

Policy 4.13 - Safely Return to Work

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Delegated Committee	Health, Safety and Premises			

This Policy should be read in conjunction with the following Landmarks policies and documents:

Policies	Documents
Code of Conduct Health and Safety Disciplinary Emergency Time off for Dependents	NHS Coronavirus guidance Government Coronavirus guidance Public Health England Guidance World Health Organisation Guidance

Introduction

We appreciate the current global emergency is a difficult situation for everyone. As dedicated professionals, we all want to continue providing the educational provision, care and support to the learners of Landmarks.

Following advice from the Government and Department for Education from the 7th August 2020, it is the government's plan that all learners, in all year groups, will return to full-time education from the beginning of the autumn term (September). This means that all ESFA learners will be expected to return to College as of the 7th September 2020, other than those who are shielding due to health conditions or are showing symptoms of Coronavirus. Lifelong learners will also be returning to College on the 7th September 2020.

The safety of our learners, employees and the wider community is the first consideration in our decision making, ensuring that we have prepared the college environment to comply with social distancing measures.

This policy describes the measures Landmarks has put in place to protect employees and learners from the risks of the Coronavirus (Covid-19) outbreak. It explains control measures that have been put in place, who is expected to return to work/College, home working, absence management and the College's expectation of its employees in keeping themselves and others safe.

As the situation is changing daily, the provision and expectations detailed in this policy may change with limited notice. Landmarks will adopt any national guidelines linked to keeping employees and learners safe. This policy

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will replace any previous Coronavirus advice that has been published by Landmarks.

Scope

This policy applies to all employees, learners, contractors, visitors and volunteers of Landmarks.

Control Measures whilst at Landmarks

All employees must follow the guidelines promoted by the NHS, the Department for Education and the World Health Organisation on infection control whilst at work/College. This includes:

- Regularly washing your hands as recommended following the guidelines on how to wash your hands thoroughly.
- Sanitising your hands using alcohol-based hand rub regularly throughout the day.
- When coughing and sneezing, covering your mouth and nose with a flexed elbow or tissue, throwing this tissue away immediately in a lidded bin.
- Washing your hands and/or sanitising after coughing.
- Respecting social distancing, as much as is practicable, in your role.
- Avoiding close contact with anyone who has a fever and cough.
- Using one-way systems to support social distancing.
- Ensuring all surfaces are cleaned and wiped with antibacterial spray provided (especially at the end of the day).
- Supporting learners to wash their hands regularly and sanitise.

What further measures has Landmarks put in place to ensure a safe return?

A Coronavirus risk assessment has been created to put in control measures and support minimising risk. The risk assessment has been circulated to all employees and has been published on the College website for parents and the wider community to view. All employees should ensure they familiarise themselves with Landmarks Coronavirus risk assessment to ensure they follow safe working practices.

Controls measures include, but not limited are:

- Everyone who enters a Landmarks site will have their temperature checked and be asked a series of questions on their arrival at College – prior to entering the building. Those with a high temperature over 38 degrees, or who are showing symptoms of Coronavirus will be asked to leave the premises immediately. Employees will be required to arrange a Coronavirus test via the NHS immediately, and will be asked not to return to a College site until the test has come back clear or they have completed the appropriate isolation period as directed by the NHS. Advice should be sought from the Director of Human Resources and Core Services (Emily Lang – emilylang@landmarks.ac.uk – 01246433788 – extension 201) or the Maintenance Coordinator and Health and Safety Representative (Peter Barnes – peterbarnes@landmarks.ac.uk -

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01246433788 – extension 204) in any suspected case or symptoms of Coronavirus.

