

Coronavirus (COVID-19) Prevention and Control Training

Introduction

Whilst the Coronavirus (COVID-19) pandemic continues to affect the UK; we are pleased that the governments guidance for schools is to return to full operation in September 2020.

Importantly Schools can continue to engage supply teachers and support staff during this period and that they are able to move between schools as required.

We understand that there will be a mixture of excitement and nervousness amongst you about the prospect of stepping back into the classroom as the education sector enters a ‘new normal’.



Introduction



Therefore it is important to us that you feel confident, prepared and have all the relevant information to make sure you know what to expect.

To support this we need all our teaching and support staff to complete this training module so that you;

- are well informed about Coronavirus
- understand the risks and prevention measures that will be in place
- know what to do if you are exposed to the virus

Above all we want you to feel confident and ready to return to what you do best from September.



Be the change

We all must make changes, for some this will be easy others will need support, but remember; If things don't feel different, they won't be different.

Often, we don't push outside our comfort zone and we shy away from the uncomfortable or unknown.

Quite often the thing we fear most is exactly what we should do. If we keep doing the same things, we'll get the same results.

Where would you like things to be different in your life ?

Let's get started

Welcome to 4myschools Coronavirus (COVID-19) Prevention and Control Training.

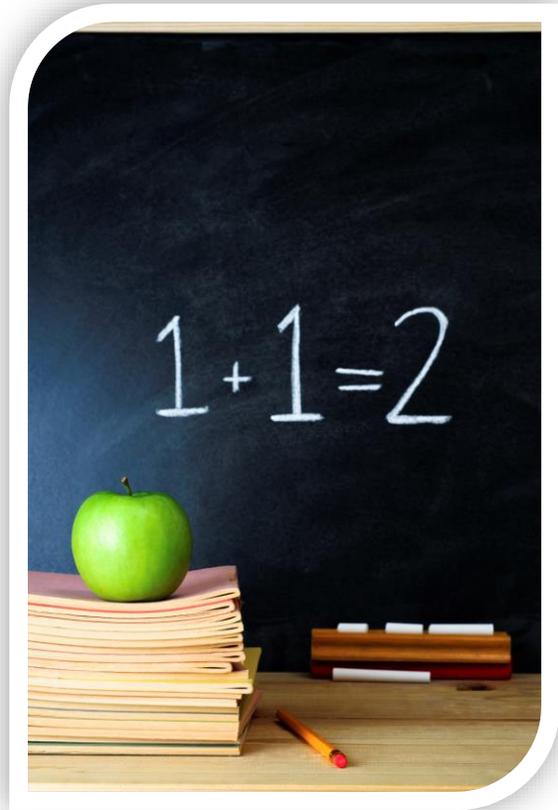
By completing this training module you will obtain facts about COVID-19, information on what some of the symptoms of the virus may be, and the steps you can take to reduce the risk of you catching or passing on the virus.

All 4myschools candidates need to be aware of

- The risks, symptoms, and factors that could contribute to the spread of the disease
- The preventative measures and controls that will reduce the risk of infection on schools



Aims of this training



- Understand what the virus is and how it is transmitted.
- Be aware of the symptoms
- Know what to do if you believe you have contracted the virus
- Steps you can take to reduce the risk of infection
- Be clear about government guidance on Coronavirus (COVID-19)
- Other common infections in school to be aware of

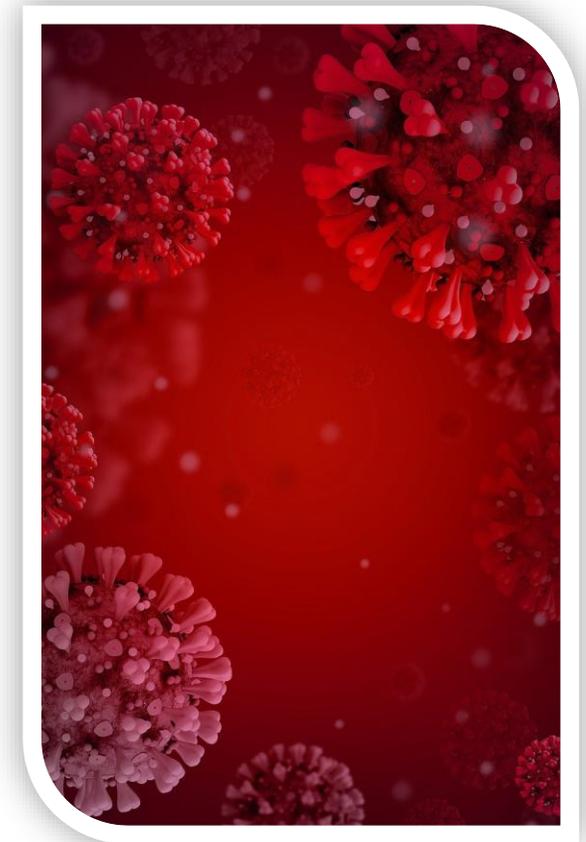
What is Coronavirus (COVID-19)?

