**Cumbria County Council**

**COVID-19 Guidance for Supply Agencies, Head Teachers and Supply Teachers**

**Supply Teaching**

This section provides advice on the considerations schools need to take in applying the national guidance on safe working in education to supply teaching.

**Public health advice to minimise coronavirus (COVID-19) risks in relation to supply teaching**

There are important actions that children and young people, their parents and carers, and those who work with them (including supply staff), can take to help prevent the spread of COVID-19 (coronavirus).

Table 1 below summarises this advice and considers it in relation to supply teaching.

**Table 1: Public Health Advice and Considerations for Supply Teaching**

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| **Public Health Advice** | **Considerations for Supply Teaching** |
| **1. Minimise contact with individuals who are unwell**  If a supply teacher has, or is showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, their normal sense of taste or smell - anosmia), or have someone in their household who is, they should not be in a childcare setting, school or college. They should be at home, in line with the [guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).  Anyone with symptoms should isolate, get tested and follow any advice given by test and trace services. | * Ensure supply teachers are aware of this advice. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked on the [NHS testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) or ordered by telephone via NHS 119. Essential workers, which includes anyone involved in education, childcare or social work, and their households, have [priority access to testing](https://www.gov.uk/apply-coronavirus-test-essential-workers). * Prior to starting work in a setting, they should be told who to contact in the event that they develop symptoms of COVID-19. If supply teachers are working in more than one setting, they should inform all settings, as well as the supply agency. * Consider proactively obtaining their consent to share details with the Cumbria County Council COVID-19 Call Centre – 0800 783 1968 in the event that they develop symptoms or receive a positive test result. Sharing details with the call centre helps the public health team to manage incidents and outbreaks quickly and effectively. * Follow the flow-chart for managing suspected cases (see further below in this section). * Ensure supply staff are aware of the school’s policies and procedures in relation to supporting children in the setting who develop symptoms of COVID-19. |
| **2. Clean your hands thoroughly more often than usual**  Clean your hands for at least 20 seconds more often than usual, particularly after arriving at your setting, when returning from breaks, when changing rooms, and before and after eating or handling food, as well as after touching your face, blowing your nose and sneezing or coughing. | * This is particularly important if a supply teacher is working with more than one bubble of children * Ensure supply teachers are aware of this advice and as part of their induction process, they should be made aware of how to access hand washing facilities and hand sanitiser |
| **3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**  Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use a hand sanitiser. | * Ensure supply teachers are aware of this advice and ask them to carry tissues with them whilst in the setting. * Ensure tissues and rubbish bins are available in all parts of the setting |
| **4. Introduce enhanced cleaning** School will be putting in place a cleaning schedule that ensures cleaning is generally enhanced. | * Supply teachers should be briefed on cleaning schedules and the use of any cleaning products they may be expected to use before starting work in a setting. |
| **5. Minimise contact between individuals and maintain distancing wherever possible**  All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools.  Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. It is recognised this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. | * Where possible, supply teachers should not work across multiple settings. Every effort should be taken to cohort supply teachers to the minimal number of settings possible. * Where this is not achievable, supply agencies should work with settings to discuss how to manage cross-setting working as safely as possible. They should ensure schools are informed if supply staff are working across other settings, so schools can make an informed decision about risk assessing any staff and the contact they are likely to have with others. * Ensure supply staff are informed of school policies and processes regarding contact and distancing before the supply teacher starts working in a setting. * If supply teachers are required to share a car or other vehicle with others, they should ensure that they and others in the vehicle (excluding those exempt) are wearing face coverings. From dealing with local outbreaks, we have learnt that sharing a vehicle is a high risk activity. |
| **6) Where necessary, wear appropriate personal protective equipment (PPE)**  PPE must 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). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance.  Wearing a face covering or face mask in schools or other education settings is not recommended. | * Supply staff need to be briefed regarding PPE before working in a setting. This should include information about where to find PPE in the setting, how to put in on (don) safely, how to take it off (doff) safely and how to dispose of used PPE. * It is good practice for staff to be given regular refresher briefings regarding PPE and other infection prevention advice. |
| **7. Engage with the NHS Test and Trace process** | * If a supply teacher tests positive they should comply with any advice given to them by national or local test and trace services. This includes isolating when told to do so and providing information about close contacts. * In outbreak situations, local contact tracing advice given directly to an individual will overrule any national advice previously given. |
| **8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community**  Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). | * Supply teachers should be informed about school policy and processes regarding the management of confirmed COVID-19 cases before starting work in a setting. * Supply staff should comply with any guidance given by health protection teams, their line manager, Head Teacher or supply agency if they test positive for COVID-19 or are identified as a close contact of a positive case. * The supply agency should be informed by the Head Teacher if there is a confirmed case of COVID-19 in a setting. Any other setting that the supply teacher has been working in should be informed. * If a supply agency is informed that a supply teacher has tested positive for COVID-19, they should contact the Cumbria County Council Covid-19 Call Centre on 0800 783 1968 and provide details of any other settings that a supply teacher has been working in. |
| **9. Contain any outbreak by following local health protection and Public Health advice**  If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local public health teams who will be able to advise if additional action is required.  If an outbreak is suspected in a school setting, the Cumbria COVID-19 Incident Management Hub will review the situation and work with Public Health England to advise the school if further action is required. | * If a school is advised to take further action as a result of an outbreak situation (e.g. instruct a wider group of staff and/or pupils to isolate or shut a setting), in addition to advising supply staff, the Head Teacher should inform the supply agency. |

