



COVID-19 POLICY AND PROCEDURES

Our COVID-19 Policy and Procedures are being reviewed constantly and are subject to change depending on updated government guidance and clarification.

INTRODUCTION

The national guidance on the wider reopening of schools, including special schools has been published.

The links to the relevant documents are as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Centres have developed control measures to enable them to remain open during the pandemic for a limited number of learners.

Risk Assessments

Risk Assessment is an ongoing process and must be conducted regularly as information becomes available. Every centre will have reviewed its own risk assessment and implemented control measures for their setting to enable learners to return.

Information for Learners and their Families

It is important that learners and their families have age-appropriate information about what the sessions will be like, the procedures that we have in place and our expectations of them without increasing the anxiety of learners.

Consent Forms

Parents / carers will be asked to sign a specific COVID-19 Consent Form before the learner will be accepted on site (see Annexe 1).

Adopted on: 13th July 2020
Signed: Tricia Day, EAQ Director
Last review: 3rd January 2021
Next review: 31st August 2021

ANNEXE 1

January 2021

Dear Parents and Carers

EAQ Manor Farm CIC is committed to keeping both children and staff members safe during our learning sessions. We would like to inform you about what we will be doing and what we ask of you as parents or carers if your child shows symptoms of coronavirus (COVID-19).

The most common symptoms of coronavirus (COVID-19) are a recent start of any of the following:

- A new continuous cough
- A high temperature (feel hot to touch on the chest or back)
- A loss or change in your normal sense of taste or smell

A well child/young person feels 100% well, seems themselves and will not be displaying any changes in behaviour or their daily routines.

An unwell child could be a possible case of COVID-19. Other symptoms that have been linked to COVID-19 include vomiting, diarrhoea, sleeping more than usual, agitated, cold, headaches - anything that may indicate they are not feeling themselves.

Please keep your child at home if:

- They are unwell in any way
- Anyone in the household is unwell, awaiting testing (or their result) or has been tested positive.

What happens if a child/young person or member of staff becomes unwell at the centre?

As soon as the centre is made aware, the child, young person or staff member will be sent home and advised to isolate until the result of the COVID-19 test is known. The centre will arrange any necessary cleaning.

What happens if a child, young person or staff member tests positive:

- The person needs to isolate for seven days minimum. The person needs to be 48 hours symptom-free prior to returning to the centre.
- Members of their household need to self-isolate for 10 days. The 10 days is the time it takes for symptoms to show if you have been infected.
- The centre will contact all parents to let them know there is a case in the centre and to remind them to watch out for symptoms.

If my child tests positive, do I need to tell people they have been in contact with?

Yes. You need to log onto the NHS Test and Trace portal <https://contact-tracing.phe.gov.uk/> and share details of all of their close contacts.

All close contacts (household, centre-related or any other close contacts) will receive a letter or text to advise them to self-isolate.

What happens if my child tests negative?

Your child can return to the centre when they are 48 hours symptom free. Household members can end their isolation straight away following the negative test, unless someone else in the household is waiting for the result of their test.

What do I need to do if either myself or my child has been in 'contact' with somebody who has tested positive?

A 'contact' is a person who has been close to someone who has tested positive for coronavirus (COVID-19) anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others).

For example, a contact can be:

- People who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)
- Close personal relationships/partners
- A person who has had face-to-face contact with someone who has tested positive for coronavirus (COVID-19), including; being coughed on, having a face-to-face conversation within one metre, having skin-to-skin physical contact, or any contact within one metre for one minute or longer
- A person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
- A person who has travelled in a small vehicle with someone who has tested positive for coronavirus (COVID-19) or in a large vehicle or plane near someone who has tested positive for coronavirus (COVID-19)

In the centre context, all children/staff in the 'bubble' will be classed as a close contact. If you or your child falls into one of the categories above of a contact they must self-isolate at home because you are at risk of developing symptoms in the next 10 days and could spread the virus to others before the symptoms begin. If you have concerns for your health, contact your GP or NHS 111 online. In an emergency, contact 999.

What happens if somebody in the wider centre community tests positive?

If a member of our wider centre community (e.g. a parent/carer, a member of our cleaning staff) tests positive. They need to let the centre know immediately so they can identify if the positive person has had contact with anyone who attended the centre in the previous 48 hours before the onset of symptoms or date of the test. Contact tracing will take place to understand the types of contact the individual has had.

We would like to reiterate ways to reduce the spread of coronavirus disease and the risk of you and anyone you live with getting ill with COVID-19:

- Maintain physical distancing and to stay at least 2 metres away from other people
- Stay out of crowded places and avoid mass-gathering
- Wash your hands with soap and water often – do this for at least 20 seconds
- Use hand sanitiser gel if soap and water are not available
- Wash your hands as soon as you get home

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately and wash your hands immediately afterwards
- Keep your hands away from your face (eyes, nose and mouth).

Please keep this letter for future reference. We would like to reassure you that we are doing all we can to keep your children safe and we thank you in advance for following this advice and guidance.

Yours sincerely
The EAQ Team