Coronavirus Policy and Procedure

Background

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.

- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

Precautions

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze; See Catch it, Bin it, Kill it

- used tissues in the bin straight away

- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. See hand washing guidance

- try to avoid close contact with people who are unwell

- clean and disinfect frequently touched objects and surfaces

- do not touch your eyes, nose or mouth if your hands are not clean

- remain socially distant

- Avoid essential travel when in lockdowns or tiered systems

- Wear face masks according to government guidance.

- Download, use and follow the track and trace application.

- Follow self-isolation rules that are currently application if you come in to contact with someone with symptom's.

- Follow all other lockdown or tiering guidance.

The Symptoms (not exclusive list)

- continuous cough

- difficulty in breathing

- Loss or change of taste and/or smell

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

In the event of becoming unwell:
- If you get symptoms of coronavirus (COVID-19), you must self-isolate immediately and get a test.

- You can get a test to check if you have coronavirus on GOV.UK.

- You should also self-isolate if:
  - someone you live with gets symptoms
  - someone in your support bubble gets symptoms and you were in close contact with them since their symptoms started or during the 48 hours before they started
  - The person with symptoms should get a test.

- Ensure track and trace is updated with locations attended and where symptoms started, etc, when able to do so

- Call 999 or go to hospital in an emergency.

Returning from travel overseas to affected areas

- Please follow the government guidance for self isolation and which countrys are on the live list of affected counties.

- Advice is in place for [what to do if you have returned in the last 14 days from specified countries](#) [or areas which is being updated on an ongoing basis.](#)

- All other staff should continue to work.

Contingency plan (see also our COVID Risk Assessment)

Achieving Excellence UK Ltd have systems in place to allow the staff to support learners to continue with their programmes and make progression should their place of work become an isolation area and/or the Tutor is unable to visit them in the place of work. Achieving Excellence UK Ltd tutors will:

- Use remote technology like ZOOM, Skype or an employer's conferencing system, webinars and telephones to undertake remote visits where learning can still be delivered, support provided and progression gained.

- Liaise and communicate with Managers, Employers and learners to ensure everyone is aware of the current situation and what support and learning is being provided.

- Provide any support, knowledge to learners and employers around the Coronavirus and ensure learners seek and receive any medical support and attention they require.

- In the event that the learner is unable to continue to progress on their Apprenticeship due to the illness then a Break in Learning will be initiated, however this will be undertaken only as a last resort.

- Achieving Excellence UK Ltd should be informed immediately of any suspected cases or where you feel you may be at risk form the virus.

- Staff and their learners should ensure they understand and practice online safety, but that all learners are SEEN online at least once a month.

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Achieving Excellence UK Ltd staff will ensure

- They can and will support remotely enabling learners to sufficiently progress.

- All employees are supported if they need to self-isolate.

- All learners are supported to maintain progress.

- Respect employer site requirements or temporary conditions.

- Promote and expect all staff, associates and learners follow all government guidance and instruction.

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

The following website should be checked daily for any changes and updates:
https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government- response

Safeguarding

During this global pandemic, many people are put at risk of harm or abuse as a result of lockdowns and its consequences. We ask all staff, associates and learners to communicate with tutors, line managers or our Designated Safeguarding Officers (within their learner handbook or on learning review templates) if they or someone is at risk of harm or abuse.

To help prevent safeguarding concerns, Achieving Excellence will support and promote staff, associates and learners developing understanding of COVID but also safeguarding through units of their qualifications, a safeguarding workbook and as part of National Adult Safeguarding Week 2020.