

## **Coronavirus Guidance – Guidance for Staff**

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature

Self-isolation (and household isolation) has to occur if a person has the above symptoms. Please see further guidance on this link – please read:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### **What does this mean for us in the School?**

Please see guidance for us ‘Coronavirus Covid 19 Guidance on isolation for residential educational settings’ on this link – please read:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

We need to follow all guidance as far as we possibly can.

For staff, this means if you begin to feel unwell whilst at work with the above symptoms, you inform a manager immediately and then go home to self-isolate.

For young people, the below is guidance to support staff to know ‘what to do’ if it is noted that a young person is symptomatic.

- Assess the young person’s symptoms - start to ‘tally’ how much a young person is coughing and take the young person’s temperature.
- Contact a the Nurse or a Manager – Duty Manager, Senior Manager, Nurse, Senior on Call etc and inform them of your concern. The young person will be assessed and a decision made as to if ‘self-isolation’ needs to occur.
- If self-isolation is deemed necessary – ALL young people from that home return to the home, with the staff that are currently working with them.
- If self-isolation is deemed necessary – Personal Protective Equipment (PPE) to be provided to the home for staff to use. Contact Senior Managers to gain this. If out of hours, call the Senior On Call who can advise.
- Commence additional monitoring for the young person – half hourly checks should take place.
- Offer regular fluids – a drink should be offered at each half hour check.
- Give paracetamol (not Ibuprofen) if this is required.
- The young person who is symptomatic should be encouraged to remain in their bedroom as far as possible.
- If the young person has a temperature - ensure the bedroom is ventilated, ensure loose clothing, ensure that there are no quilts being used, only sheets or empty duvet cover.

- An additional staff member will be deployed to the home as an additional support, if at all possible eg to support with cleaning.
- No other staff or visitors should be allowed to enter the home, unless it is absolutely necessary eg for an emergency situation.
- If the young person moves around the home, any surface must be cleaned as soon as they have touched it.
- The young person who is symptomatic should be prevented as far as possible, from entering the kitchen areas.
- The young person can go outside into gardens etc if they wish to, but any handles on swings etc must be cleaned straight away and social distancing must be adhered to.
- Distance must be maintained between others as much as is possible to achieve.

### **Who do we need to inform?**

- Ensure Nurse & Senior Leadership Team or the current SOC at time of situation are informed immediately; they will then advise and lead staff on actions to take and allocate who will be responsible for doing this. They will consult the 'staff risk assessment database' to take as much action as possible to support staff with their own health needs. They will also inform other managers and staff as necessary and will ensure that the following takes place:
  - Parents of the young person who is symptomatic are informed.
  - Parents of the other young people who are not symptomatic are informed.
  - Social worker of the young person who is symptomatic are informed.
  - Social workers of the other young people who are not symptomatic are informed.
  - Kitchen staff are informed, so that if the home usually cooks its own food that arrangements can be made for others to do this. No cooking will take place in the home. (For community based homes – cooking should take place in the opposite home if one home is symptomatic and the other is not).
  - Core team are informed, so that the home can be supported with more cleaning.
  - Other departments are informed eg maintenance, so that they do not inadvertently enter the home.

### **What action do staff need to take?**

- Practise exemplary personal hygiene – wash hands frequently as detailed in guidance, keep hands away from face etc.
- Staff to be aware of 'distancing' and encourage young people and staff to keep a distance from each other.
- Keep other young people away from the young person who is symptomatic as far as possible.
- Staff to clean all surfaces, handles etc even more regularly than usual. Use the advised products (see below).
- Any bathrooms, toilets etc **must be cleaned** after being used by the person who is symptomatic.

- Any deliveries to the home eg food etc must be left outside and the staff in the home communicated with.

### **What do staff do when they are due to go home?**

- Staff will leave the home and leave the site **immediately**. They must not go to any other area on their way out of school.
- Staff need to be mindful of their own personal hygiene when they go home. Consider clothing – advice is to change clothing between home and work. Shower as soon as you return home.
- Staff who have been working in a home where a young person is symptomatic, will not go to any other area of the school site at any time whilst working at the school after having this contact.
- As long as staff feel well and do not show symptoms themselves, they can continue to work. Staff can remain in 'lock down' in the home rather than leaving work, if they wish to.
- Staff returning back to work, must not go to any other area, other than the home where they were working, where the young person is symptomatic. They cannot go to any other areas on the school site.

### **Monitoring of Young Person who is symptomatic - what do I do?**

- Ensure young person is monitored regularly and additional monitoring records are completed.
- Ensure fluid and food intake is recorded.
- Ensure general wellbeing of young person is recorded.
- Keep the Nurse and Senior Leaders informed of young person's wellbeing.
- Signs that a young person's health is deteriorating is temperature elevating further, cough increasing, becoming lethargic, not drinking or eating, generally not responsive, breathing may become laboured or wheezy.
- If you feel that a young person's health is deteriorating contact the Nurse or a Manager - Duty Manager, Senior Manager, Nurse, Senior On Call and make them aware immediately.
- NHS 111 online service should be used and advice followed in the event that a young person's symptoms have worsened.
- If the young person has difficulty breathing – call 999.

### **Consideration of Cleaning – what products do I use?**

- **Cleaning is paramount at all times** but particularly when there is a person in the home who is symptomatic.
- Staff should work to clean surfaces, door handles, bathrooms, toilets etc as soon as a person who is symptomatic has touched it.
- Suitable products will be made up and provided to homes in spray bottles.
- Use yellow cloths once with the products and throw away after use.
- Use the following products often.



**Deep Clean** is to be used for the floors and bathrooms. It's a fast-acting citrus based cleaner and degreaser. This can be diluted into trigger bottles and used on surfaces and the kitchen. Bottles will be made up. **NEEDS TO BE DILUTED FOLLOW DOSING CHART**

**Surface Sanitiser** can be used for all areas of the room. **NOT TO BE DILUTED**  
Ready-to-use cleaner and disinfectant, kills 99.999% of bacteria. A fast-drying, spray-on and wipe-off bactericidal cleaner for all around your school. Designed for regular use on all hard surfaces to maintain clean and hygienic conditions. It is food safe, especially good for sanitising dining area and canteens.

**Kitchen Sanitiser** is to be used for the kitchen areas. It is odourless to prevent food taint, and is effective against MRSA, salmonella, E coli and Pseudomonas aeruginosa. This chemical kills 99.999% of bacteria. This chemical is ideal for use on all kitchen work surfaces, wall tiles and dining tables, and is safe to use around food preparation and service areas. Bottles will be made up. **NEEDS TO BE DILUTED FOLLOW DOSING CHART**

### **Follow this guidance on cleaning and dealing with laundry:**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#cleaning-and-disposal-of-waste>

- *When cleaning you should use your usual household products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.*

- *Clean frequently touched surfaces such as door handles, handrails, remote controls and table tops. This is particularly important if you have an older or vulnerable person in the house.*
- *Personal waste (such as used tissues) and disposable cleaning cloths can be stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being put in your usual external household waste bin.*
- *Other household waste can be disposed of as normal*
- **In our school use yellow bags to dispose of personal waste.**