

## **COVID-19 POLICY FOR AGENCY STAFF RE-ENTRY INTO THE EDUCATION WORK FORCE**

Updated 30<sup>th</sup> September 2020

Connex Education Partnership continues to closely monitor all guidance in relation to COVID-19 from Public Health England, the DfE and the World Health Organisation in relation to the management of risk and specifically the education sector.

Our approach to the provision of temporary education staff will continue to follow the changing guidance with the express aim of protecting our staff and the education settings in which they work.

Due to the at times rapidly changing guidance Connex Education Partnership will review its COVID-19 measures on a weekly basis or as deemed appropriate in line with local or national circumstances.

### **Provision of temporary workers (placements or interviews)**

We have clearly communicated with our workers the requirement for them to follow government guidelines on managing their personal risk of infection and the requirements for them to notify us in relation to their own personal circumstances.

Our temporary workers must inform us immediately if.

- They are diagnosed with COVID-19
- They have symptoms of COVID-19 or suspect they have the symptoms
- They live with someone that has contracted COVID-19
- They live with someone that has symptoms of COVID-19
- They are advised by the NHS track and trace service to self-isolate
- They receive a notification from a GP, hospital, or any medical professional to shield or they have been identified as someone with high risk of developing complications from COVID-19 infection
- They have taken a trip outside the UK and are required to self-isolate for a specific period on return in line with Government guidance

In the event of one of the above scenarios our temporary workers will be advised to follow government guidance in relation to self-isolation and their worker file placed on Temporary Block for the appropriate period. Our comprehensive safeguarding system will then ensure this worker cannot be placed into any assignments during this 14 day period of self-isolation or until we obtain confirmation of a negative test.

(From 5<sup>th</sup> October people in England will be required by law to self-isolate if they test positive or are contacted by NHS Test and Trace. This law has been introduced to ensure compliance with self-isolation rules and reduce the spread of coronavirus (COVID-19). Fine will apply those breaching the self-isolation rules)

All staff are required to carry a face covering with them on assignment or interviews and use it as directed by the education establishment OR to inform us at the point of accepting an assignment if they are unable to do so. Our staff are expected to obtain a copy of and adhere to the risk assessment/policies (at all times) of each education setting they attend.

Each time our staff accept an assignment with Connex Education Partnership they receive an automated reminder in relation to the above as part of the assignment confirmation.

Current COVID-19 protocols in line with guidance

- Any worker found to have contracted COVID-19 will not be placed into an assignment and advised to self-isolate for 10/14 days as appropriate
  - 10 days – From onset of symptoms OR proof infection
  - 14 days – For all other scenarios
- No assignments offered during period of self-isolation
- In the event of the worker having worked on assignment in the 5 days prior to diagnosis the clients concerned will be informed immediately
- Observe self-isolation protocols in the event of travel to listed destinations

When on assignment our staff are required to follow the individual policies of the education establishment or as directed by permanent staff on site. Connex Education Partnership is happy to assist in providing client policies to temporary staff prior to their arrival.

All staff are referred to the Government Track and Trace app within our staff policy.

**Subject to change.**

**We are committed to ensuring the health, safety and welfare of our agency workers and supporting the efforts of our partner education settings to protect their staff and pupils as far as is reasonably practicable. The information in this policy and provided to our staff is subject to change without notice in line with Government guidance.**