COVID-19 (*which is named by abbreviating corona, virus, disease and 2019*) is an infectious disease that comes from a strain of Coronavirus's.

Many types of Coronavirus already exist, for example the common cold.

However, this is a newly discovered virus that is believed to have originated from Wuhan, China.

The first case was reported in December 2019.



How is the virus transmitted?



COVID-19 primarily spreads through droplets of saliva, or discharge from the nose or mouth of a person when they sneeze or cough.

The closer you are to the infected individual, the more likely you are to transmit the virus, especially if you are with them for a longer period.

It may also be contracted by touching a contaminated surface then touching your mouth, nose and eyes and therefore the importance of practicing as much personal hygiene as possible is key.

This includes not touching your face, eyes or mouth and regular and proper hand washing.

What are the symptoms?

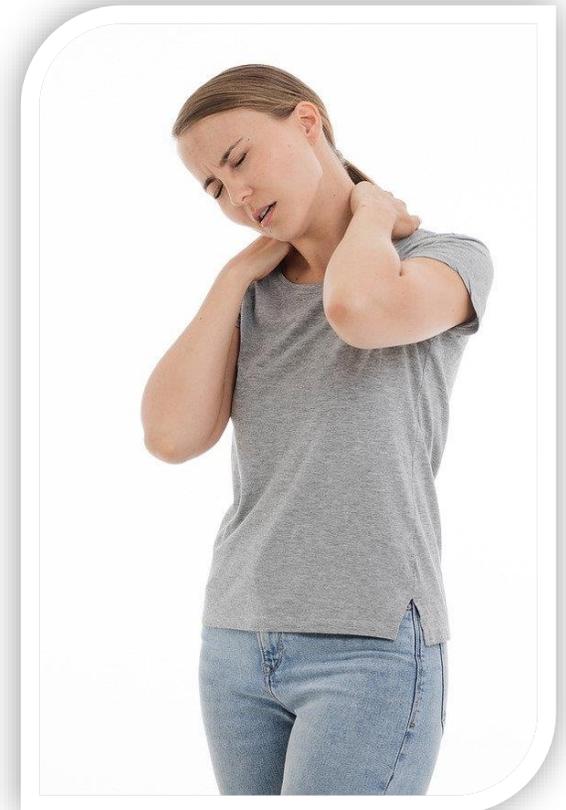
The 3 most common symptoms of Coronavirus according to the NHS are:

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

There have been many other reported symptoms of the virus, but these are the 3 most common.

The symptoms can appear from the 2nd to the 14th day of exposure to the virus.

Children are less likely to show symptoms of the virus, or their symptoms may be very mild.



Is there a cure?

CURRENTLY THERE ARE NO VACCINES OR CURES AVAILABLE FOR THE VIRUS.

- Antibiotics only work on bacterial infections therefore should not be used as a standard treatment for COVID-19, unless you have a secondary bacterial infection

Prevention is the best way to reduce the spread of the virus

If you appear to show symptoms of COVID-19 you must contact NHS 111 immediately and follow their guidance.

- You must begin and adhere to [government self-isolation guidelines](#)
- If you feel better after 10 days, you may stop self-isolating
- However if your symptoms continue you must isolate until your symptoms have stopped.

If you are living with someone who has had symptoms or tested positive for COVID-19 you must self-isolate in line with current government guidance.

- If after 10 days, you do not have any symptoms then you may stop isolating.
- If you or someone you live with develop symptoms [you must inform 4myschools and other employers you work with](#)

How can I treat the virus at home?

The NHS website has information regarding how to look after yourself if you have mild symptoms [click here](#) to find out more

If you have a temperature:

