

**KING EDWARD VI COLLEGE  
NUNEATON**

**PROCEDURAL STANDARD FOR**

**PANDEMIC / EPIDEMIC POLICY**

<b>Strategic Ownership:</b>	Principal
<b>Approved by SLT:</b>	02 March 2021
<b>Date Reviewed by JCC:</b>	03 March 2021
<b>Date Approved by Governing Body:</b>	SLT Managed Policy
<b>Date Impact Assessed:</b>	This policy has been impact assessed and found to be compliant with the College's E&D statement and with most recent legislation.
<b>Date Uploaded to Staff Hub:</b>	March 2021
<b>Date of Next Review</b>	March 2022

Advice and Guidance for King Edward VI College Staff and Students.

## **Scope**

Where there is a large-scale breakout of a disease which is easily transferrable from person to person these procedures will apply.

## **College Operations**

Wherever possible the College will operate normally. If there is an epidemic within the county, region or town, the situation will be monitored by the Senior Leadership Team. The Senior Leadership Team will assess the risk and will advise the college community. Senior managers will determine whether particular areas of the College can offer a service or whether some areas/ functions, of the College should be temporarily closed.

Measures are taken to reduce the risk of infection spreading rapidly in College. Staff and students are encouraged to use the hand sanitizers.

Regularly updated advice, information and 'alerts' for staff and students will be located on our web site, and via various means of internal and external communication including social media when necessary.

If a national or local lockdown is declared, operations will continue remotely. Teaching, pastoral and specialist support will be done through online lessons and meetings. The college will remain open with a skeleton staff to accommodate vulnerable students including those who do not have access to appropriate equipment to access lessons. Staff who are required to work on site will be on a rota to minimise their exposure. At least one member of the Senior Leadership Team will be on site during working hours each day.

## **Hygiene Measures**

All staff and students are reminded to follow common sense measures to limit infection risk. In the UK there are occasional outbreaks of highly infectious diseases:

For example Bird Flu, Swine Flu and Covid19

Symptoms of such diseases include a high or sudden temperature, aching muscles, headache and respiratory symptoms such as cough or runny nose. Diarrhoea, vomiting, abdominal pain, chest pain are sometimes early symptoms of the disease. Loss of sense of taste / smell are also symptoms of Corona virus.

Recommendations:

- Cover your nose and mouth with a tissue when you cough or sneeze
- Bin the tissue after use
- Wash hands regularly with soap and water, especially after you cough or sneeze and before eating
- Avoid touching your eyes, nose or mouth as infections can spread this way

If you are showing any signs or symptoms of a contagious infection you should remain off-site, obtain a test if relevant to confirm you are negative before returning to College.

### **Duty of Care**

All staff and students to stay away from others if they develop symptoms associated with the epidemic/pandemic and must ensure that they are clear of the virus before returning to College.

### **Symptoms of the Epidemic**

The College will alert the staff and students to the incubation period of the disease.

Internal/external communications will alert staff and students to the period over which they should not attend College depending on the epidemic/pandemic in the area at the time.

### **Advice**

Advice and guidance may also be sort from websites such as the NHS or Gov.com gov.uk as well as from GP surgeries. If you feel you have symptoms and require guidance advice is also available by calling 111.

**Staff:** To advise their Manager and Personnel following the usual absence procedure if they are unwell and need to go home or are unwell at the start of the day and are not able to make it into work.

**Students:** Inform College via College Services of your condition and stay indoors at home until you have recovered.

All staff/students should ensure they are registered with a doctor.

## **Advice if you are diagnosed with a Pandemic or Epidemic Disease**

### **Staff:-**

- Follow the advice given by the doctor/NHS ~~direct~~ and inform their line manager.
- If you are absent for more than 7 calendar days then you will need to send a medical certificate to your line manager/Personnel, in line with the College sickness absence procedure. Is a note required if someone is quarantining, either with or without the disease?

### **Students:-**

- Follow the advice given by their doctor/NHS and inform College Services-
- Students can return to lessons having obtained medical advice that it is safe to do so.

## **Advice if a Colleague Falls Ill**

If someone has to work at the same desk as a person who has become ill then they should wipe over the workstation with a damp cloth and domestic cleaner antibacterial wipe? and ensure they wash their hands after using the person's computer. The Estates team can be requested to undertake a deep clean and will following appropriate procedures as per any Risk Assessment in place.

## **Advice on Reducing Cross Infection in Shared Work Areas**

### Shared computers/hot desks

- Computer keyboards and mice can be contaminated by some organisms that cause infection. Wash your hands after using a computer or hot desk that someone else has used on the same day.

### Staff refreshment areas

- Foods and crockery can become contaminated if left out so these should be stored in cupboards
- Wash your hands before preparing or eating any food, keep food covered
- Wash any cups or crockery that has been left out on worktops before using them, even if they appear clean.

### Open plan offices

- Wash hands before eating or drinking.
- Follow the hygiene advice given for the particular disease.

### **Steps taken by the College to Reduce the Risk of Infection**

Conduct a full risk assessment of the site and procedures during the pandemic / epidemic

- Cleaning arrangements - more emphasis will be placed on touch surfaces to reduce the risk of infection spreading.
- Ensure that you use the hand sanitizer stations at every opportunity, especially upon entry to the College via the main Reception entrance
- Estates will monitor the situation and if needed will issue further advice as the position in College evolves.

### **College Contacts/Useful Websites**

- Estates Manager
- Director of Personnel & Corporate Services

Updated advice and information can be found on the College website. Additionally the following websites may be useful:- •

- [www.hpa.org.uk](http://www.hpa.org.uk)
- <https://www.gov.uk/government/organisations/health-protection-agency>
- <https://www.gov.uk>
- [www.kecnuneaton.ac.uk](http://www.kecnuneaton.ac.uk)
- <https://www.nhs.uk>