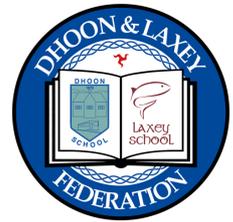


MAY 2020

Policy and Procedure for Anyone Developing COVID19 Symptoms Whilst Working at Dhoon School or Laxey School

COVID19 Response



Policy and Procedure for anyone developing COVID-19 symptoms whilst working at Dhoon School or Laxey School

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is a disease caused by a new coronavirus.

This document details some simple steps we are taking to help protect the health and safety of our people.

1. Hygiene and contact with others in the workplace
2. Spotting symptoms and taking action
3. Procedure for anyone who becomes unwell in school
4. COVID-19 Guidelines on the Wearing of Face Masks for Public Sector Employees
5. Sick Pay for you, or time off to care for a dependant
6. Confirmed case of COVID-19

1. Hygiene and contact with others in the workplace

Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following:

Wash your hands frequently

All staff and pupils should practise good hand hygiene by washing hands thoroughly with soap and water for at least 20 seconds on arrival at school and frequently throughout the day, ensuring that hands are thoroughly dry.

Avoid touching eyes, nose and mouth

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick. Do not touch your eyes, nose or mouth if your hands are not clean.

Practise respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Dispose of the used tissue immediately and wash your hands afterwards. Droplets spread the virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

Catch it – Bin it – Kill it!

2. Spotting symptoms and taking action

Symptoms include:

- a temperature of more than 37.8C (100F)
- OR, a new and persistent cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

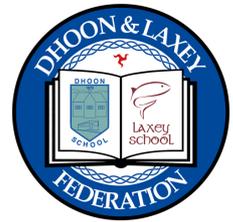
Executive Headteacher: Maxim Kelly

Head of School (Dhoon): Sarah Shimmin

Head of School (Laxey): Craig Astin

Laxey Primary School, Quarry Road, Laxey, Isle of Man. IM4 7DU. Tel: +44 (0) 1624 861373 Web: <https://laxey.sch.im>

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- OR, anosmia – this is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked.

If you have a fever, cough and difficulty breathing, seek medical care early.

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, you should stay at home and complete the on-line assessment tool on the Isle of Man Government website to confirm whether you do have possible Covid-19. If advised to do so by the assessment tool, you should contact 111 to see if a test should be arranged. (See <https://covid19.gov.im/> for further information). Staff should also follow and consult the directions on the **Flow Charts** found at the end of this document (***Symptomatic Essential Worker and Essential Worker who is a household contact of a suspected COVID-19 case***).

Emergency warning signs:

If a member of staff or a pupil at either Dhoon School or Laxey School develops any of the emergency warning signs for COVID-19, medical attention should be sought immediately by calling 999.

Emergency signs include*:

- difficulty breathing or shortness of breath
- persistent pain or pressure in the chest
- new confusion or inability to rouse
- bluish lips or face

*This list is not exhaustive.

If Maxim Kelly, Sarah Shimmin or Craig Astin instructs you not to come into work, you must comply.

The articles of Government for both schools in the Federation state that the Executive Headteacher is responsible for the general direction and conduct of the school and shall control internal organisation and manage the staff of the school.

Follow advice given by your healthcare provider or your local public health authority on how to protect yourself and others from COVID-19.

3. Procedure for anyone who becomes unwell in school

If someone becomes unwell in either Dhoon School or Laxey School, they should follow the procedures below:

- Pupils will be supervised in isolation from others in a designated space until someone is available to collect them. The designated space at Laxey School will be the Teaching and Learning office. The designated area at Dhoon School will be the mobile classroom.
- Staff members and visitors will be asked to leave and to contact their GP for further advice. They will be expected to comply with this instruction. The staff will need to be off for at least 14 days unless a GP advises against this.

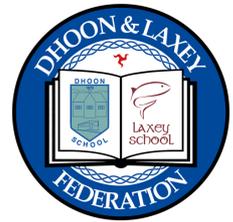
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Staff will need to provide evidence that they have been advised to isolate for 14 days. Staff must follow usual procedure allowing them to self certify for up to 7 days. It is recognised that there may need to be some flexibility in regards to providing a medical certificate, however you should still endeavour to obtain this as evidence.

4. COVID-19 Guidelines on the Wearing of Face Masks for Public Sector Employees

The evidence about the effectiveness of Personal Protective Equipment (PPE) in reducing the spread of the virus is inconclusive. However, both staff and pupils should be encouraged to make decisions with which they are comfortable and to follow the Government's guidelines in relation to it. If an individual feels that they should, for example, wear a face mask, that should be permitted. (Please see attached document.)

5. Sick pay

Our usual sick leave and pay entitlements apply if someone has Coronavirus.

You must let your manager know as soon as possible if you are not able to attend work, letting them know the reason and how long you are likely to be off for.

6. Confirmed case of Coronavirus at Dhoon or Laxey

If a member of staff or child has a confirmed diagnosis COVID-19 it is the parent or staff's responsibility to report this to the school.

If the case is confirmed, any necessary decisions will be taken and will be based upon advice from the Isle of Man Government.

Coronavirus Guidance for Visitors, Staff and Pupils – Laxey and Dhoon Primary School

Only essential personnel (staff and pupils) should enter Laxey and Dhoon Schools during this period. If a person outside of these categories must attend, they must only do so by prior arrangement with the Executive Head teacher and must complete the signing in sheet as directed.

For the latest official guidance please visit <https://covid19.gov.im/>

If the above presents you with any issues, or where you have questions please feel free to contact Maxim Kelly or Sarah Shimmin at Dhoon School or Maxim Kelly or Craig Astin.

29th May 2020