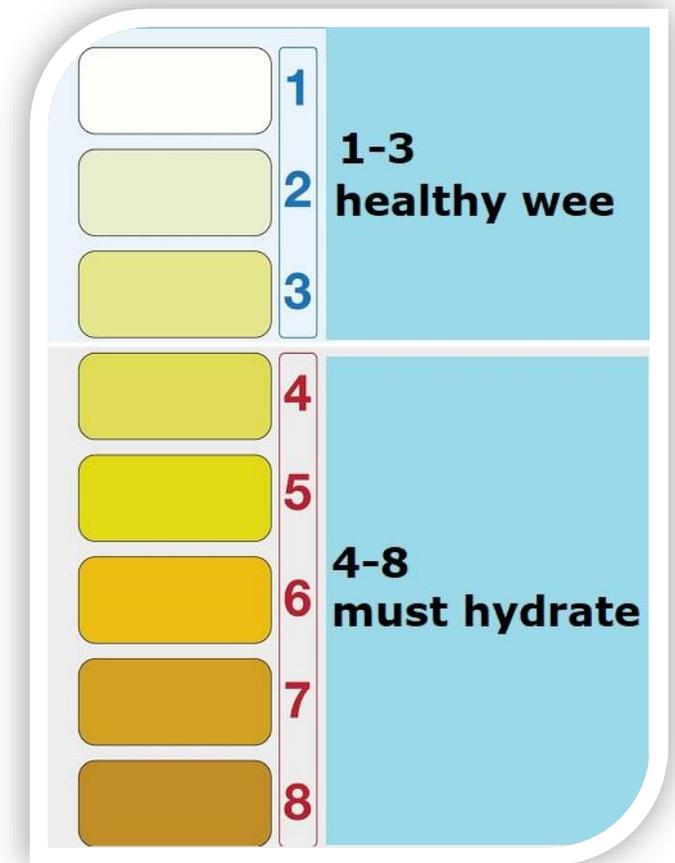
- Rest
- Drink plenty of fluids, your urine should be light yellow or clear "champagne colour"
- Use painkillers such as paracetamol

If you have a cough:

- Try sitting upright or on your side
- Try honey
- Drink plenty of fluids

If you become breathless:

- Stay calm, relax, sit upright, breath in through your nose and out through your mouth and call 111 for more advice



What steps can I take to protect myself?

These are a number of general steps that you can follow in order to protect yourself from contracting the virus.

- **Wash your hands regularly and thoroughly** with warm water and soap for a minimum of 20 seconds. This should be done frequently throughout the day
- **Masks, gloves and any other PPE can be worn to protect yourself** whilst out in public places (supermarkets, shopping centres etc) along with the use of hand gel if it is available to use
- **Avoid close contact with anyone who may have a suspected case**, and where you can avoid public transport and non-essential travel and always maintain a safe 2 or 1 metre+ distance
- **Stay up to date with the government guidance on staying safe outside your home** – [click here](#) to read the general guidance

Protecting yourself in school

Schools will have drawn up plans for the autumn term that address the risks identified using the system of controls set out below.

Please note this will continually be under review and include

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- reduced contact and maximised distancing between those in school. How contact is reduced will depend on the school's circumstances and will (as much as possible) include:
 - grouping children together
 - avoiding contact between groups
 - arranging classrooms with forward facing desks
 - staff maintaining distance from pupils and other staff as much as possible

The importance of correct hand washing



Washing your hands is one of the main ways to stop contracting/passing the virus on, it is important that you wash your hands correctly for a minimum of 20 seconds with warm water and soap.

Make sure you completely cover the surface of your hands with soap and wash thoroughly.

This should be done regularly – when arriving and getting home from school, when using the toilet, before and after eating food and after blowing your nose, sneezing or coughing.

[Click here](#) to watch a video from the NHS on the recommended way to wash your hands.

Personal Protective Equipment(PPE) in schools

Most staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case PPE should continue to be used



What steps can I take to protect others?



CATCH IT 

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.

BIN IT 

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.

KILL IT 

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.

NHS

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COVID-19 primarily spreads through droplets of saliva, or discharge from the nose or mouth of a person when they sneeze or cough.

You should always follow the NHS advice to ‘Catch It Bin It Kill It’

- **Always carry tissues**
- **Dispose of tissues as soon as possible**
- **Clean your hands as soon as you can**

If you need to sneeze or cough and don't have any tissues you should do so into the crook of your arm.

Preparation is key!

In addition to the previous steps there are some other actions you can take as a supply teacher that will reduce the risk of transmission.

- **Travel by car or on foot or cycle to your assignment.** Whilst there are already rules about wearing facemasks on public transport, using your own vehicle, bike or walking will reduce the risk of you touching contaminated surfaces
- **Always carry hand sanitizer with you** and use it regularly
- **Always carry a form of face protection with you** but please note the wearing of face masks in schools is not currently recommended
- **Clean your work area before and after use and use your own stationary**
- **Avoid close contact with students and colleagues wherever possible**, adhere to social distancing
- **Keep your classroom well ventilated** by opening windows and doors whenever possible

Health and Safety awareness

Schools will have completed a full risk assessment prior to opening fully in September 2020 and have been asked to share this with their work force and publish to their website if possible.

Whilst working at any of our schools, you should always ensure that you follow the school's guidance on the measures and practices in place to reduce the potential spread of the virus.

Please arrive in plenty of time to the school for the first time to familiarise yourself with the school's specific risk assessment. 4myschools will make all schools aware that they must provide access to their risk assessment to all supply teachers and support staff.

