



# Health & Safety - Coronavirus Policy

## 1. Overview

This policy sets out the measures, rules and information about Coronavirus management within Craven College together with what we do to support our staff and our students. It forms part of the College's wider Health and Safety Policy and is specific to Coronavirus.

The policy will be updated, as appropriate, to reflect changing advice, College measures and applies to all staff employed by Craven College including those who work for us on a casual basis. This policy will be communicated to all staff via email, be held on the intranet and College website. All staff will be required to certify they have read and understood the implications of this policy through self-certification.

## 2. Symptoms

The main symptoms of Coronavirus (Covid-19) are:

- a new, continuous cough.
- a high temperature.
- a loss or change to your sense of smell or taste.

Please be vigilant for any of the above symptoms and if you start to display any of them you must, by law, self-isolate for 10 days from your symptoms starting.

You may return to work on day 11 if you've not had a high temperature for 48 hours and are well.

Members of your household should self-isolate for 14 days from your symptoms starting or 10 days from their symptoms starting.

Even if you have these symptoms, it does not necessarily mean that you have the virus and you may have the virus without displaying symptoms. The impact of the virus on individual varies. The majority of people will have a mild to moderate illness similar to seasonal flu. A minority will develop complications severe enough to require hospital care, most often pneumonia and in a small number of these the illness may be severe enough to lead to death.

## 3. Preventative steps and hygiene

We are taking all reasonable steps to protect your health and safety.

If you are required to attend any College site to work you are required to follow these simple steps to help stop the spread of germs like Coronavirus.

### Do:

- Follow all instruction from the College's management team on the ever-changing situation
- Wear a face covering/visor at all times in **all** communal areas, when not at your desk, and delivering teaching. This includes when delivering teaching or training at an off campus location.
- Classrooms, training rooms and workshop room doors should be kept open at all times. This includes when delivering teaching or training at an off campus location.

- 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 straight away
- Thoroughly wash your hands with soap and water for at least 20 seconds – only use hand sanitiser gel if soap and water are not available
- Always wash your hands when you get home or into work
- Clean and disinfect frequently touched objects and surfaces
- Try to avoid close contact with people who are unwell

**Don't:**

- Touch your eyes, nose or mouth if your hands are not clean.

We expect all staff to maintain social distancing of 2 metres and if that is not possible due to the nature of the interaction or location, 1 metre minimum. We have systems in place to facilitate this. In particular, teachers and other support staff should stay at the front of the class and where possible, avoid close face to face contact and minimise the time spent within 1 metre of anyone else. An outline of our risk assessments are available to all staff and managers on the intranet and explain how we will minimise contact and mixing while delivering a broad and balanced curriculum.

**4. At risk groups**

The Government has identified two groups of people who have a greater risk if they contract the virus: those at “high risk” (sometimes referred to as ‘clinically extremely vulnerable’ and those at “moderate risk” (sometimes referred to as ‘clinically vulnerable’).

**4.1 High Risk**

High risk individuals include those who have had an organ transplant, are currently undergoing chemotherapy or antibody treatment for cancer, have had a bone marrow or stem cell transplant in the past six months, have a severe lung condition and those taking medication which makes them more likely to get infections. If you have been identified as high risk your line manager will have carried out a person-centred risk assessment with you. If not please contact the HR department to discuss this.

**4.2 Moderate Risk**

People identified in the moderate risk group includes those who are aged 70 and over and those with underlying health risks, such as diabetes, heart disease, liver disease and lung disease, those who are classed as “very obese”, those with conditions affecting their brain or nerves (such as Parkinson’s disease and motor neurone disease) and those with conditions that put them at a high risk of getting infections or those with weakened immune systems. Pregnant women are also included in the “at risk” group. Again, if you have been identified as moderate risk your line manager will have carried out a person-centred risk assessment with you. If not please contact the HR department to discuss this.

We will conduct an individual person-centred risk assessments for anyone we believe to be in a moderate or high-risk group and will put in place appropriate safeguards.

We are also aware of data suggesting that certain categories of BAME individuals are at higher risk of death when contracting coronavirus. We may conduct individual risk assessments for people in this group particularly if they have other underlying health conditions or are aged 55 and over.

## **5 What to do if you have Coronavirus symptoms**

### **5.1 At work**

If you become ill at work, please return home as soon as possible (by your own vehicle or taxi (if you arrived at work by public transport) and inform your line manager as soon as practically possible. If you feel too unwell to drive or get home on your own, then it is not possible to go home please inform your line manager and go to one of the first aid rooms which are located at:

- **WHERNSIDE** - WB02
- **INGLEBOROUGH** - 10.06
- **PEN-Y-GHENT** - Changing Places Room P0.07
- **RIBBLEHEAD** - Dedicated First Aid Room R1.03
- **AMC and HUB** - PYG Changing Places Room P0.07
- **AUCTION MART** - Ground Floor First Aid Room
- **TYRO SCARBOROUGH** - The waiting room
- **EVOLVE** - Staff room
- **THE AVIATION ACADEMY** - T101

From here a member of staff will be able to support you in getting home.

