

CORONAVIRUS (COVID-19) PUBLIC HEALTH EMERGENCY CONTINUITY PLAN

MARCH 2020

- **Aim of the Plan**
- **Preparation Procedures**
- **Informing Employees**
- **Informing Pupils/ Parents/Carers and Local Authorities**
- **Public Health Emergency Procedures**
- **Contingency Procedures and Arrangements**
- **Coronavirus Information Letter to Employees March 2020**
- **Isolation Policy March 2020**
- **School site logistics DYNAMIC March 20**

Aim of the Plan

The aim of the Continuity Plan is to prepare the Bridge4Learning to cope with the effects of an emergency, ensuring that the organisation has a relatively speedy and effective return to norm in the event of any disruptions or incidents.

Bridge4learning recognises that any incident can become a disaster if it is not managed properly, and the aim of this plan is to ensure that incidents are easily managed to lessen the impact on the organisation.

For the purpose of this plan, a disaster is:

“... any unwanted significant incident which threatens personnel, buildings, or the operational structure of an organisation which requires special measures to be taken to restore things back to normal.” *(Extracted from ‘How Resilient is Your Business to Disaster’, Home Office Publication 1997).*

Preparation Procedures

There are two functions that are critical to the running of Bridge4Learning as an organisation:

- provide a safe and quality school for all our pupils and staff.
- and offer a wide range of quality support to meet pupils needs and to be continually supportive to pupils whose needs are changing and developing.

Informing Employees

All employees at Bridge4Learning have been provided with a coronavirus information letter to raise awareness of the virus, inform of possible symptoms, and methods of preventing the spread of the disease as well as advice on how to self-isolate if necessary. Employees have been briefed as according to Government guidance to ensure that stringent hygiene practices are in operation

to reduce the transmission of the disease between members of staff, residents and visitors which include;

- covering nose and mouth when coughing and sneezing with a tissue, using a sleeve if no tissues are available;
- disposing of dirty tissues promptly and carefully;
- maintaining good basic hygiene, for example washing hands often with soap and water or using hand sanitiser when handwashing facilities are not available.

As of 30th January 2020, following the World Health Organization's declaration that COVID-19 is a public health emergency of international concern, the UK Chief Medical Officers have raised the risk to the UK from low to moderate. Bridge4Learning are currently undertaking the following preparations to ensure that the organisation can continue:

- to run with as few disruptions as possible.
- avoid close contact with people who are sick;
- and cleaning frequently touched objects and surfaces using a regular cleaning product.

WHO (World Health Organisation) declared on the 11th March 2020 that COVID-19 is now a Pandemic.

Domiciliary staff are taking extra precautionary methods to ensure that high standards of hygiene are achieved within all communal areas that Bridge4Learning are responsible for, by thoroughly cleansing all hard surfaces and areas that are high risk for spreading the disease, i.e. desk worktops, kitchen worktops, bathrooms, door handles, light switches, telephones etc to reduce the risk of contamination and employees will be responsible for ensuring that their desks and equipment, i.e. computer keyboard etc are cleaned often using regular cleaning products. In addition to this, staff will ensure that tissues and soap / hand wash are refilled regularly within all toilets and bathrooms and that bins are emptied and disposed of correctly at regular intervals.

Bridge4learning will be accessing on a daily basis, COVID-19 guidance from the official websites, i.e. Public Health England, World Health Organisation, Direct Gov and NHS and will ensure that all up-to-date information is forwarded to employees.

Informing Pupils

It is of great importance to Bridge4Learning that our pupils are fully informed of the severity of the COVID-19 virus. All staff will be responsible for informing Pupils with a coronavirus information. The following Government advice will also be relayed to pupils

- always carry tissues, catch it, bin it, kill it;
- wash your hands with soap and water often for at least 20 seconds at a time; ;
- keep up-to-date with the latest help and advice available through the radio, TV and internet;

The greater knowledge that employees and pupils have to prevent infection, the more prepared and resilient Bridge4Learning can be.

Public Health Emergency Procedures Containment Period

To avoid the spread of COVID-19, Bridge4Learning will advise any member of staff to stay at home and similarly, will send home employees if they are experiencing flu-like symptoms or have been in close contact with someone with coronavirus, or have been to a country or area with a high risk of coronavirus in the last 14 days and will direct employees to contact NHS 111 to seek diagnosis, after which they will be required to self-isolate if necessary. Employees will not be able to return to work for up to 14 days and will self-isolate during this period and until they are in full health, unless they have been medically advised otherwise. Employees will be advised to follow Bridge4Learnings Sickness Policy in relation to informing the Head Teacher at the earliest possible time of their illness, to ensure maximum service continuity.

Pupils and Parent/Carers

Will be advised to contact NHS 111 immediately in the case of flu-like symptoms, or if they have been in close contact with someone with coronavirus, or have been to a country or area with a high risk of coronavirus in the last 14 days Residents will also be advised to notify their support worker by telephone if they are diagnosed with coronavirus or believe they may be at risk of being infected. They will be advised that pupils should not attend school if they have symptoms.

If Staff/ Pupils present at school with the infection Public Health North West to be informed and guidance sort to what action needs to be taken.

Once that advice has been given, it will be relayed to all staff, pupils, parents/carers and Local Authorities as soon as possible.

Bridge4Learning will continue to seek general information and guidance from the Government on a daily basis and will act accordingly, taking necessary actions should they be required.

Post Public Health Emergency

When it is identified that the UK or the North-West region is no longer at risk from COVID-19, Bridge4Learning will take immediate steps to inform staff and pupils/parents/carers that we are entering this phase and will take actions to resume our school as swiftly and effectively as possible. Bridge4Learning will inform employees, pupils, parents/carers. and Local Authorities of the impact that the incident has had on the organisation, how it was dealt with, and the lessons that have been learnt through the experience which can be incorporated into future contingency planning should a similar event occur again in the future.

Contingency Procedures and Arrangements

In addition to the information provided to staff and residents informing them how to identify coronavirus and what procedures and guidance to follow should coronavirus diagnosis be possible or confirmed, B4L will provide a step by step guide to follow in the event of a resident displaying symptoms. B4L will also continue to monitor guidance and advice from Public Health England and ensure this information is passed on to both staff and residents regularly.

Contact their line manager as soon as possible to notify them of their absence (please refer to the Sickness Policy within the Staff Handbook for further details).

B4L will continue to access the Public Health England and NHS guidance regarding COVID-19 on a daily basis and will keep all employees and pupils/parents/carers and Local Authorities up-to-date and fully informed during this public health emergency.

School site logistics DYNAMIC March 20

Weekend of 14th & 15th of March whole school and auto vehicle deep clean.

For the week commencing 16.03 all three school sites will operate as entirely separate with no overlap of staff or Young People. This methodology will provide us with a plausible and realistic grounds to say that no viral cross contamination has taken place. Therefore, if a member of staff or Young Person does have symptoms, any measures only need to be taken at the one site.

Logistically staff can communicate though text/email and voice calls. Money can be collected through the front window on Monday and floats kept. RA can take place for afternoon enrichment on a pragmatic basis.

This will be reviewed on Friday 20.03 or when then Gov provides further advice.

The Absence code Y will be used for exceptional circumstance if a Young Person is made to self-isolate.

Any meeting which is not essential will be moved to take place after 3pm or off site.

Further Information

For further information about COVID-19, individuals should visit the following websites:

www.nhs.uk

www.direct.gov.uk

or call the **NHS 111**. NHS 111 can also be accessed online at the NHS website outlined above.