Always ensure that when you arrive at a school you are aware of:

- The relevant escalation process and who the point of contact is should you feel there is a coronavirus risk within your classroom i.e. either you or a student is showing symptoms.
- The schools prescribed start/finish times for staff and students
- Arrival arrangements such as staggered timings or specified arrival areas
- How staff and students move around the school for example is there a one-way system in place?
- Availability and use of facilities such as toilets and communal areas

Pupil well being and support

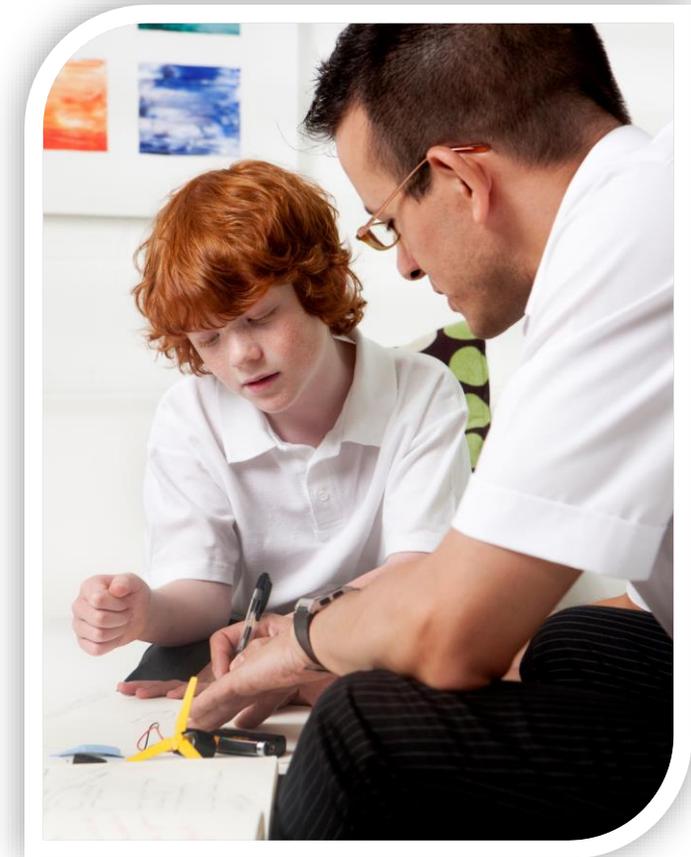
The return to school in September will allow students to interact with their peers, teachers and carers which will benefit their wellbeing and allow them to return to a normal school setting.

As a result of the recent COVID 19 outbreak, students in schools may be feeling a variety of emotions which may include feelings of stress, anxiety and low mood. This could be the case for more vulnerable students which includes those with a social worker or carer.

It is important to understand these feelings and put them into context, these feelings are a normal response to an abnormal situation. Some students may need additional support to ensure a smooth transition back into the educational setting.

The Department for Education, Public Health England and NHS England hosted a free webinar for school and college staff on 9 July 2020 to set out how to support returning pupils and students. A recording of this is available:

[Click here to watch the recording](#) - please note this video lasts 1 hour – you may wish to watch this at a later time.



Schools Behaviour Policies

The Coronavirus (COVID-19) pandemic, lockdown period and school closures will have greatly impacted students.

As a result Schools may have updated their behaviour policies to ensure that all expectations and support mechanisms are in place to ensure the very best behaviour of students as they return to the classroom.

Always familiarise yourself with the schools behaviour policy and support strategies to help effectively manage

- disengagement with education upon return to school
- increased incidence of poor behaviour
- Increased absence
- persistent disruptiveness

Be mindful that some pupils will have specific home life issues which may have been exacerbated during school closures, always check with your contact at the school if you are concerned.

Special Educational Needs



There are some considerations that should be taken when SEN students are making their transition back into school. Some pupils may require specific help and preparation in order to adapt to the changes made to their routine.

Prior to September, the schools will have reviewed each individual child's Educational Health Care Plan (EHCP) and any supporting risk assessment.

Additional support may have been arranged for the student to return to a classroom setting following a long period of absence, this may include a phased return and alternative arrival arrangements etc.

Therefore it is important that when you are assigned to work within a SEN environment or with a specific student, you are fully up to date with any changes that have been made to the EHCP and risk assessment.

Music Considerations

Schools and Teachers should note that there could be a potential risk of infection in classroom environments where students or teachers are singing, shouting, playing brass or wind instruments or chanting. This applies even when students are at the correct distance.

Schools and Teachers should consider how they are going to reduce the risk, especially when students are playing instruments or are in small groups in music lessons.

This could be done by social distancing, playing outside as and when you are able to, limiting the group sizes of the music lesson to no more than 15 students, ensuring good ventilation by opening windows and doors and not sharing instruments.

Singing, playing brass or wind instruments should not be played in larger groups such as a choir, assemblies and ensembles.