- When learners arrive at College, they will not enter the building until an employee collects them from their car, each learner will be escorted individually to ensure there is not a crowd in the reception area. Parents must not leave their cars or enter the building. Upon checking a learner's temperature, those with high temperatures over 38 degrees and/or are showing Coronavirus symptoms will be sent home immediately with parents. If learners have been escorted to College via local authority transport, Landmarks will ensure the learner is quarantined at College and parents will be asked to collect them immediately.
- Each site will have an outdoor quarantine area where learners should be quarantined away from others if they arrive at College with symptoms of Coronavirus. A staff member will support the learner from a distance until they are collected.
- Both learners and employees are expected to wash their hands immediately on arrival to College, and regularly throughout the day. Hand washing and sanitising facilities are available at each site.
- Once learners have washed their hands, they will be escorted to their dedicated classroom. Learners and employees will use the same classroom/area throughout the day – a thorough cleaning will be completed at the end of each day or upon changing classroom. Shared materials and stationery should also be cleaned. Rotation of support and Tutors will be kept to a minimum.
- A one-way system will be adhered to at each site – signs will be displayed to direct learners and employees.
- Safety notices have been displayed at each site to remind employees and learners to keep a social distance at all times.
- Classrooms and offices have been designed to ensure social distancing is followed where necessary, limiting numbers in each room.
- The social area should only be used in emergencies to enable social distancing. Use of the pool table or shared games will not be permitted.
- Necessary PPE will be provided to employees.
- Employees should ensure they wear clean clothes that are easily washable (garments such as ties should not be worn).
- All sites will be cleaned daily. All employees will also be asked to assist in maintaining cleanliness within the College.
- Only essential visitors will be permitted.
- Learners and employees should only bring ready-made lunches that do not require heating and are safely wrapped and boxed, lunches should be brought in cool bags.
- Each individual should bring own water/drinks bottle.
- A drinks machine is available at Littlemoor.
- Office and classroom doors should be kept open to aid ventilation, open windows where possible.



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- Both learners and employees should limit the items they bring into College, all belongings should be kept in the classroom they are allocated or in their car.
- Employees should take their break in the classroom which they have been supporting, outside or in their car.
- Landmarks will notify employees and parent/carers if it becomes aware that they have been in contact with a learner or another employee who has been diagnosed with Coronavirus via testing.
- Regular employee updates will be circulated, via email, as guidelines change and develop.
- Employees will receive training on Coronavirus, the control measure that have been put in place at each site and what to expect when returning to work. Employees that do not complete the mandatory training will be breaching this policy.

Managing concerns

If you have concerns or need clarification regarding health and safety in relation to Coronavirus you should report these to Landmarks Maintenance Coordinator and Health and Safety Representative (Peter Barnes – peterbarnes@landmarks.ac.uk - 01246433788 – extension 204). All concerns will be taken seriously and will be responded to within a 48-hour period.

When should I return to work?

All staff will be expected to return to work from the 1st September 2020, on their usual working days, unless you have been requested to return earlier by your line manager. You may be required to work from home if instructed to do so by a Director.

If home working has been instructed, your line manager will advise you of what is expected regarding home working and will keep in regular contact with you. All employees have a duty to be available during their contracted hours. Any employee who does not fulfil their contracted duties whilst permitted working from home, will be subject to deductions in salary and may also be subject to Landmarks disciplinary procedure.

Landmarks will give, where possible, give at least 24 hours' notice if working agreements are changing or being discontinued. Any agreement would apply during the current emergency situation only and will not extend beyond this period.

Expectations whilst at work

Everyone has a duty to ensure the safety of themselves and others by adhering to the guidelines put in place nationally, locally and by Landmarks. Each employee must ensure they are aware of the guidelines and seek advice from the Director of HR and Core Services (Emily Lang emilylang@landmarks.ac.uk - 01246433788 – extension 201) or the Maintenance

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Coordinator and Health and Safety Representative (Peter Barnes – peterbarnes@landmarks.ac.uk - 01246433788 – extension 204) if in doubt.

All Directors, Managers and Tutors are responsible for ensuring that control measures are enforced, any breaches should be reported to HR or the Health and Safety Representative.

Expectation whilst at home

Whilst at home, both in and out of work time, employees are expected to follow government guidelines on social distancing to help assist in controlling the virus.

If employees are issued with a police caution or fine for failing to follow social distancing, you should inform HR immediately.

If there is a concern that an employee has breached government guidelines, Landmarks reserves the right to send employees home to self-isolate, without pay.

Failing to follow both government guidelines and guidelines outlined in this policy, both in and out of work time may be classed as gross misconduct and will be dealt with under Landmarks disciplinary policy.

If you contract the virus

If staff develop symptoms you should notify Landmarks immediately, seek a test from the NHS and keep us updated as to your capability to work. The symptoms of Coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result. You should inform HR of your results once you have received them.

If you have symptoms or have tested positive for Coronavirus you should self-isolate for 10 days.

- If you have symptoms, the 10 days starts from when they started.



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- If you have not had symptoms, the 10 days starts from when you had the test. But if you get symptoms after your test, self-isolate for a further 10 days from when your symptoms start.

