



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## COVID – 19 POLICY

**Agreed by Governors: 11 June 2020**

### **1. Introduction**

Chatham & Clarendon Grammar School is committed to ensuring the health, safety and welfare of all employees. This policy describes the measures we have put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

### **2. Scope**

This policy applies to all employees of Chatham & Clarendon Grammar School. It is provided to assist staff in their work at school and should be taken into consideration with the school's Health and Safety Policy, COVID-19 Risk assessment and Infection Control Policy.

### **3. Infection Control**

All employees must follow the guidelines promoted by Public Health England, the NHS and the World Health Organisation on infection control whilst at work and in their daily lives. This includes:

- Regularly cleaning your hands using alcohol-based hand rub or soap and water;
- When coughing and sneezing, covering your mouth and nose with a flexed elbow or tissue, throwing this tissue away immediately and washing your hands; and
- Avoiding close contact with anyone who has a fever and cough.

Notices promoting infection control best practice will be displayed throughout the workplace. The School will ensure

### **4. Business travel and attending work**

On 23 March 2020, the government announced more stringent measures on travel and social distancing. With regards to work, the guidance stated that individuals could travel to and from work, but only where this work absolutely could not be done from home.

This guidance was updated on 11 May 2020, to the extent that is applicable to the workplace, that those who cannot work from home should be encouraged to come into work if it is safe to do so, so long as the workplace was not one of the listed businesses restricted from remaining open at this time.

Currently, our school has not been ordered to close. As a result, we will remain open to certain students as instructed by the Government, but some employees can work from home where possible.

If it is not possible to work from home, you are permitted to attend work at this current time. However, other government measures, such as the two-metre social distancing rule, should be observed at all times. The government has issued updated sector-specific guidance on how to make workplaces safe in the current pandemic, which we will be following. If you have any specific concerns about attending work at this time, please contact your line manager immediately. We will of course keep this under review and update our advice on receipt of any further clarification or guidance from the government.

## **5. If you contract the virus**

You should take medical advice as to the length of your absence and the measures required to prevent the spread of the virus. Our normal sickness absence procedures will apply, and you should keep us updated as to your availability to attend work. Our normal procedure requires you to produce a doctor's note after seven days of absence, although we appreciate this may not be possible in the circumstances. During your absence, you will be entitled to Statutory Sick Pay/Occupational sick pay in line with the usual qualifying criteria laid out in your terms and conditions of employment. Again, we will review evidential and sick pay requirements in line with any changes the government may make in this regard.

## **6. Self-isolation**

The most common symptoms of coronavirus are recent onset of a new continuous cough, high temperature and a loss of sense of smell and/or taste. If you have these symptoms, however mild, stay at home and do not leave your house.

If your symptoms worsen during home isolation, contact NHS 119 online. If you have no internet access, you should call NHS 119. For a medical emergency, dial 999.

The online contact is: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

If you are self-isolating because you have these symptoms, this absence will count as sick leave and our normal sickness absence procedure will apply. During any absence, you will be entitled to statutory sick pay (SSP)/Occupational sick pay in line with the usual qualifying criteria. Under current advice, you will be able to request a test for the virus to confirm if it is positive. If you test positive for Covid-19 then you are expected to follow the latest advice and only return to work when it is deemed safe to do so. We will be reviewing this regularly in order to take into account any updated guidance from the government.

If you are self-isolating because you live with someone who is showing COVID-19 symptoms but are not ill, this absence will count as sick leave and our normal sickness absence procedure will apply.

During any absence, you will be entitled to sick pay in line with the usual qualifying criteria. As an alternative, we can consider whether it is possible for you to work from home.

If you are shielding in accordance with the government's guidance and you have a letter from a medical practitioner advising that you are extremely vulnerable, then this absence can count as sick leave and our normal sickness absence procedure will apply. During any absence, you will be entitled to sick pay in line with the usual qualifying criteria.

If you are self-isolating but not in accordance with advice as above and you are not ill, in the absence

of homeworking or annual leave, we will discuss your options with you on a case by case basis. If you are shielding a member of your household, and cannot come to work, or work from home, you may be granted unpaid leave.

## **7. Homeworking**

Given the current situation, a period of homeworking may be necessary. However, for this to be a possible option, your role must be suitable for homeworking. There are certain roles which can only be carried out from within the work environment, and in those circumstances, homeworking may not be possible.

Each request or requirement for homeworking will be considered on its merits and any final decision in that regard rests with the Headteacher or School Business Manager. If you disagree with any decision to deny you homeworking, please speak to the Headteacher to discuss the reasons.

## **8. Emergency dependant leave**

If you are unable to attend work due to the need to arrange care for a dependant (for example, if your child's school or nursery is closed), our usual emergency time off for dependant leave policy will apply.

As a reminder, you are permitted paid emergency leave to make alternative care arrangements at the discretion of the headteacher. As such, any period of emergency leave is normally fairly short in duration (24 to 48 hours for example), although this is likely to be problematic and each instance will be judged on a case-by-case basis.

