

WHAT YOU NEED TO KNOW FOR THE NEW ACADEMIC TERM TOGETHER **RETURNING TO THE CLASSROOM SAFELY**



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A brief guide on what procedures schools should be following regarding Covid-19.

All schools have a legal requirement to update their risk policies and set out procedures which adhere to government guidance on managing and preventing the corona virus. In order to make sure you familiarise yourself with management plans specific to each school you have been assigned, we will aim to obtain their appropriate policies before you start a work placement with them. If at any point you are uncertain about any information or course of action to take, please do not hesitate to contact your Branch Consultant who will be able to assist you. However, in the meantime, we have set out below some general government guidance that schools should be actioning.

General rules are:

1. Minimise contact with anyone unwell, whose household member is unwell or anyone who tests positive, even if they are asymptomatic.
2. Clean hands thoroughly more often than usual, either washing for 2 minutes or use of sanitiser.
3. Ensure good respiratory hygiene, cover mouth/nose with a disposable tissue and dispose immediately or use underside of elbow if tissue unavailable. Promote 'catch it, bin it, kill it' approach.
4. Frequently clean surfaces: a cleaning routine of touched surfaces should have been developed by each school.
5. Minimise contact between individuals and maintain social distancing wherever possible. In primary schools this will mean use of class bubbles and in secondary schools it will involve larger segmentation of pupils. In addition, it should involve spacing between desks, forward facing desks, one-way systems, staggered starting /finishing /break/lunch times and avoidance of communal areas such as staffrooms.
6. Wearing of personal protective equipment (PPE) where necessary. In special schools and for when teaching some SEND pupils, this will be specific and more detailed, so you will need to check this beforehand for bespoke plans. Mask wearing is not advised in early years and primary sectors but is recommended in some instances in secondary schools; schools may have developed their own guidance about mask and visor wearing for staff and we hope to ascertain this information before a supply assignment.
7. Manage those who become unwell whilst at school. This means, if any pupil reports feeling unwell to you, they need to be immediately be sent home and advised they should stay at home for 10 days and be tested for Covid-19. In the event that they need to be picked up by a parent, you must isolate the pupil straight away from others in a room with a closed door and open windows. If the pupil needs supervising and social distancing is not possible, then you will need to wear appropriate PPE, which will then need to be disposed.

What to do if you feel unwell

This section contains a brief guide of what to do if you or someone you know has experienced Covid-19 symptoms or you know someone has tested positive, as well as knowing when it is safe end self-isolation.

Firstly, here is a reminder of Covid-19 symptoms:

- Feeling unwell with a new and persistent cough
- A high temperature
- Loss of/or change in your normal sense of taste or smell.

What to do if you feel unwell and are experiencing symptoms.

If you experience any Covid-19 symptoms, you must not enter any school. Let your agency and school know you will not be in and arrange to be tested. If you test positive, you will need to inform the school immediately as well as your agency and stay at home for a minimum of 10 days or until you are better. However, you do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. If possible, contact people whom you have had close contact with in the previous 48 hours to let them know.

Tests can be booked online through the [NHS testing](#) and tracing for coronavirus website.

Symptoms can be managed by drinking lots of water and safe use of paracetamol.

If your symptoms worsen, remember you can contact the NHS for advice online - NHS 111 online COVID-19 service, or telephone NHS 111 and 999 for a medical emergency.

Covid-19 symptoms:

- Feeling unwell with a new and persistent cough
- A high temperature
- Loss of/or change in your normal sense of taste or smell.

**CALL YOUR BRANCH
CONSULTANT IF YOU
HAVE ANY DOUBTS
AND NEED ADVICE.**

What to do if you have come into contact with someone who is symptomatic or has tested positive or if someone in your household experiences Covid-19 symptoms.

If you come into contact with anyone who has symptoms or who has tested positive, you must self-isolate immediately, let your Branch Consultant and school know, and stay at home for 14 days. If a person in your household tests positive for Covid-19, then you must stay at home for 14 days or longer if during those 14 days, you then develop symptoms and also test positive, you must stay at home for a further 10 days from when you first experienced symptoms. To read more about the official guidance [click here](#) stay at home: guidance for households with possible or confirmed COVID-19 infection.