Further information can be found here:

<https://www.nhs.uk/conditions/coronavirus-Coronavirus/self-isolation-and-treatment/how-long-to-self-isolate/>

If either employees or learners contract the virus and have been at any College site, Landmarks has a duty of care to inform those you have been in contact with. Those effected will be asked to self-isolate for the appropriate time period, the building will close for a deep clean as per Landmarks Coronavirus risk assessment.

Our normal procedure requires you to produce a doctor's note after five working days of absence, we appreciate this will may not be possible in the current circumstances, due to the demands on GPs and the health service, however where possible you should attempt to apply for an isolation note via: <https://111.nhs.uk/isolation-note/>

You must notify us of the start date of your illness and when it ends, using the usual absence notification method. During your period of absence, if you are fit to work you may be eligible to work from home, this will be assessed on an individual basis – there is no immediate right to working from home.

Self-isolation due to close direct contact

If you have been in close direct contact with someone with a confirmed case of Coronavirus, you should self-isolate, notify Landmarks, and not attend any College site until you have been tested and cleared via NHS testing. NHS track and trace may inform you to self-isolate.

Shielding due to underlying medical conditions

If you have an underlying medical condition and have been classed as 'high risk – clinically extremely vulnerable', you may have been instructed to shield for an extended period, and therefore should not return to work until this period has ended. You should provide Landmarks with any communication you receive in relation to extended isolation periods due to a medical condition and must inform Landmarks of the start date of your isolation and the advised period. Those who have been classed as 'moderate risk – clinically vulnerable' should return to work.

During self-isolation when shielding employees should keep Landmarks informed if you develop symptoms or your situation changes. During your period of absence, if you are fit to work you may be eligible to work from home, this will be assessed on an individual basis – there is no immediate right to working from home.

Who is classed as high risk – clinically extremely vulnerable?



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- Those who:
- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

Who is classed as moderate risk – clinically vulnerable?

Those who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant – see advice about pregnancy and coronavirus

Supporting Learners

Staff will be expected to support learners from a social distance of 1-2 metres, PPE is not currently advised, therefore will not be provided by Landmarks.

Staff and learners who wish to wear their own PPE are permitted to do so.

Ideally, staff should maintain 1-2 metre distance from each other, and from learners. We know that this is not always possible, but staff should attempt to do so when circumstances allow.



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Whilst at College, classroom 'bubbles' will change twice daily. Tutors should ensure a strict register is kept for both morning and afternoon sessions, including all learners and staff in the session. During the change of bubble groups throughout the day, Tutors and Support staff will be expected to clean touch points, desks and resources in the room prior to the new group entering the room.

Classrooms will be arranged to ensure that they do not exceed capacity, and that desks and chairs are placed to ensure social distancing can be adhered to.

For those learners who find it difficult to social distance or require personal care will be supported by staff wearing PPE provided by Landmarks.

Staff may be required to support learners in the community or at their homes, PPE will be provided if necessary.

Dedicated Landmarks Transport

Learners on dedicated Landmarks transport do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of up to two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.

When transporting learners, Landmarks will consider:

- how learners are grouped together on transport – ensuring a register is kept each day;
- use of hand sanitiser upon boarding and/or disembarking;
- additional cleaning of vehicles after each journey;
- organised queuing and boarding where possible;
- distancing within vehicles wherever possible;
- face coverings for staff must be worn, these will be provided by Landmarks;
- ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents;
- face coverings for learners must be worn, learners should provide these themselves and will not be permitted to travel without one.

Staff may be expected to escort learners in their own cars, restrictions as above should be adhered to.

Any other transportation of learners, other than regular dedicated Landmarks transport or pre-planned transport that has been risk assessed will not be permitted.

Emergency dependant leave

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If you are unable to attend work or work from home due to the need to arrange care for a dependant (for example, if your child's school or nursery is closed), you must notify your HR, explaining the issues you are facing and any steps you have taken to address the issue.

If care is required beyond that, we may agree a period of annual leave – depending on whether that fits in with your role and the needs of the dependant – or a period of unpaid leave.

Absence not related to Coronavirus

If you are unavailable to work due to reasons not related to the Coronavirus, you should follow the standard absence procedure for reporting your absence. If after five working days absence you have difficulty obtaining a medical note, due to pressures on GPs and hospitals, you should contact HR.

Personal Travel

We understand that you may have travel or holiday plans in the near future that will take you to areas identified as high risk. If you decide to travel, against Government advice or to a country that requires you to quarantine once you return, any absence resulting from quarantine, infection, isolation or any other circumstance related to virus control, will be unpaid. If you do intend to travel to an identified high-risk area, please inform the HR team immediately.

