



COVID-19 Agency Staff Re-Entry Plan

The following document will outline how we are preparing for our registered teachers, temporary workers and learning and support staff's safe re-entry into their schools to ensure everyone feels safe and supported in this current time.

Working together with our Schools

We are here to also support our school leaders to go through the correct procedures for all members of staff and pupils during this difficult time. Dunbar Education is ready to outline controls that have been put into place to mitigate potential risks and reduce the spread of COVID-19.



Dunbar Education is here for you. We have been working closely, following advice in line with the government's current recommendations, Public Health England, and the Department of Education in relation to the management of risks related to the virus. Our aim is to keep staff and children in Education safe during this current time and within the time ahead by clearly communicating the needs to all our candidates being placed. We can offer advice on how to manage their personal risk of infection if they are experiencing symptoms and what to do if they are living with someone with symptoms.



We currently follow a pre-screen procedure with all candidates placed into any permanent or temporary position. If it is deemed that a candidate may have contracted the virus, are showing symptoms, exposure to someone who is infected with COVID-19, they are advised to stay at home and self-isolate for at least 10 days from when the symptoms started (if they live alone), or 14 days (if they live with someone who has symptoms), and they will not be considered available to work with Dunbar Education during this period.

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We understand every workplace is different and will have different procedures and regulations in place. Our candidates will need to follow the rules for each school setting and we will work closely with our schools and clients to give the relevant guidance.

Our schools and education settings will be asked to share any plans and procedures that have been put into place to regarding re-entry, social distancing and health and safety which we will communicate with our candidates in advance of bookings and their arrival on site.

Re-entry planning assessment

Candidate who has confirmed COVID-19



Potential Risks

Passing COVID-19 to colleagues, pupils and members of the public



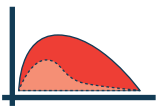
Control Measures

All candidates found to have contracted the virus should not be placed into bookings and advised to self-isolate for 14 days.

We will discuss whether the candidate has worked over the past 7 days and clients will be contacted and made aware of the situation and risks.

Bookings will not be offered until after the period of self-isolation and virus has cleared.

Candidates to be referred for a test via the following site:
<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>



Mitigation

Candidate profile will be stop-listed on the Dunbar Education system to prevent them from being booked until after the period of isolation.

Negative COVID-19 test results must be shown as evidence prior to any future booking.

Contact 0800 046 8687 - the most recent update from the Department of Education.

Re-entry planning assessment

Candidates experiencing symptoms of COVID-19



Potential Risks

Passing COVID-19 to colleagues, pupils and members of the public



Control Measures

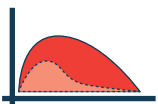
All candidates found to have contracted the virus should not be placed into bookings and advised to self-isolate for 14 days.

If candidates develop symptoms or are feeling unwell on-site, they must be sent home immediately.

Bookings will not be offered until after the period of self-isolation and virus has cleared.

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Re-entry planning assessment

Candidates travelling on public transport



Potential Risks

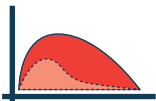
Contracting and passing COVID-19 to colleagues, pupils and members of the public



Control Measures

Government advice should be highlighted to candidates on the following:

- Avoid using public transport where possible
- Recommended to walk, cycle and other forms of commuting where possible
- Follow social distancing guidance
- Wear a face covering when advised – compulsory on public transport
- Ensure hygiene practices are followed
- Follow NHS advice displayed on public transport
- Use contactless payment methods
- Be aware of surfaces you touch. Do not touch your face.
- Cover your mouth and nose with a tissue or your elbow when coughing or sneezing



Mitigation

Candidates will receive regular communications and online advice to avoid public transport and follow the most recent government guidelines and Public Health England guidance. This will also include staying safe at work, health and safety, symptoms, vulnerable people, hygiene and testing.

Candidates to complete COVID-19 awareness training at point of registration.

Re-entry planning assessment

Candidates who are classified as vulnerable



Potential Risks

Contracting and passing COVID-19 to colleagues, pupils and members of the public

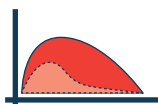


Control Measures

All candidates are to be screened before being offered work to check if they are suffering any symptoms of the virus/have been in contact with anyone has COVID-19, or been in contact with anyone who displays symptoms of the virus. Or if the candidate is classed within the vulnerable category.

The UK Government has issued advice stating that for those who are over 70, those who have an underlying health condition or those who are pregnant should:

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or a new and continuous cough
- Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible
- Work from home, where possible.
- Avoid large gatherings and do not socialise in any group more than 6 people
- Avoid gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs
- Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
- Use telephone or online services to contact your GP or other essential services.
- Be particularly stringent in following social distancing measures.



Mitigation

Candidates will receive weekly communication from Dunbar Education's consultants reminding them of the most recent government guidelines and Public Health England guidance on relevant information regarding the virus. This will also include staying safe at work, health and safety, symptoms, vulnerable people, hygiene and testing. School policies and risk assessments communicated to candidates.

Booking checklist completed for every candidate.

Candidates should be communicated health and safety updates from clients.

Re-entry planning assessment

Candidates supervising students who feel unwell



Potential Risks

Contracting and passing COVID-19 to colleagues, pupils and members of the public



Control Measures

If staff are aware of young people or children who develop coronavirus (COVID-19) symptoms while at school, they must follow DfE and school procedures and where possible the child should be sent home.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

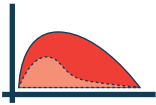
In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

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Re-entry planning assessment

Candidates supervising students who feel unwell



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Re-entry planning assessment

Candidates feeling ill whilst in school



Potential Risks

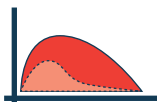
Contracting and passing COVID-19 to colleagues, pupils and members of the public



Control Measures

If staff develop coronavirus (COVID-19) symptoms while at school they must be sent home.

If anyone has any of the Coronavirus symptoms they should self-isolate at home for up to 10/14 days.



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Re-entry planning assessment

Candidates returning to schools (bookings or Interviews)



Potential Risks

Passing COVID-19 to colleagues, pupils and members of the public

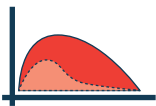


Control Measures

We ask all candidates a variety of pre-screening questions before being offered any role in order to determine if they are suffering from symptoms of the virus or have been in contact with anyone with the virus, if they are vulnerable or if they have travelled recently. Based on the response we can determine if the candidate is able to continue their registration/placement.

Clients must provide any policy and health and safety procedures in relation to the virus and brief the candidates in full prior to and arrival on site.

Candidates must understand and be aware of guidance from the placement and government guidelines.



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