If you have been contacted by the track and trace system

If you are informed that you have come into contact with someone testing positive for Covid-19, then you must also notify the school and your Branch Consultant, stay at home for 14 days and get tested. If you test positive and experience symptoms you will need to stay at home for a further 10 days from when you first experienced symptoms and you are well. However, you do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

When can your period of self-isolation end?

Your self-isolation period can end:

- 10 days after you first experienced symptoms and you are well.
- 14 days from when you have been informed that someone in your household has tested positive or you've been in close contact with someone who has tested positive because they have informed you or you have been contacted by the Track and Trace service, and you feel well, having not tested positive.

If having confirmed you have had Covid-19 and completed the 10 day isolation period, you are feeling well and you only have a cough or loss of sense of smell or taste, you can end your self-isolation as these symptoms can last for several weeks after the infection has gone.

SELF-ISOLATION RULES:

- 10 days minimum from onset of symptoms.
- 14 days minimum if you have been in contact with someone who has tested positive.
- A further minimum of 10 days if you become unwell and test positive during the 14 day isolation period due to your contact with someone.

CALL YOUR BRANCH CONSULTANT IF YOU HAVE ANY DOUBTS AND NEED ADVICE.

What to do if a pupil feels unwell

If a pupil reports feeling unwell, you will need to take all necessary precautions to manage the person who becomes unwell, in addition to protecting yourself and other members of the class. This means, if any pupil reports feeling unwell to you, they need to be immediately sent home and advised they should stay at home for 10 days and be tested for Covid-19. In the event that they need to be picked up by a parent, you must isolate the pupil straight away from others in a room with a closed door and open the windows. If the pupil needs supervising and social distancing is not possible, then you will need to wear appropriate PPE, which will then need to be disposed.

If the pupil needs to go to the bathroom while waiting to be collected, they should use separate facilities if possible, which will then need to be cleaned and disinfected. Appropriate staff will need to be informed for further management and for thorough cleansing of area where the pupil has been and is likely to have touched surfaces.

[Click here to view the Government Safe Working](#) in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

Your own personal protective equipment and safety kit could include:

- Hand sanitiser
- Masks
- A visor
- Disposable tissues
- Anti-bacterial wipes
- Disposable gloves.

CHECK LIST

- Hand sanitiser
- Masks
- A visor
- Disposable tissues
- Anti-bacterial wipes
- Disposable gloves
- Food for lunch
- Snacks
- Water bottle
- Flask

Supply staff guide to managing anxiety.

Returning to school this year is going to be new for everyone. Not only will you have concerns about Covid-19, but you may also feel anxious because you have been away from the classroom for so long as well as there being new routines to learn. To help manage your anxiety, we have devised a few tips set out below for you to consider:

- Do not worry about feeling anxious, accept your feelings are normal, it's the situation that is abnormal, we've experienced unprecedented times.
- Stay connected and share your feelings with others; you may not be able to mix with colleagues in the staff room, but you can access online support groups, there are ones specific for supply staff in education and we also set up one of our at the beginning of lockdown for all our own supply staff workers to access for peer support. (Join our private Operam Staff room Facebook group, just [click here](#)).
- Look after your basic needs; make sure you bring drinks and food to sustain you throughout the day, that you have extra clothing for when it's cold as windows will still need to be opened and you have access to PPE.
- Be organised; prepare in advance where you can, it will help feel in control, including planning your route to work ahead of any assignment.
- Remind yourself of why you went into teaching and why it is more important than ever now; research says that both pupils and parents value teachers more than ever; make sure you value yourself.
- If you have specific worries, try to talk them over with someone you know will listen without being judgemental; if this is not possible then consider ringing a helpline, they are there to listen and are confidential.
- Make the most of your down time and allow time to relax; re-energising through mediation and relaxation is more important than ever; give yourself permission to unwind and plan it into your working week as well as your weekend.
- Get a good night's sleep; go to bed early enough, don't eat too late, make sure your bedroom is comfortable, avoid screen time for at least an hour or two beforehand and be mindful of alcohol intake (remember alcohol is chemically a stimulant and can therefore cause you to wake earlier than normal).
- Try to prevent problems before they develop; ignoring an issue, simply does not work as subconsciously it can make you anxious, causing you to wake up in the middle of the night. Address and deal with issues before they even become problems.

QUARANTINE RULES AND OVERSEAS TRAVEL

Planning to go abroad?