Other common infections

Whilst there is currently a high focus on understanding and identifying COVID-19, there are also a range of other common infections that can affect your health which are commonly transmitted in schools.

Now is a good time to refresh your knowledge of these common ailments

These infections can be grouped by

- **Bacteria**
- **Virus**
- **Parasites**
- **Fungi**

The following slides show examples of infections within each group and outline the symptoms, treatments and preventative measures to reduce transmission.

Bacterial Infections

INFECTION	SYMPTOMS	TREATMENT	PREVENTION
<p>Bacteria that live in the gut of E.COLI humans and animals, particularly cattle and sheep.</p>	<ul style="list-style-type: none"> • Symptoms vary depending on the severity of the infection but include diarrhoea, abdominal cramps, headache, and bloody diarrhoea 	<p>Specific treatments will depend on the type of infection. For intestinal infections rehydration solutions and other fluids can help to replace important substances lost from the body due to diarrhoea.</p>	<ul style="list-style-type: none"> • It is spread by faecal matter getting into the mouth, therefore washing and drying hands thoroughly after going to the toilet and after touching animals.
<p>IMPETIGO An infectious bacterial skin disease and may be a primary infection or a complication of an existing skin condition such as eczema, scabies or insect bites.</p>	<ul style="list-style-type: none"> • Impetigo starts with red sores or blisters. • They quickly burst and leave crusty, golden-brown patches. 	<p>GP's can prescribe an antibiotic cream to speed up the recovery or antibiotic tablets if it is a severe case. GP's will also often check that it is not something more serious like cellulitis.</p>	<ul style="list-style-type: none"> • Impetigo usually affects skin that is already damaged, therefore keep cuts, scratches or insect bites clean (washing with warm water and soap) and get treatment for any existing skin conditions, for example eczema.
<p>SCARLET FEVER A disease-causing fever and a scarlet rash. It is caused by streptococci.</p>	<ul style="list-style-type: none"> • The first symptoms usually start with flu-like symptoms- a high temperature, sore throat, or swollen glands. • A rash will then appear a few days later. The rash feels rough to the touch and starts on the chest or stomach. • A white coating also appears on the tongue which then peels leaving it red and swollen. The rash should not appear on the face, but the cheeks may become red and flushed. 	<p>This requires a GP consultation who will prescribe a course of antibiotics to treat the infection. This will help recovery and reduce the risk of more serious illnesses such a pneumonia.</p>	<ul style="list-style-type: none"> • Scarlet fever is incredibly infections and therefore the below steps should be taken to help prevent it: <ul style="list-style-type: none"> • Washing hands often with soap and warm water • Using tissues to trap germs from coughs or sneezes • 'Binning' used tissues as quickly as possible.

Viral Infections

INFECTION	SYMPTOMS	TREATMENT	PREVENTION
<p>MEASLES An infection that causes a fever and a red rash</p>	<ul style="list-style-type: none"> • Cold like symptoms including a runny nose, high fever, sneezing and a cough. • Sore red eyes that are sensitive to light, and small white spots inside the cheeks. • After the initial symptoms, a red brown rash may appear on the head or neck and may gradually expand to the rest of the body. 	<p>Painkillers can be taken to relieve fever aches and pains. Drinking plenty of fluids to avoid dehydration, using damp cotton wool to clean the eyes and closing curtains to block out light. It is advised that a child should stay off school for a minimum of 4 days from when the rash first appears. In more severe cases when symptoms appear to worsen then a child may need to be admitted to hospital for further treatment.</p>	<ul style="list-style-type: none"> • By having the MMR Vaccination (measles, mumps, and rubella). It is given in two doses as part of the NHS Childhood vaccination programme. Adults and older children can be vaccinated at any time and can ask their GP about this. • Measles can be easily contracted by breathing in contaminated droplets that are in the nose or a mouth of an infected person when they sneeze or cough.
<p>HAND FOOT AND MOUTH A common viral illness in childhood. It is generally a mild illness caused by an enterovirus.</p>	<ul style="list-style-type: none"> • Fever, reduced appetite and generally feeling unwell. • One or two days after these symptoms a rash will develop with blisters on their cheeks, hands, and feet 	<p>Drink fluids to prevent dehydration – avoid acidic drinks, such as fruit juice. Eat soft foods like soup – avoid hot and spicy foods. Take paracetamol or ibuprofen to help ease a sore mouth or throat</p>	<ul style="list-style-type: none"> • Wash your hands often with warm soapy water, catch germs in tissues when you cough or sneeze and bin these as quickly as possible. • Do not share towels or household items like cutlery. • Wash soiled bedding or clothes on a hot wash.
<p>CHICKEN POX (Varicella) Caused by the herpes zoster virus which is an infection causing a mild fever and a rash of itchy inflamed pimples which turn to blisters and then lose scabs.</p>	<ul style="list-style-type: none"> • Mostly affects children although adults be infected. • Symptoms include fever, runny nose, cough, and a generalised rash. • The pimples will scab over. • This is a highly infectious virus. 	<p>Drink plenty of fluid to avoid dehydration, take paracetamol to help with discomfort. Use cooling creams or gels from a local pharmacy. The child should bathe in cool water and pat the skin dry. A GP may prescribe an antihistamine cream to help with itching.</p>	<ul style="list-style-type: none"> • The virus is spread by direct contact; therefore, it is important to not kiss people, especially those with a blister and not to share household items like towels, cups, facecloths. • It is also important to remind children that they can avoid the spread by not touching or breaking or picking the blisters.

