

COVID-19 AGENCY WORKERS RETURNING TO WORK

Here at SKAT we are committed to provide a safe personal interaction to all our clients and a risk-free working environment for all our staff.

As with any health concern, we want to ensure we are minimizing the impact and reducing the possibility of exposure in appropriate ways. We have policies to protect against the spread of any serious disease, including infection control and we monitor and follow guidelines from the Gov.co.uk website as well as the Department of Education and NHS.

How we have prepared our staff for going back to work:

- Our staff have been given Health & Safety and Risk Assessment trainings
- All our staff have passed the online training course in Preventing Covid-19
- To prevent spread of the virus the staff you request each week will be dedicated ONLY to your nursery and will NOT be sent to other settings that week
- We communicate with our staff weekly and verbal communication is in place prior every booking, ensuring our staff and their household is well and healthy.

It is our requirement to obtain a copy of our clients' procedures and Risk Assessments before every booking. These will be shared with our staff in advance and before they arrive at our client's premises.

Risk Assessment for returning to work:

Hazards	Risk	Level	How we maintain safety
Candidates returning to work	Passing on COVID-19 to others	Medium	<p>We speak to all candidates before we offer a booking, to check if they have any symptoms of COVID-19, or have been in contact with anyone who has the virus, is displaying symptoms or is in the vulnerable category.</p> <p>All clients send their COVID-19 procedures which will be shared with our candidates prior attending their assignments, clients brief our candidates on arrival, too.</p> <p>Ensure candidate awareness of government advice in relation to staying safe and recognising symptoms through regular communications.</p> <p>The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> - a new continuous cough - a high temperature - a loss of, or change in, your normal sense of taste or smell (anosmia) <p>For most people, coronavirus (COVID-19) will be a mild illness.</p> <p>If anyone has any of the symptoms above, they should self-isolate at home.</p> <p><u>Coronavirus Hygiene Guidance should be followed:</u></p> <ol style="list-style-type: none"> 1. Wash hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that is all you have access to. 2. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands). If you do not have a tissue, then throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.

			<p>3. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.</p> <p>Candidates should supervise young children to ensure they wash their hands more often than usual. They should do so thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Candidates to follow nurseries and pre-schools procedures and policies in relation to social distancing, health and safety whilst on site.</p>
Candidates who are showing symptoms	Passing on COVID-19 to others	High	<p>All candidates found to have contracted the virus should not be placed into bookings and advised to self-isolate for 7/14 days.</p> <p>Bookings not offered until after period of self-isolation.</p> <p>Clients where the candidate has worked in the last 5 days should be contacted and made aware of the situation and associated risks.</p> <p>Candidates will be required to take a Covid-19 test:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>
Candidates who are confirmed COVID-19	Passing on COVID-19 to others	Very High	<p>All candidates found to have contracted the virus should not be placed into bookings and advised to self-isolate for 7/14 days.</p> <p>Bookings not offered until after period of self-isolation is over.</p> <p>Clients where the candidate has worked in the last 5 days should be contacted and made aware of the situation and associated risks.</p> <p>Candidates will be required to take a Covid-19 test:</p>

			https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Candidates travelling on Public Transport	Contracting the virus and passing on to others	High	<p>Our staff have been advised to avoid public transport where they can. We recommend to cycle, walk or drive where possible. If they do need to use public transport, they have been asked to follow the government guidelines:</p> <ul style="list-style-type: none"> - Wear face covering - Maintain good hand hygiene - Use contactless payment methods - Practice social distancing - Do not touch their faces - If using gloves, dispose immediately after they disembark
Vulnerable Candidates	Contracting the virus and passing on to others	Very High	<p>We speak to all candidates before we offer a booking, to check if they have any symptoms of COVID-19, or have been in contact with anyone who has the virus, is displaying symptoms or is in the vulnerable category.</p> <p>If a staff member is clinically extremely vulnerable, they have been advised not to get back to work. If a staff member lives in a household with someone who is extremely clinically vulnerable, we have advised them to not go back to work yet and follow the Government guidelines.</p>
Candidates arriving from abroad	Passing on COVID-19 to others	High	<p>A few of our members of staff have gone home and planning to come back slowly as work starts back. We follow the government guidelines on self-isolation whenever a member of staff is arriving back from another country and advise them accordingly. We update ourselves daily with the list of exempt countries and transit rules.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#arrival-in-the-uk</p>

This Document is subject to change without notice as Government guidance is updated.