If care is required beyond that, we may agree with you a period of homeworking – depending on whether that fits in with your role and the needs of the dependant – or a period of annual (paid) or unpaid leave for this time off dependent on your role within school.

## **9. Sending you home or requiring you not to attend work**

There may be circumstances where it is necessary to send you home from work or request that you do not attend your workplace (for example, if we are concerned that you may have been exposed to the virus). If this is necessary, full pay will be granted for any period of leave or we may agree that you take some annual leave. Please note that if you asked not to come to work on the basis that you are required to self-isolate in accordance with government guidance, as referred to above, and you are unable to work from home, your absence will be treated as sick leave. If you become unwell during this time or are advised to self-isolate in accordance with the "Self-isolation" section referred to above, you should follow government guidance on the next steps and follow our usual absence reporting procedure. You would then be treated as on sick leave and would be paid in accordance with our absence policy.

## **10. Health and Safety in the workplace during Covid-19**

During these difficult times the current Health and Safety policy will still be valid, where practicable, with the additional measures shown below:-

We have carried out a Covid-19 risk assessment which is available to all staff.

Parents will be asked not to enter the school buildings and only enter by appointment.

Staff, students and parents will be asked to adhere to the 2 metre distancing rules at all times.

Members of staff will be required to stand at all designated entrances (two at each) each morning between 8.30 – 9am to welcome students and staff into school and discourage parents from entering the grounds. Students and staff will be asked the following questions:

- 1) Are you suffering any COVID 19 symptoms (new and persistent cough; temperature; loss of taste or smell; etc) - Yes or No
- 2) Is anyone in your household suffering any COVID 19 symptoms (new and persistent cough; temperature; loss of taste or smell; etc) - Yes or No
- 3) Take temperature with non-contact infrared thermometer – anyone with a temperature exceeding 37.5c will not be allowed to enter school – answer OK or Not OK

The answers will be recorded on a general health register by the members of staff.

Students will be expected to be dropped off at the school gates and directed to use hand sanitiser before being directed to their classrooms.

Class sizes will be kept between 8 to 14 students per class, with seating 2m apart. Each student will have their own 'zone' in which they keep their belongings.

Throughout the morning staff and students are encouraged to wash their hands for 20 seconds each time or use an alcohol gel which is readily available.

Should a student or member of staff become unwell they will be isolated and cared for by a member of staff. If there is a possibility that the illness could be related to the Virus, this member of staff will have immediate access to PPE and be required to pay extra care and attention towards hygiene. The student's or staff work area should be cleaned thoroughly as soon as possible. The Premises Manager is to be notified of any such cases as soon as possible so that deep cleaning can take place the same day.

Students will take turns to use the toilets and these areas should be monitored. Water fountains will not be usable. Bottled water will be made available on request.

Measures will be taken to limit risks and movement around the school and this will be revised as necessary to ensure the most effective and safest practice is adopted. Floor markings have been laid and notices will be displayed around the site to both remind and encourage safe practice during the pandemic.

Parents will be asked not to enter the school site and to adhere to social distancing. This will be monitored and adapted to promote safe practice.

To help the Cleaners, Teachers are requested to clean their own equipment and work desk when all their students have left for the day. Appropriate cloths and disinfectant will be provided.

The usual cleaning routine will take place each morning and afternoon. Cleaners will be on site during the school day. Cleaners will carry out frequent cleaning of the most common touch points and areas most used by staff and students.

Please wash or 'gel' your hands before and after touching photocopiers, laminators or any items used by other staff during the day.

A deep clean of the site will take place whenever it is deemed necessary, following a confirmed outbreak of the virus within the School, or during holiday. Particular attention is always paid to toilet areas and food preparation areas.

Additional hand sanitisers have been installed during these times.

The government guidance is that staff and students should not wear PPE routinely around the school. This is considered optional and staff will not be encouraged or discouraged in their use. PPE can be provided if requested.

Use of the School staffrooms will be limited. Members of staff should remain 2m apart and use of the soft seating area is to be avoided. It is important to use hand gel or wash your hands when you enter the staffroom and when you leave. Only one person at the kitchenette is recommended at any one time. No food or drink is to be left for 'sharing' in the staffroom and each member of staff is responsible for their own cup, spoon and plate.

Visitors to the site are to be directed to the main entrance and only one person at the time to enter the reception. Hand gel is available and to be used for anyone entering the main building. Deliveries are to be left in the reception and collected by a member of staff to limit personal contact. It is advisable to wash hands or use hand gel after handling deliveries.

Please appreciate this is a working document and the Governors and management of the School will endeavour to remain up to date with government guidance.

All staff should read and revisit the guidance as it is published. Failure to adhere to safe working practices in the School could result in a disciplinary action.

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**Please email, with the statement below, the lower school reception to say you have read this policy.**

*I have read the Policy for Covid-19 Health and Safety and Risk Assessment and agree to do all I can to work within the guidance. If I feel that my own safety, or the safety of my colleagues or the students is compromised I shall bring the matter to the attention of the Head Teacher as soon as possible.*