Please try to avoid unnecessarily touching surfaces and contact with others as you leave the premises/get to a First Aid Room.

It is essential that you obtain a Coronavirus test as soon as possible. If you have internet access please use [the governments testing system](#) and follow the advice you receive. If you don't have internet access please call NHS 119, or 999 in an emergency. If you are advised to go home and self-isolate, please tell your line manager and then make your way home as safely as possible. If you travel on public transport, please follow any instructions given to you by the NHS staff.

If you need to go to the bathroom whilst waiting for medical assistance, please use the accessible toilets.

If you do have to leave work as a consequence of displaying Coronavirus symptoms, we will need to contact you to collate 'track and trace' contacts within the College setting to allow us to inform all proximity contacts to allow the necessary isolations and follow ups to be put in place if you test positive. Please therefore ensure that your contact number is up to date on HR Select and provide your line manager with the best number to contact you on.

### **5.2 At home**

If you become ill at home (including over weekend) with Coronavirus symptoms, please do not come into College and contact your line manager immediately. If you are unable to contact your line manager, please contact the HR team or a member of the SMT. You'll need to telephone us in accordance with our usual absence policy.

It is essential that you obtain a Coronavirus test as soon as possible. If you have internet access please use the government's testing system and follow the advice you receive. If you don't have internet access, please call NHS 119, or 999 in an emergency. You need to tell us if you are advised to self isolate and if you are being tested for coronavirus.

## **6. What to do if you test positive for Coronavirus**

Please advise us immediately if you test positive for Coronavirus (including on a weekend as we may need to advise your proximity contacts not to attend College on the Monday) . You will not be able to return to work until you have ceased displaying symptoms do not have a temperature and have completed the designated isolation period. You don't need to obtain a fit note from your doctor, but please send to us anything you do receive which confirms your diagnosis and/or fitness to return to work. If you feel well enough to work, and your role is currently being carried out at home, you can continue to do so. However, you must update us if your symptoms worsen and you are unable to carry on working. If you feel well enough to work from home and aren't already set up to do so, please speak to us to discuss home working. You are able to return to work by physical attendance at College if your role necessitates this if your only symptom is a cough as this may last for several months. We will not inform anyone else about your condition unless it's necessary to do so to protect the health and safety of others. Our overriding obligation is to protect the health and safety of our staff and students, and we may therefore have to speak to your colleagues and other people with whom you've been in close contact in order to protect them. Any information we disclose will be limited to what is necessary for the protection of others who may be affected.

## **7. What to do if you are advised by a medical professional to self-isolate**

Although some of the lockdown restrictions have been eased you must continue to follow strict social distancing rules both at and outside of work for as long as these remain in place.

Government advice is that people should stay at home if they, or anyone in their household has Coronavirus or has symptoms of Coronavirus or have been asked to self-isolate by the NHS Test and Trace Service.

This means you should:

- Stay at home.
- Not use public transport or taxis.
- Not go to the shops to buy food, other essentials or to collect medicine. You should arrange for this to be delivered to you or ask friends or family members to leave items outside your home.
- Not have visitors to your home or garden including friends and family. Deliveries should be left outside your door for you to collect.

You may need to do this for up to 14 days or if you have the virus, until your symptoms disappear to help reduce the possible spread of infection. Please follow the advice you are given.

Please follow any additional advice given to you by health professionals. The NHS has detailed advice on self-isolation available [here](#).

During a period of self-isolation you can work from home, if you are able to carry out the duties of your role working remotely. If you need advice on working from home, or acquiring equipment to do so, please speak to your line manager in the first instance.

If you develop symptoms and become too unwell to work from home please follow the usual sickness absence reporting procedure. Sickness absence relating to Covid-19 will be recorded separately to other sickness absence and therefore will not count towards any sickness absence triggers usually observed as part of the Colleges managing absence procedure.

If you have a role which you are unable to carry out working remotely then the period of self-isolation in these circumstances will be paid as the College will pay you contractual sick pay. We may need to contact you to ask about work related issues, so please tell your manager the best number to contact you on.

## **8. What to do if you are advised to quarantine**

If you return to the UK after travelling abroad you may have self-quarantine in line with government advice. Please inform us if you are travelling abroad for any reason and we will discuss return to work plans in line with current government advice.

If you cannot work from home you may not be paid for any time you are required to quarantine due to travel outside of the UK.