In addition to the points above, the following should also be considered:

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| **COVID-Safe Advice** | **Considerations for Supply Teaching** |
| **Taking measures to protect staff who may be more vulnerable/at greater risk**  Staff within the following groups are at an increased risk from COVID-19: clinically extremely vulnerable, clinically vulnerable, pregnant women, people from certain demographic groups. More information about these groups can be found [here](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools).  In the majority of cases, these individuals are able to work in school settings from September 2020, however it is important that they follow the guidance referenced above, in line with the school’s own workplace risk assessment. | * Supply agencies should inform Head Teachers if members of staff are at greater risk from COVID-19, so their needs can be risk assessed accordingly. * Any supply staff who are identified as being at increased risk from COVID-19 should have their needs risk assessed and protective measures considered, discussed and agreed prior to the individual starting work in the setting. Given that each school will be different in the protective measures they are adopting, the needs of staff at greater risk from COVID-19 should be considered as part of individual setting’s risk assessments. |

**Cumbria County Council – Public Health Advice to Educational Settings**

**Process for Managing Suspected Cases of COVID-19 – 1 page summary**

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| Member of staff or child is showing one of more symptoms of COVID-19 (temperature of 37.8°C or above, new continuous cough, change to or loss of sense of taste/smell) | |
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| Has the individual been in the setting whilst a) showing symptoms or b) in the 48 hours beforehand? | |
|  | |
| Yes | No |
| * If the individual is still in the setting, isolate them and arrange for them to go home immediately. It is recommended that staff wear [Personal Protective Equipment](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) (PPE) if supporting a symptomatic child and 2 metres distance cannot be maintained. Send all siblings/other household members home too. * Advise that individual needs to isolate at home for 10 days (other household contacts 14 days) from the day symptoms started and follow [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). * Thoroughly [clean](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) any areas the individual has been in contact with * Seek consent (if not previously obtained) to share details with Cumbria County Council COVID-19 call centre. Call the centre on 0800 783 1968 and give details. * Advise the staff member or parent/carer to arrange testing. They can book online via <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> or call 119. * Ask the member of staff or parent/carer to keep you informed of when they have their test and also the result of the test. * Contact all parents of children attending the school setting to make them aware staff/children have developed symptoms and remind them of the symptoms to look out for. Reassure that bubble/setting currently remains open pending test results. * Make a note of any staff or children who had close contact (e.g. within 2 metres for 15 minutes or more) with the individual whilst they were showing symptoms or during the 48 hours before they developed symptoms – this is your ‘close contact list’ and you will need it if a test comes back positive.   ***Please note – you do not need to send any contacts home or shut any bubbles/the setting at this stage. You only need to consider further actions like this if a positive test result is reported. This is why it is important that individuals with symptoms get tested as soon as possible****.* | * Contact staff member or parent/carer - ensure the individual is isolating at home (for 10 days, other household contacts 14 days) and advise to follow the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) * Seek consent (if not previously obtained) to share details with Cumbria County Council COVID-19 call centre. Call the centre on 0800 783 1968 and give details. * Ask that the individual with symptoms gets tested using the online booking or by calling 119. |
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| Individual receives their test result (it is the decision of the Head Teacher/Setting Leader whether or not to request written confirmation of test results in line with their risk assessments) | |
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| Test result is positive | Test result is negative |
| * Advise individual needs to continue with their 10 day isolation at home. They can return to the setting after 10 days if they have not had a high temperature for 48 hours. Others in their household need to continue with their 14 day isolation at home period and should get tested if they develop symptoms. * Close contacts from the bubble/setting will need to go home and isolate for 14 days from the date they were last in contact with the individual who has tested positive (their wider household do NOT need to isolate). * Inform all parents within the bubble/setting to ensure they watch for symptoms. * Testing will not routinely be given to individuals who do not have symptoms, so contacts do not need to be tested unless informed otherwise via national or local test and trace services. * Contact the Cumbria County Council COVID-19 Call Centre. Inform them of the test result. A contact tracer from a local health protection service may then get in touch with you, the staff member or the parent/carer to provide advice and identify further contacts *(this may be in addition to contact from the national NHS test and trace service, who use the following number 0300 013 5000. Further local follow up may take place in order to manage local incidents/outbreaks).* * If you have more than one individual in the setting with a positive test result, outbreak support will be provided to you via services coordinated through local health protection services. They will contact you with advice. * For confirmed cases of **work related** COVID-19: report via the accident/incident report form and submit to the Cumbria County Council health and safety team mail box [healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk) | * Inform staff and parents/carers of the results. * Inform the Cumbria COVID-19 Call Centre of the result. * Agree the return date with the staff member/parent. The individual can return to the setting straight away as long as they: * have not had a high temperature for 48 hours * have not been told they are a close contact of a positive case (and/or a possible case if it is a household member) |