Please keep up to date with the government guidance on travel, high-risk areas and self-isolation on the following link:

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Track and Trace

If you have been notified via NHS track and trace that you have been in contact with a person with Coronavirus, you should follow guidance on the following link and inform HR immediately:

<https://www.nhs.uk/conditions/coronavirus-Coronavirus/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

Visitors

Visitors will be temperature checked prior to entering the building. Landmarks will keep details of visitors in case of a confirmed case of Coronavirus.

Mental Health & Wellbeing

We recognise the strain the current situation is putting on wellbeing and mental health. To support wellbeing, we strongly advise employees to:

- Maintain links with family and friends via social media, and phone communication.
- Maintain a good work life balance.
- Catch up with members of your team regularly.



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- Eat healthily.
- Drink water regularly throughout the day.
- Make time to exercise every day.
- Limit alcohol consumption, it is advised that you do not exceed recommended daily allowances.
- Speak up and ask for help if you need support.

We recognise mental health is as important as physical health. Ensure you are aware of Landmarks mental health first aiders and champions, if you feel you need support please seek their help:

- Cassie White
- Rebecca Plant
- Emily Lang
- Gail Mason
- Katie Simpson
- Polly Mallender
- Catherine Shelton
- Mikayla Shipley
- Clare Connolly
- Darren Mitchell
- Kayleigh Searston
- Adele Crapper
- Brian Harrison

We advise that any employees who continues with mental health concerns should seek medical advice.

Breaching this policy

Any employees who refuses to comply with the measures put in place to ensure the safety of all employees and learners, will be suspended and the disciplinary process will be implemented.

Please remember that by working together, supporting each other and following the guidelines we can slow the spread of the virus and thereby support our health service to provide the care to those in need.

Employee FAQ's

<p>Is attendance compulsory?</p>	<p>All employees should return to work unless they have been classed as 'high risk – clinically extremely vulnerable' by their GP or NHS and have been told not to attend wor. You will be asked for evidence of this.</p> <p>Employees who are classed as 'moderate risk – clinically vulnerable' are expected to attend work.</p>
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	All absence periods including self-isolation will follow the usual absence procedure and pay unless working from home has been permitted.
If you are pregnant should you attend work?	Pregnant women are in the 'clinically vulnerable' category and are advised to return to work. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).
What to do if a learner contracts Coronavirus or shows symptoms?	<p>The learner should not attend College and must book a Coronavirus test via the NHS.</p> <p>Learners should follow isolation guidance until the result of the test is received (and thereafter, if the test result is positive or still symptomatic).</p> <p>Parents/Carers/Learners should inform College immediately of the result.</p>
What happens if an employee starts showing symptoms at College?	<p>If a learner or employee starts to show symptoms during the College day, they will be sent home immediately. The College will then close for a deep-clean of any rooms used by the person affected. All employees and parent/carers will be informed of any reported case, and further advice will be given.</p> <p>If an employee starts to show symptoms whilst at home, they should not attend College and inform us of this immediately.</p> <p>Isolation periods should be followed: https://www.nhs.uk/conditions/coronavirus-Coronavirus/self-isolation-and-treatment/how-long-to-self-isolate/</p>
Should employees attend if a member of their household is shielding or medically vulnerable?	<p>Yes – if a member of your household is shielding you should still attend work if required.</p> <p>You can take further step to protect them by:</p> <ul style="list-style-type: none"> • spend as little time as possible in shared rooms, for example, the kitchen and sitting areas • open windows to let fresh air into shared spaces • keep 2 metres (3 steps) away from the person who's at high risk – avoid sharing a bed, if possible • use separate towels, including hand towels and tea towels • clean cutlery, dishes and pans thoroughly • clean a shared bathroom each time you use it, for example, by wiping the surfaces you have touched • clean objects and surfaces you touch often (such as door handles, kettles and phones) using your usual cleaning products



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Is PPE needed in Colleges?	<p>PPE will be provided for employees where necessary, such as face coverings and gloves.</p> <p>Workplaces are not required to provide precautionary use of extra personal protective equipment (PPE) to protect against coronavirus.</p>
How are we ensuring it is safe for learners to return?	<p>Each parent/carer has been contacted and asked a series of questions to ensure it is safe for them to return.</p>
Is use of outside space allowed?	<p>Yes:</p> <ul style="list-style-type: none">• for exercise and breaks.• for outdoor education, where possible, as this can limit transmission and more easily allow for distance between learners and employees.

