



# Coronavirus (COVID-19) SuperStars policy

In this **Coronavirus (COVID-19) company policy**, you'll find all the essential guidelines employees should follow during the coronavirus outbreak. We have conducted a COVID-19 risk assessment and, as a result have implemented the policy.

## Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

*Please see the following pages for further information on the procedures we have put in place to operate safely during the Coronavirus pandemic*

## Following your Schools individual COVID 19 Policies and Precautionary Measures

- ABOVE ALL YOU MUST FOLLOW THE COVID 19 POLICIES AND PRECAUTIONARY MEASURES OF EACH SCHOOL YOU WORK IN.
- You are not permitted to teach, support or enter school premises (further than school entrance) unless you have received a full induction on the schools individual COVID-19 policies and precautionary measures. This must be led by a member of the senior leadership team, preferably the head teacher.
- If you feel that the school are asking you to operate in a way that is detrimental to your safety or the safety of others then please contact SuperStars immediately.

## Self-Isolation

Anyone who meets one of the following criteria should not go to work:

- Has a high temperature, fever or a new persistent cough - follow the government guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, please inform SuperStars straight away. You will also be asked not to come into physical contact with any colleagues or schools during this time.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to work 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

## Procedure if Someone Falls Ill

If someone develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

- If you have a positive COVID-19 diagnosis, you can return to work *only after* you've fully recovered and isolated as per current guidelines, with a doctor's note confirming your recovery. Please inform SuperStars immediately so that the necessary communication can take place with all employees & schools you have encountered.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, please inform SuperStars immediately. You will also be asked not to come into physical contact with any colleagues or schools during this time.

## Travel to Work

Wherever possible workers should travel to work alone using their own transport and consider:

- Other means of transport to avoid public transport e.g. cycling
- If the only option is to use Public Transport please ensure you follow the government guidance for safer travel detailed here -<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- How you would get home if taken ill.

## General Principles

- Employees are not permitted to teach, support or enter school premises (further than school entrance) unless they have received a full induction on the schools COVID-19 policy. This must be led by a member of the senior leadership team, preferably the head teacher.

- Wash your hands regularly, including after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second handwashing rule). You can also use any sanitizers you'll find around the premises.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
- Where possible, work in the outdoors, particularly remote workers in schools. If the outdoors is not possible then large open spaces is advised.
- Social Distancing: It is important to be aware that the risk of infection increases the closer you are to another person with the virus, and the amount of time you spend in close contact with them. Public Health England recommends trying to keep two metres away from people as a precaution. However, this is not a rule and the science is complex. The key thing is to not be too close to people for more than a short period of time, as much as you can.
- Avoid being face-to-face with people: You are at higher risk of being directly exposed to respiratory droplets (released by talking or coughing) when you are within two metres of someone and have face-to-face contact with them. You can lower the risk of infection if you stay side-to-side rather than facing someone.
- Wash your clothes regularly: There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter. Therefore, if you are working with people outside your household, wash your clothes regularly.