



12<sup>th</sup> March 2020

## **Policy in case of flu pandemic - Covid 19**

### **Introduction**

Covid-19 (previously known as “2019 novel coronavirus”), is part of the influenza group of viruses which can cause respiratory illness. Symptoms include fever, cough and difficulty in breathing, which are similar to other diseases that are much more common, such as cold and flu.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions.

We recognise that we have a duty of care towards our staff, pupils and families, to protect those most vulnerable and those who might be severely affected if infected with Covid-19, primarily because this is a new virus and we do not yet understand the full implications of a Covid-19 pandemic.

### **Purpose**

The purpose of this document is to provide a protocol for staff, pupils and parents for when a pupil or member of staff shows symptoms of flu (specifically a temperature of 38 °C and above), and potentially might be a candidate for a Covid-19 infection, or a case of Covid-19 has been confirmed.

The principal will ultimately decide whether the school needs to close for a period of time.

### **Implementation**

While the school remains open, the following measures will be put in place:

1. - If a case of COVID-19 (pupil or staff) is confirmed on the school premises:

The school will be in contact with the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of the school will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or staff will be based on this assessment.

The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on the cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.

2. – Pupils or staff who have been in contact with a confirmed case of COVID-19 who were symptomatic while attending the school premises:

## 2.1– Definition of contact includes:

- any pupil or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any pupil, student or staff member that is living in the same household as a confirmed case.

## 2.2– Self-isolate at Home

- you will be asked to self-isolate at home for 14 days from the last time you had contact with the confirmed case and to also follow the [home isolation advice sheet](#) (link),
- if you develop any symptoms within 14 days, you must call NHS 111 for assessment and also inform the school,
- if you become unwell with cough, fever or shortness of breath, you must be tested for COVID-19,
- if you require emergency medical attention, call 999 and tell the call handler that the person has a history of potential contact with COVID-19,
- if you are unwell at any time within the 14-day observation period and you test positive for COVID-19 you will become a confirmed case and should be treated for the infection
- the school will be in contact with the local Health Protection Team who will provide the school with advice and will work with the headteacher, principal and or senior management team of the school.

## 3. – If a pupil feels unwell or are having a temperature or show other symptoms of flu:

### 3.1 – The pupil

- the teacher in immediate charge of the class will take the temperature of the pupil.
- if it is 38 °C or above the pupil will be requested to go to the office for the symptoms to be verified by a first aider.
- if the pupil is verified as having a temperature of 38 °C or above the pupil will be taken to the first aid room in order to prevent possible contagion
- the pupil 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 the bin. The room will need to be cleaned once they leave
- if they need to go to the bathroom they should use a separate bathroom if available.
- the parents will be notified and requested to come and collect the pupil
- the pupil will not be left alone at any time, but any staff member with the pupil will need to keep a distance of at least 2 metres.
- the parents must be asked whether they have done any recent travel to another country abroad to ascertain the risk of a possible contagion of Covid-19.
- the parents will be requested to keep the pupil at home until at least one full symptom-free day has passed, at which point the pupil may return to school
- **the parents must inform the school beforehand that the pupil is clear of fever or other symptoms of flu and of the intent to bring the pupil back to school.**

### 3.2 – The rest of the class and immediate contacts

- all the pupils in the rest of the class relating to this pupil will be tested for a temperature
- if any other pupils have a temperature of 38 °C or above, the same procedure needs to be followed as in 3.1 above.

- The rest of the class continue as per normal.
- The principal will decide depending on the risk level under these circumstances whether these pupils with flu symptoms need to self-isolate at home for 14 days and whether the class needs to be isolated from the rest of the school during break and lunchtime, or whether the whole class will be requested to return home and self-isolate for 14 days.

#### 4. – Pupils, parents or staff returning from travel anywhere else in the world

4.1 - We are asking any pupils or staff who have been on holiday or travelled in infected areas abroad to self-isolate at home for a minimum period of 14 days, and inform the school of the situation. Countries (subject to change) include **China, Iran, South Korea, North Korea, Hong Kong, Japan, Macau, Malaysia, Singapore, Taiwan, Thailand, Cambodia, Laos, Myanmar, Vietnam, France—Oise, Haute Savoie vallée de la Balme, Morbihan and the whole of Italy**. If you show any symptoms of flu, **call NHS 111. In an emergency, please call 999.**

4.2 - School Procedures for external visitors and contractors:.

All visitors during the school day will from now on be asked to confirm that they do not fall into the above categories to be allowed to enter the school premises.

It will not be practicable to check all parents and carers at drop-off and collection, so we ask visitors to self-regulate, to take a common-sense approach and to follow these guidelines in order to minimise risk to the school community and to safeguard the health and welfare of all pupils, members of staff and other parents.

Please see the protocol already communicated.

#### 5. - Preventing the spread of any infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- covering your cough or sneeze with a tissue, then throw the tissue in a bin.
- people who feel unwell should stay at home and should not attend work or any education or childcare setting
- pupils, students, staff and visitors should wash their hands:
  - before leaving home
  - on arrival at school
  - after using the toilet
  - after breaks and sporting activities
  - before food preparation
  - before eating any food, including snacks
  - before leaving school
- use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environments
- see further information on the [Public Health England Blog](#) (link) and the [NHS UK website](#). (link).

6. - How to clean educational establishments where there were children, students or staff with suspected cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where an asymptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

7. - What to do with rubbish in the educational establishment, including tissues, if children, students or staff become unwell with suspected COVID-19

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, you will be instructed what to do with the waste.

*This document, although correct at the time of publication, does not form a contract between the recipient and school. The school reserves the right to make changes at any time which it considers to be necessary for legal, administrative or educational reasons.*

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