Parasitic Infections

INFECTION	SYMPTOMS	TREATMENT	PREVENTION
<p>HEAD LICE (nits) Tiny insects that live on humans feeding on blood. They do not have anything to do with dirty hair and are picked up by head-to-head contact</p>	<ul style="list-style-type: none"> • Very common in young children and can make you feel itchy and like something is moving in your hair. They are difficult to spot as they are extremely small. The only way to be sure if a child has had headlice is to find live lice. • You can do this by combing their hair with a special fine-toothed comb (detection comb). 	<p>Head lice can be treated without seeing a GP by using medicated lotions and sprays that will kill the head lice. This may need a follow up a week after the original application to help kill any newly hatched eggs.</p> <p>Follow up treatments also include wet combing with a special fine-toothed comb (detection comb) and washing the hair, applying a lot of conditioner and combing the hair from roots to ends.</p>	<ul style="list-style-type: none"> • There's nothing you can do to prevent head lice.
<p>THREADWORMS An intestinal infection which result in tiny worms in your faeces.</p>	<ul style="list-style-type: none"> • Extreme itching around the anus or vagina, particularly at night, and irritability and waking up during the night. 	<p>Treatment is available as a medicine for threadworms available at pharmacies. Everyone in a household will need to be treated, even if they do not have symptoms. Eggs can live for up to 2 weeks outside the body.</p>	<ul style="list-style-type: none"> • Steps to prevent infection include. • Washing hands and scrubbing under fingernails – particularly before eating, after using the toilet or changing nappies, encourage children to wash hands regularly. • Bathe or shower every morning, rinse toothbrushes before using them and keep fingernails short. • Wash sleepwear, sheets, towels and soft toys, disinfect kitchen and bathroom surfaces, vacuum and dust with a damp cloth. • Make sure children wear underwear at night – change it in the morning

Fungal Infections

INFECTION	SYMPTOMS	TREATMENT	PREVENTION
<p>ATHLETES FOOT An infection caused by a fungus that can also cause ringworm.</p>	<p>Cracking or scaling of the skin, specifically between the toes, blisters that may be filled with fluid that can be very itchy.</p>	<p>You can buy antifungal medicines from a pharmacy which come in the form of sprays, creams and powders. It is recommended to only see a GP if the symptoms do not get any better with the use of these medicines. They may prescribe with a steroid cream to use alongside these or prescribe antifungal tablets.</p>	<p>Dry feet after washing them, use a separate towel for feet and wash regularly, wear clean socks everyday and take shoes off whilst at home.</p>
<p>ORAL THRUSH (oropharyngeal candidiasis) A yeast infection of the mouth that is caused by the accumulation of fungus called <i>Candida albicans</i></p>	<p>White patches on the side of the mouth and throat, a white coating on the tongue in babies, cracks at the corners of the mouth, an unpleasant taste, difficulty drinking or eating.</p>	<p>A pharmacist can prescribe an oral gel that can be used to get rid of the fungal infection and this can be used in adults, children and babies over 4 months old. If oral thrush is left untreated it can cause further fungal infections in the other areas of the body.</p>	<p>Some things such as the below may cause fungal growth more than others: taking antibiotics over a long time, using asthma inhalers or receiving cancer treatment such as chemotherapy. The below can be done to help prevent oral thrush: take care of teeth - brush twice a day, clean dentures, and go for regular check-ups. For babies sterilise dummies regularly and sterilise bottles after each use. Rinse mouth after eating or taking medicine and go to regular check-ups if a long-term condition exists such as diabetes.</p>

How can I keep informed on the latest news for COVID-19?

Advice from the Government, the NHS and the World Health Organisation is being updated regularly and their guidance can be found below for when you need it.