## **9. Discipline**

If you breach any of the rules and requirements set out in this policy and subsequent rules or requirements issued by management, disciplinary action may be taken against you following investigation. In serious cases, your breach may amount to gross misconduct and if upheld, you may be dismissed without notice or payment in lieu of notice.

Pending an investigation process we may also suspend you if we reasonably believe that it's unsafe for you to return to work until you have self-isolated for an appropriate period (usually a minimum of 14 days) which will be reviewed on a case by case basis and even where you do not display coronavirus symptoms. Any period of suspension would be on a full pay basis.

## **10. Sickness pay policy & Absence Management**

Our normal contractual sick pay policy applies to anyone who is unwell with Coronavirus or has Coronavirus Symptoms and is unable to work. You will need to comply with the usual rules around notification set out in our sickness absence policy but you don't need to obtain a fit note unless your illness lasts for longer than 14 days.

Sickness absence relating to Covid-19 will be recorded separately to other types of sickness absence and therefore will not count towards any sickness absence triggers usually observed as part of the Colleges managing absence procedure.

We may withhold sick pay if we have reasonable grounds to believe that you are fit for work and can work remotely.

Sick pay will not be paid if you are isolating as a consequence of overseas holidays and/or travel as outlined in section 14. Unless you can work from home and this has been approved in advance by your line manager.

## **11. Self-isolation**

If you are advised to self-isolate and don't have any symptoms, we will pay you contractual sick pay as set out in clause 10 above, if you are not able to work from home for the duration of your self-isolation

period. We may need to contact to you to ask about work related issues, so please tell your manager the best number to contact you on.

## **12. Lockdown**

The national lockdown has been relaxed but social distancing and other measures remain in place. The government continues to measure infection rates and will impose local lockdowns, at short notice, in areas with high infection rates. We will advise you if our college is in an area subject to local lockdowns and explain how this will affect you.

If you need to travel to work on public transport, please let us know and make sure you follow government guidance on social distancing whilst travelling available [here](#).

## **13. College travel, meetings and events**

We encourage all staff to avoid travel, face to face meetings and attendance at any events. Please utilise virtual learning/meetings wherever possible.

If a face to face meeting is required external to meet the needs of the College a risk assessment must be carried out and social distancing followed.

We will keep matters under review and will follow NHS and government advice.

## **14. Overseas holidays and travel outside of the UK**

If you plan to travel abroad on holiday, you may have to quarantine on your return to the UK for up to 14 days. Quarantine measures are imposed at short notice and may be imposed whilst you are on holiday. If you are only allowed to take holidays outside of term time, we suggest that you avoid booking overseas holidays so that you can, if necessary, quarantine without disruption to your work. Please talk to us if you plan on travelling abroad for any reason.

If you cannot work from home you may not be paid for any time you are required to quarantine due to travel outside of the UK.

If you wish to cancel any pre-booked holidays, please speak to your manager. If we can't accommodate your request, we'll explain why. We may also cancel leave by serving appropriate notice and/or ask you to take leave at a particular time. If we do this, we'll explain why.

## **15. Responding to emergencies**

Many of you will have caring responsibilities for family members or other people who rely on you. If you need to respond to an emergency (such as if a dependent becomes ill) please tell us as quickly as possible.

We always consider the circumstances of each case to allow for some flexibility, but the time you take off must be both reasonable and necessary for you to deal with something immediately and/or respond to an emergency. Normally this means hours, or a maximum of one or two days, and this type of leave is not designed to provide care over the longer term. Please talk to us if you don't think this will be adequate as we may be able to relax our normal procedures for taking paid holiday, requesting parental leave or, exceptionally taking unpaid leave. We regret that if you take time off you won't be paid unless we agree that you can work from home.

## 16. Workplace closure

If we have to close the College again, or if there is insufficient work available due to restrictions in numbers of students that can attend, we will advise employees as quickly as we can.

In the event that we have to close the College completely as part of a national lockdown, we would look to:

- Continue to deliver teaching and learning and support services remotely through enabling people to work from home
- In small minority of cases where this is not possible due to job role – we would consider temporary alternative employment which could be carried out remotely to remain gainfully employed/paid.
- Consider all funding arrangements and government job support schemes available.
- Having explored all of these options, we would work with employee representatives to consider alternatives to avoid compulsory redundancies (which could include e.g. annual leave or period of unpaid leave)

During a closure we will keep employees informed by updating our managers who will cascade the information and through the intranet.

## 17. Where to find up to date information

UK Government: **[Social distancing: staying alert and staying safe](#)**

NHS: **[information about Coronavirus](#)**

World Health Authority: **[latest advice](#)**

UK Government: **[Number of coronavirus \(COVID-19\) cases and risk in the UK](#)**

UK Government: **[Guidance for full opening: schools](#)**