Coronavirus (COVID-19) Health & Safety Guidance

Considering the global issue of Coronavirus, we wish to provide you wish some important information to help keep you and others safe specifically during your assignments but also in general. Please do not hesitate to contact your consultant if you have any concerns relating to Covid-19.

During assignments your health & safety is a joint responsibility between Principal Resourcing, your place of assignment and yourself.

Before your assignment we will: -

• provide you with information on any risks of the work before the work starts, including the control measures in place and any health surveillance required.
• make you aware of and check they have the necessary occupational qualifications or skills required to do the job safely before they start work.

At assignment: -

The establishment you are assigned to will be in the best position to manage the health and safety of a temporary worker as it will direct the worker's activities and control the premises where that work takes place. They must ensure the safety of its temporary workers, as it does that of its own employees.

People who develop symptoms of coronavirus

When to self-isolate

The medical advice is clear: you must self-isolate if:

- **You test positive or have COVID-19 symptoms**
- **Someone in your household tests positive or has symptoms**
- **Someone in your bubble has symptoms or tests positive**
- **You are contacted by track or trace**

In December 2020, isolation reduced from 14 days to 10 days, but this is dependent on the circumstances. See below for more information.

If you have symptoms or test positive	**If someone you live with tests positive or has symptoms**	**If someone in your bubble has symptoms or tests positive**	**Test and trace**
Isolation time – 10 days from symptoms	Isolation time – 10 days from symptoms or if no symptoms 10 days from positive result.	You need to isolate for 10 days when last contact but only if:	You must isolate if contacted by test and tract for 10 days from when you were last in contact with the positive person.
No symptoms – 10 days from positive test	Warning - If the person you live with gets symptoms while you are isolating, the 10 days starts again!	• You have been in close contact since symptoms started, or	
After 10 days – Can stop self-isolating unless you have:		• You have been in contact 48 hours before symptoms started, or	
• High temperature		• You have been in contact since positive test or during 48 hours before positive test	
• Running nose			
• Feeling or being sick	Stop isolating after the 10 days if you have no symptoms.	Stop after 10 days from their symptoms or positive test.	
• Diarrhoea			
If you have any of the above, keep isolating until symptoms stop.			

The main symptoms of coronavirus are:

- 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

Should you have any of these symptoms, you cannot do your assignment and must inform Principal Resourcing of your self-isolation.

Developing symptoms during an assignment.
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must inform the supply contact or your designated line manager and you must be sent home and are advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' Details on self-isolation can be found below. You must information Principal Resourcing as soon as possible.

Test and Trace
Part 1: for someone with symptoms of coronavirus

1. isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate. Anyone else in your household must self-isolate for 10 days from when you started having symptoms
2. test: order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access
3. results: if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 10 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate providing you have no symptoms.
4. share contacts: if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that you receive appropriate advice...

Part 2: if you are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus

1. alert: you will be alerted by the NHS test and trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS test and trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue
2. isolate: you will be told to begin self-isolation for 10 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home
3. test if needed: if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 10 days and you must book a test at www.nhs.uk/coronavirus or call 119 if you have no internet access. If your test is positive, you must continue to stay at home and complete isolation, and we will get in touch to ask about your close contacts since they must self-isolate.

Shielded and clinically vulnerable adults

If you are clinically vulnerable or clinically extremely vulnerable you must inform Principal Resourcing prior to accepting any assignment.
Clinically extremely vulnerable individuals are advised not to work outside the home. It is advised that people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus (COVID-19) and have been advised by their clinician or through a letter) to rigorously follow

shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.

Should you be clinically vulnerable (but not clinically extremely vulnerable) and wish to be considered for work, you must inform Principal Resourcing and we can work with you and our clients to assess and discuss whether the specific role involves an acceptable level of risk. It is advised you only attend an education or childcare setting if stringent social distancing can be adhered to. This is also the case if you live with someone who is clinically vulnerable.

Pregnancy

All pregnant women should follow the government advice on coronavirus. The government have included Pregnant women in the list of clinically vulnerable adults. It is advised that pregnant women should stay at home as they can be more susceptible to a virus. If you are a member of a union, it is advised you seek advice from them before accepting an assignment. If you are pregnant you must inform Principal Resourcing prior to accepting an assignment so a full risk assessment can be carried out.

The NHS advise that if you are pregnant, its important you:
- Wash hands regularly
- Stay at home as much as possible and follow advice on social distancing
- Stay away from anyone who had symptoms.

Social distancing

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19). You must ensure that during assignments you follow government guidance on social distancing and take direction from the school you are working in. This will include distancing yourself from other people by 1 meter + or 2 meters, using one-way systems and following arrows and directions in each individual setting. If you are required to work in areas where social distancing is not possible, a full risk assessment should have been carried out by the client and you should be aware of measures taken to protect you such as the use of PPE.

Basic hygiene can help protect yourself and others.

- Wash your hands with soap and water often and for at least 20 seconds or use hand sanitiser if soap and water are not available.
- Always wash your hands when you get home or into work or when you have used public transport.
- Cover your mouth and nose with a tissue or your sleeve when you cough or sneeze.
- Put used tissues in the bin straight away and wash your hands afterwards.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who show signs of illness.
- Do not share items that come in to contact with your mouth such as bottles and cups.

As well as basic hygiene, please read the below to assist you whilst working in schools.

- Principal Resourcing will confirm to you any specific health & safety requirement of clients before you attend your booking.
- Ensure you ask the school for their specific policies and procedures relating to the coronavirus.
- 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 & eating any food, including snacks
  - before leaving school
- clean and disinfect frequently touched objects and surfaces
- Please speak to the supply contact, senior member of staff or contact Principal Resourcing if you are concerned about symptoms of a child or colleague.
- If you become unwell, tell a member of staff.
- If you are suffering from symptoms, have been contacted by test and trace or are awaiting test results you MUST NOT ATTEND your assignment. You must contact Principal immediately so a full risk assessment can be carried out.

If you feel unwell: -

- Keep away from others and stay at home to stop the infection spreading.

- Inform Principal Resourcing if you are booked into any assignments or have come into contact with anyone from Principal, clients or pupils.

- Inform your line manager or supply contact if on assignment so you can be sent home.

- Call NHS 111 if you are concerned about your own symptoms.

Ongoing communication

We will keep in regular contact with you. We understand that mental wellbeing can be affected during this situation and therefore we ask you to please inform us of any issues, just to chat or if we can offer any guidance or assistance. It is also very important that you please update us with any changes to your medical health so we can ensure any additional checks or risk assessments can be carried out.

For more information on Covid-19 you can visit these links: -

Government guidance for education settings
https://www.gov.uk/coronavirus/education-and-childcare

Government stay at home guidance
https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

Test and trace
https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works

Visit Public Health England Blog and the NHS UK website.

Mental health and wellbeing links

Mind
https://www.mind.org.uk/coronavirus-we-are-here-for-you/

NHS every mind matters
https://www.nhs.uk/oneyou/every-mind-matters