UK Government advice:

- [General Coronavirus \(COVID19\) advice and guidance](#)
- [Guidance for Schools - Full Opening - Coronavirus \(COVID19\)](#)

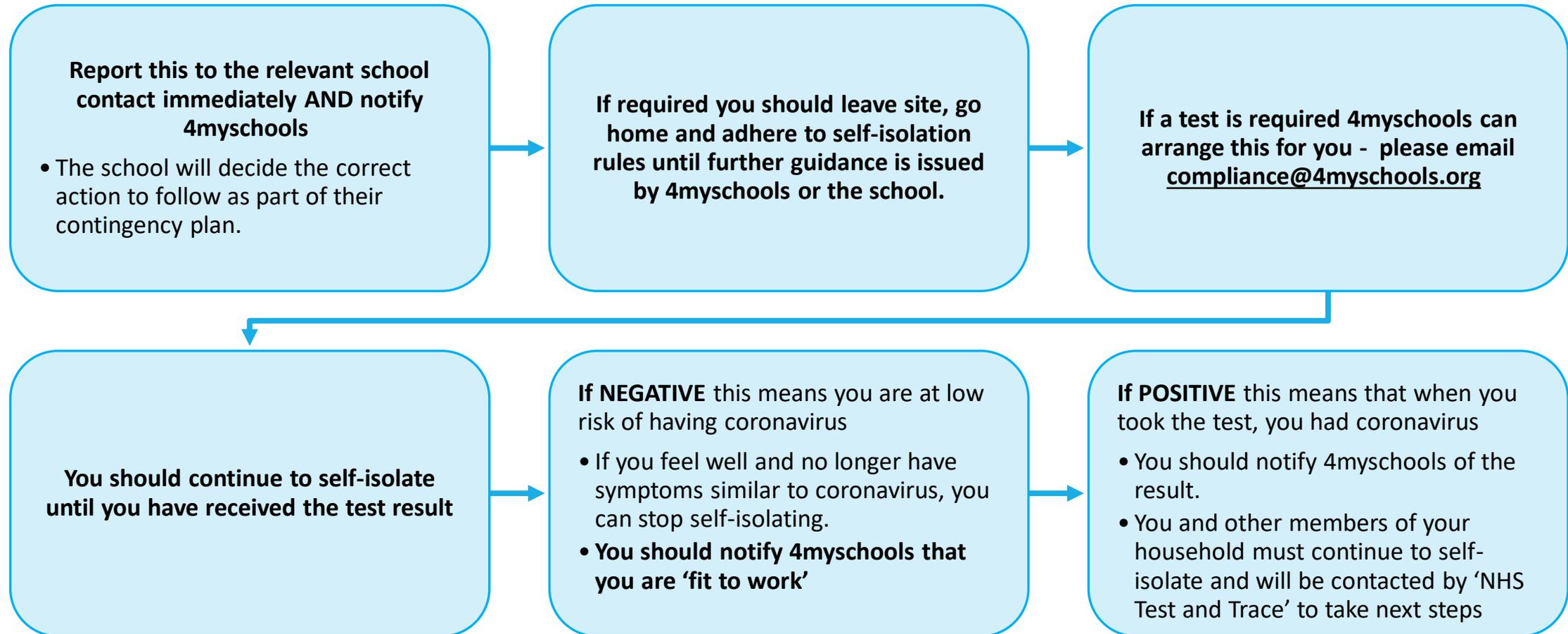


World Health
Organization

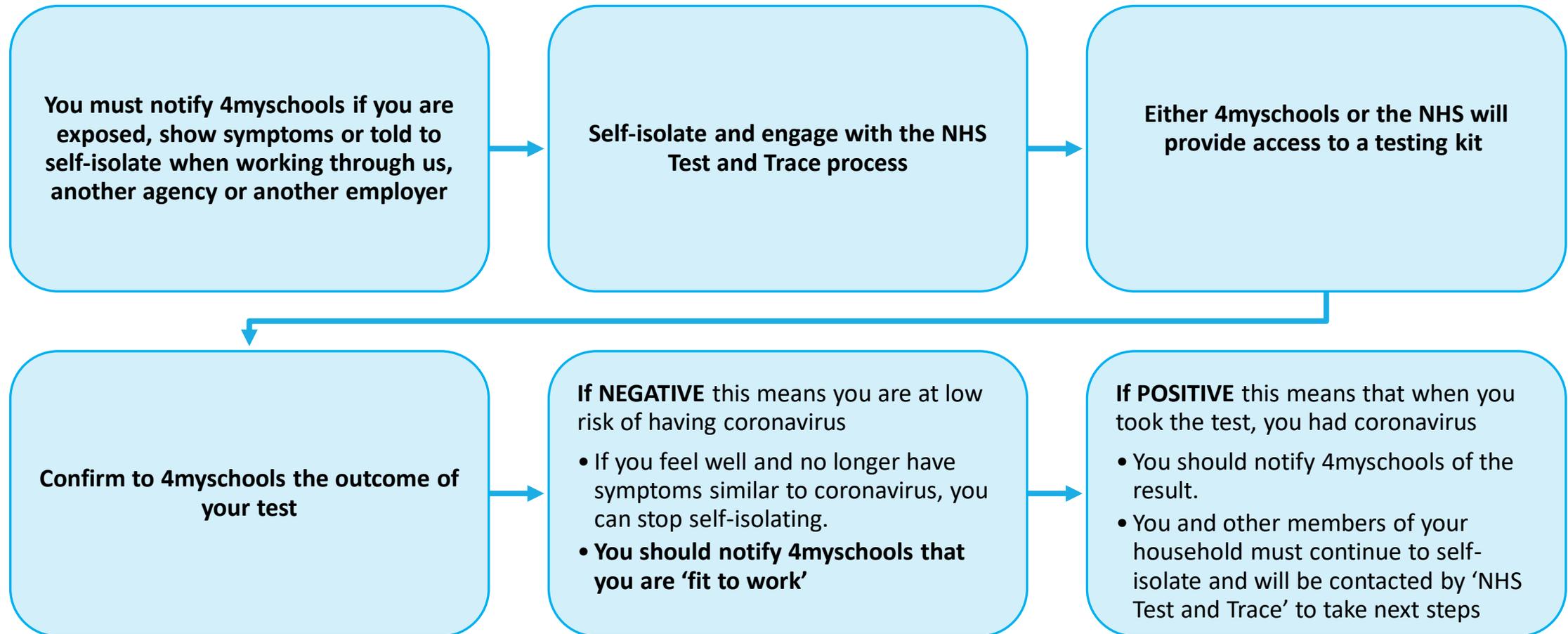
[NHS advice and guidance](#)

