Team Educate

COVID-19

Agency Staff Re-Entry Plan

At Team Educates, we understand the importance of keeping all of our Staff, Clients and Pupils safe at all times and this document is to outline the preparation and precautions Team Educate is undertaking to ensure the safe re-integration into schools.

Due to the nature of the work Team Educate caries out, we have been closely monitoring the ever-changing situation, whilst closely following advice from the Department for Education (DfE), Public Health England, the World Health Organisation and the National Health Service (NHS). This is to ensure that Team Educate, as an agency, is able to operate normally whilst keeping the safety of all out workers and the public paramount.

This publication was released on Tuesday 1st August 2020 and will be reviewed on a weekly basis and amended when necessary, in accordance with the current COVID-19 situation.

Team Educate

The Wellbeing and Safety of Our Staff

The safety of our staff is paramount and before any of our candidates go into schools, we speak to them individually and outline the risks, importance or reporting any signs or symptoms and also ask them to follow government guidelines to the latter. If they are experiencing any symptoms of COVID-19, they are not permitted to work and are then required to a test and self-isolate until they receive these results.

If the candidate is displaying any symptoms, however mild, we will advise them to stay at home for 7 days from when the symptoms start (if living alone). If they live with someone who has symptoms, under the government guidelines they will be required to stay at home for 14 days. We also advise anyone with symptoms to request a home test to confirm whether they have contracted COVID-19. If the test comes back negative, they will need to continue to self-isolate for the 14-day period before having another test. Once they have taken another test and it comes back negative, we can then discuss with the candidate about re-integrating them back into the classroom and

We ask that all of our teachers take with them a necessary facemask to schools with them as a precaution. Currently the government have instructed that mask are no permitted to be worn in Primary Schools and the Head Teachers of Secondary Schools, have the right to enforce staff and pupils to wear a face covering if required.

All of our candidates have been issued government guidance when working in education settings. We will closely monitor the situation and guidance given and will amend policies and advice when necessary.

Responsibility from Our Clients

We want to ensure we are adopting the best practice when it comes to working in education settings during the pandemic. Clients will be asked to provide any information to assist us in re-entry, social distancing and health and safety to ensure we can pass on all information to candidates for each individual school we work with.

If there is any other information that is not listed on this re-entry plan that is relevant, please do not hesitate to let us know by calling 0117 374 2547 or email info@teameducate.co.uk

Team Educate

Please find below our action place for the re-integration of our candidates into schools and how we will monitor, assess and action any situations we may come across

Scenario	Hazards & Risk	Risk Level (High, Medium, Low)	Control Measures	Mitigation	Actions Required
Candidates returning to schools for bookings and interviews	Passing infection onto others and spreading the virus	Medium	Before any candidate is to wok, Team Educate is to pre-screen each candidate. This is to determine whether they have any symptoms and any risk of spreading the virus Our candidates are required to do a self-assessment of their health before each assignment and update their consultant immediately, with any change. We do require our clients to brief out candidates on their social distancing rules, health and safety practice ins advance if possible or if this is not possible, upon arrival to the school Team Educate are required to ensure the candidates awareness of government advice in relation to ensuring safe practice, staying safe, and recognising symptoms. The current symptoms outlined are: - A new continuous cough - A high temperature - A loss of, or change in, your normal sense of taste or small (anosmia) For most people this will be mild but extremely contagious and is a deadly virus to some. If anyone is experiencing any of these symptoms, they are to self-isolate at home. Coronavirus Hygiene Guidance should be followed: 1. Wash hands more often than usual for 20 seconds using soap and hot water. Particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that is all you have to use. 2. To reduce the spread of germs when you cough or sneeze, ensure you cover your mouth or nose with a tissue or your sleeve. Avoid coughing into your hands. Ensure you then wash your hands immediately. 3. You are to ensure you clean and disinfect any surfaces that you come into contact with to reduce the risk of passing this onto others. Candidate should also supervise young children to ensure they are also adhering to the guidance set out. They are to ensure children are washing their hands with soap and running water for a minimum of 20 seconds. Candidates are to follow school procedure and polices for social distancing and health and safety whilst on the school premises.	Self-assessment to be completed when required (before each assignment) Communication between the consultant and candidate on a daily basis Relevant information sent to each candidate with booking confirmation. School polices and risk assessment sent to candidates	Consultants to ensure they are checking with each candidate on a regular basis and providing necessary polices, correct guidance and advice. Regular emails to candidates to make them aware of any changes from the government Team Educates Covid-19 Candidate Questionnaire to be completed and emailed to consultants for them to assess. Client Booking Confirmation updated outlining additional checks required Candidate Booking Confirmation updated with guidance and advice.

Team Educate

Scenario	Hazards & Risk	Risk Level (High, Medium, Low)	Control Measures	Mitigation	Actions Required
Candidate who has tested positive for Coronavirus	Passing infection onto others and spreading virus	High	All candidates who have tested positive for Coronavirus will not be placed into any schools and all bookings cancelled. They are to self-isolate for a further 10 days from when they receive their test result (under guidance from the NHS). If after they self-isolate and receive another test that comes back negative, Team Educate will then begin the process of placing them back into schools but only if they are displaying no further symptoms and it is safe to do so. If the candidate has been working within a school, the school to be notified immediately and made aware of the situation and associated risks. Further information on testing can be found at: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	Candidates bookings to be cancelled and availability diary blocked for 10 days. Negative test result required to enable candidate to restart work	Candidates will not be able to be booked into any further bookings without a negative test result. Checklist added to booking confirmation Team Educates COVID-19 questionnaire to be completed

