can return to school in September and are asked to fill in a risk assessment form so that safety measure can be implemented for their safe return.