[World Health Organisation guidance](#)

What to do if a pupil displays symptoms



What if I am exposed or show symptoms



How NHS test and trace helps fight COVID-19

The NHS test and trace service:

- Ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus.
- Helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus

The NHS test and trace service will help to control the rate of reproduction (R), reduce the spread of the infection and save lives.

What you can do to help

You can help in the following ways:

- If you develop symptoms, you must continue to follow the rules to self-isolate with other members of your household and order a test to find out if you have coronavirus
- If you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS test and trace service to help us alert other people who may need to self-isolate
- If you have had close recent contact with someone who has coronavirus, you must self-isolate if the NHS test and trace service advises you to do so

Please [click here](#) to read about NHS Test and Trace – we will ask you some questions about this later.

Employer test referrals for essential workers

Employers can refer essential workers for testing if they are self-isolating because either they or member(s) of their household have coronavirus symptoms.

4myschools have registered with this service.

Through this system employers can upload the names and contact details of self-isolating essential workers to a secure 'employer referral portal'.

Referred essential workers will then receive a text message with a unique invitation code to book a test for themselves (if symptomatic) or their symptomatic household member(s) at a regional testing site.

If you are contacted by NHS Test and Trace

**You must inform
4myschools immediately
and we will escalate as
required.**



Statutory Sick Pay (SSP)

To qualify for Statutory Sick Pay (SSP) you must:

- Be classed as an employee and have done some work for your employer
- Earn an average of at least £120 per week
- Have been ill, self-isolating or 'shielding' for at least 4 days in a row (including non-working days)
- How many days you can get SSP for depends on why you're off work

If you cannot work because of coronavirus (COVID-19) you could get SSP if you're self-isolating because:

- You or someone you live with has coronavirus symptoms
- You've been notified by the NHS or public health authorities that you've been in contact with someone with coronavirus
- Someone in your 'support bubble' has symptoms
- You also get SSP if you're taking extra precautions because you're [clinically extremely vulnerable](#) from coronavirus (known as 'shielding')
- You cannot get SSP if you're self-isolating after entering or returning to the UK and do not need to self-isolate for any other reason
- You could get SSP for every day you're off work
- For further government info [click here](#)

What if a School closure is implemented



Where a School notifies 4myschools that they are required to close due to a Coronavirus (COVID-19) outbreak on site we will:

Liaise directly with the School and any workers that are affected, this will include contacting workers who

- Are currently assigned
- Have been assigned to that school in the last 10 days
- Are due to start an assignment in the next 10 days

Dependent on the circumstances we will advise of any follow up actions required in relation the NHS Test and Trace.

What if a local lockdown is implemented

4myschools will continue to follow government guidance and adhere to any localised lockdown requirements in relation to the operation of schools.

Where a localised lockdown is implemented 4myschools will liaise directly with Schools affected and take relevant actions in respect of any workers being supplied.



Knowledge Test



This COVID –19 short test must be completed; you will be supplied with a certificate on completion which forms part of 4myschools COVID –19 policy and risk assessment.

Follow the link in your email to gain access to the test

Once completed print or download your certificate to your phone so that you can take it with you to schools.

4myschool will update your CPD record.