If you are planning to go abroad please advise your Branch Consultant as early as possible, stating both the dates and destination. This will help us not only track your availability but also allow for any possible self-isolation requirements. As you are probably aware the holiday destination and quarantine rules can change overnight, so make sure you check the latest guidance.

What are the quarantine rules?

The Foreign, Commonwealth and Development Office (FCDO) continues to advise against non-essential international travel, except to countries, territories and regions exempt from advice against 'all but essential' international travel. Coronavirus regulations mean that you must self-isolate for 14 days when you arrive in the UK, if you have travelled to a country or region which is not on the current travel corridor exemption list. It applies to UK residents and visitors to the UK.

Remember you will have to comply with coronavirus requirements in the country you travel to and may include self-isolating whilst you are on holiday or providing your details to local authorities.

Currently, the following European countries are on the exemption list and do not require you to self-isolate, although this is subject to change so checking beforehand is advised:

The Channel Islands	Hungary	Norway	Greece (partially, does not include Crete, Lesvos, Zankynthos, Santorini Mykonos, Serifos and Tinos).
Cyprus	Iceland	Poland	
Denmark	Ireland	Portugal	
Estonia	Isle of Man	San Marino	
Finland	Italy	Slovakia	
Germany	Latvia	Slovenia	
Gibralta	Liechtenstein	Turkey	
Greenland	Lithuania	Vatican City State	

Please note that the information contained in this document is subject to local and national Covid-19 guidelines and advice which can quickly change due to the nature of efforts to contain the spread of Covid-19. It is therefore advised that you check local and national guidance frequently for latest updates.

Issue date of this document 9th September 2020.

GOING ABROAD?

- **Advise your Branch Consultant as soon as you've booked your holiday confirming both the dates and destination**
- **Check the Government guidelines before you leave the UK; countries, territories and regions can be taken off the travel corridor list at any time**
- **Be prepared for changes and the possibility any isolation requirements upon your return**

QUARANTINE RULES AND OVERSEAS TRAVEL (continued)

Passenger Locator Form

Remember all passengers whether you are a UK resident or not, must show proof of a completed passenger locator form at the UK border; it is an online form so you will need an internet connection to complete it. This applies to people entering the UK from all countries, territories and regions. You should complete the form before you enter the UK in the 48-hour period before you are due to arrive in the UK. If you do not complete the form before you arrive in the UK, it might take you longer to enter the UK.

Failure to complete the form is a criminal offence.

Transit Stops

A transit stop is a stop where passengers can get on or off. It can apply to coaches, ferries, trains or flights. Your ticket should show if a stop is a transit stop. If your journey involves a transit stop in a country, territory or region not on the travel corridor list, you will need to self-isolate when you arrive in England if:

- New passengers get on
- You or other passengers get off the transport you are on and mix with other people, then get on again

You don't need to self-isolate beyond normal timescales if, during your transit stop in a non-exempt country, territory or region:

- No new passengers get on
- No-one on-board gets off and mixes with people outside
- Passengers get off but do not get back on

If you travel by car through a country which is not on the exemption list and you do not get out and no-one else gets in, you will not have to self-isolate.

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- Call your Branch Consultant if you have any doubts and need advice

- Make sure you have appropriate travel insurance in case you have unexpected costs

[Click here](#) for more information about going abroad.

BRANCH LOCATIONS:

Key Stage Teacher Supply: Blackburn

9 Preston New Road
Blackburn
Lancashire
BB2 1AR

Tel: 01254 507210

Email: info@keystagesupply.co.uk

Key Stage Teacher Supply: Chorley

24 St. George's Street
Chorley
PR7 2AA

Tel: 01257 240960

Email: chorley@keystagesupply.co.uk

Key Stage Teacher Supply: Lancaster

Office 6-3-10
Alston House
White Cross Business Park
Lancaster
LA1 4XF

Tel: 01524 597170

Email: info@keystagesupply.co.uk

OFFICE HOURS

Your local office is open from 7.30am until 5.30pm, Monday to Friday.

We also operate an on-call facility from 5.30pm to 9pm, 7 days a week, should you need us outside office hours (excludes Bank holidays).

Social

A reminder that you can follow us on social media and become part of our network of education professionals sharing job vacancies, ideas, good practice and Covid-19 updates.

TOGETHER RETURNING TO THE CLASSROOM SAFELY

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