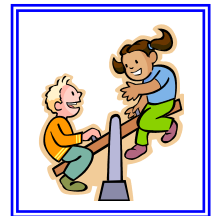




St Paulinus Pre-School

St Paulinus Centre,
Hillcrest Road,
Marlpit Hill,
Edenbridge,
TN8 6JS



Staff Coronavirus Policy

1 Overview

This policy is designed to provide you with important information about the Coronavirus outbreak and what we are doing to support our staff and pupils. Please take time to read the information and ask questions if you have any concerns.

This policy may be amended or added to at any time and it will be updated, as appropriate, to reflect changing advice. It applies to all staff, including those who work for us on a casual basis.

2 Symptoms

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

- a new, continuous cough
- a high temperature
- loss of sense of taste or smell

But, these symptoms do not necessarily mean you have the illness.

The Coronavirus Symptoms are similar to other illnesses that are much more common, such as cold and flu. Current guidance indicates that among those who become infected, some will exhibit no symptoms. Of those who do develop an illness, the majority 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.

We require all staff to follow these simple steps to help stop the spread of germs like Coronavirus.

Do:

- 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

4 Asymptomatic Lateral Flow Coronavirus testing

Lateral flow tests are no longer available, we do however hold a small supply at pre school and should you need to test we will issue you with a test to confirm whether or not you are infected with Covid-19

5 What to do if you have Coronavirus symptoms

We advise that if you have any symptom, that you take a lateral flow test to confirm. Adults with symptoms of a respiratory infection and who have a high temperature or feel unwell should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities.

6 What to do if you test positive for Coronavirus

Adults with a positive Covid-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious.

The population now has much stronger protection against Covid-19 than at any other point in the pandemic. This means we can begin to manage the virus like other respiratory infections, thanks to the success of the vaccination programme and access to antivirals, alongside natural immunity and increased scientific and public understanding about how to manage risk.

7 Discretionary sick pay policy

If you have a positive Coronavirus test and told to self-isolate then St Paulinus Pre School will pay full pay for the days you would normally work for the first 5 days period of absence. If we do not receive a copy of the positive test result you will not be eligible for this discretionary sick pay.

If you have a negative coronavirus test but are unwell you may be entitled to statutory sick pay. St Paulinus Pre School will not pay sick pay.

8 Disciplinary

Failure to follow the above procedure particularly informing the manager of a positive test result may result in disciplinary action.

Review date August 2022

