

COVID Working Educate Staffing

Procedure

1. When staff member develops symptoms compatible with coronavirus, Educate Staffing will call the you. The member of staff will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.
2. All staff and pupils in that 'bubble' or have been in contact should have access to a test at a testing centre if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
3. Where the staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Regular contact will be maintained between the school and Educate Staffing
4. Where the staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the staff member they live with in that group subsequently develops symptoms.
5. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

All staff attending your school have;

- *Completed a skills COVID test to prepare them for working in your school*
- *Not been away to a country in the last fourteen days where they are required to self-isolate*
- *Been provided with clear instructions on the process to follow if they need to self-isolate*
- *Advised on what symptoms they should be aware of*



- *Advised on contact with children as per the DFE guidance*
- *Advised on cleanliness for themselves and the children*

If a member of staff must isolate;

- *We will provide a replacement who have followed the above procedures and tests*
- *We will inform you should a candidate we have placed at your school need to self-isolate. We will inform you as we are made aware via telephone, email, and text where possible*