Scenario	Hazards & Risk	Risk Level (High, Medium, Low)	Control Measures	Mitigation	Actions Required
Candidate who is experiencing symptoms of COVID-19	Passing infection onto others and spreading virus	High	All candidates who display symptoms of COVID-19 are to self-isolate immediately and apply for a home test kit. With the currently guidelines, they are self-isolate for 7-14 days. Future bookings put on pause until candidate received test results. Candidate not to be offered any future bookings until a negative test is received. Clients of the schools where the candidate has worked within the last 5 days will be contacted immediately. Further information on testing can be found at: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	Candidates bookings to be cancelled and availability diary blocked. Negative test result required to enable candidate to restart work	Candidates will not be able to be booked into any further bookings without a negative test result. Checklist added to booking confirmation Team Educates COVID-19 questionnaire to be completed

Scenario	Hazards & Risk	Risk Level (High, Medium, Low)	Control Measures	Mitigation	Actions Required
Candidates who feeling ill while at school	Risk of contracting virus and increased symptoms / illness Risk of passing virus onto others.	High	If a candidate develops coronavirus symptoms while at school, they must be sent home immediately to self-isolate School to inform agency immediately to follow up with candidate and relieve him / her from the position.	Candidates bookings to be cancelled and availability diary blocked. Negative test result required to enable candidate to restart work	Future bookings to be cancelled until negative test received from candidate. Checklist added to booking confirmation. Team Educates COVID-19 questionnaire to be completed.

Team Educate

Scenario	Hazards & Risk	Risk Level (High, Medium, Low)	Control Measures	Mitigation	Actions Required
Candidates who are classed as vulnerable	Risk of contracting virus and increased symptoms / illness Risk of passing virus onto others.	High	All candidates are to be screened before being offered any work. Consent of candidates needs to be received and assessed before any bookings offered. It will also be up to a senior manager at Team Educate to authorise a vulnerable candidate to be able to work. This is due to health being important and trying to limit the spread and risk of infection. The UK Government has issued advice stating that for those who are over 70, those who have underlying health conditions or those who are pregnant should: - Avoid contact with someone who is displaying symptoms of coronavirus. These symptoms include high temperatures and or a new and continuous cough - Avoid non-essential use of public transport, varying your travel times to avoid rush hour when possible - Work from home when possible. - Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs; - Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet and social media - Use telephone or online services to contact your GP or other essential services. - Be particularly stringent in following social distancing measures, initially for a period of around 12 weeks.	Booking checklist to be completed for every candidate School policies and risk assessment sent to candidate	Schools to be made aware of vulnerable classification Checklist added to booking confirmation Team Educates COVID-19 questionnaire to be completed

Scenario	Hazards & Risk	Risk Level (High, Medium, Low)	Control Measures	Mitigation	Actions Required
Candidates supervising children who feel unwell in schools	Risk of contracting virus and passing it on to others	Medium	If staff are aware of young people or children who develop Coronavirus symptoms while at school, they must follow DFE and school procedures and where possible that child should be sent home. If a child is awaiting collection, they should be moved, if possible, to a roam where they can be isolated behind closed door, depending on the age of child and with appropriate adult supervision if required. Ideally, a window should be open for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 meters aware from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. Appropriate PPE should be worn while waiting for the child to be collected and remain a safe distance (2 meters) when possible. All surfaces and areas where the child may have come into contact with, should be washed thoroughly with disinfectant to ensure the virus does not spread.	Weekly communication via email and via phone.	Checklist added to booking confirmation Team Educates COVID-19 questionnaire to be completed

Team Educate

			In an emergency, call 999 if they are seriously ill or injured and require immediate medical assistance. Do not visit the GP or pharmacy. If a member of staff who has helped someone who was taken unwell due to suspected COVID-19 symptoms, they do not need to go home unless they develop symptoms themselves. They should however wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.		

Scenario	Hazards & Risk	Risk Level (High, Medium, Low)	Control Measures	Mitigation	Actions Required
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Team Educate

Scenario	Hazards & Risk	Risk Level (High, Medium, Low)	Control Measures	Mitigation	Actions Required
Candidates who are travelling on public transport	Risk of contracting virus and passing this on to others.	High	We are to advice candidate to avoid using public transport unless it is essential. We recommend driving, walking, cycling and other forms of transport where possible. If they do have to use public transport, candidate will need to where face coverings (this now made compulsory by the government guidelines). If using public transport, the following is recommended for all: - Maintaining good hygiene - Practicing social distancing - Following NHS advice displayed on public transport - Use contactless payments when possible - Be aware of the surfaces you touch. Be careful not to touch your face. Cover you mouth and nose with a tissue or your elbow when coughing. It is not advised to cough into your hands. - Must wear a mask	Regular communication and online advice to candidates to avoid using public transport when possible.	We keep record of who requires public transport and when this is used.

Due the on-going changes and advances surrounding COVID-19, we are committed to ensuring the health, safety and welfare of our agency workers and understand that information and advice may change on a regular basis. We will do all we can to ensure their safety and that of others. Therefor, we will continue to monitor government advice and advice from the NHS and the National Health Service and will change and adapt our approach accordingly.

This document was produced to ensure Team Educate is adopting a safe practice for their workers whilst keeping the children and staff they come into contact with safe, while limiting the spread of the virus. Information has been used from the National Health Service (NHS), the Department for Education (DfE) and the world health organisation to provide an up-to-date action plan that our clients and candidates can refer to.

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