

Guidance for staff, governors and parents on The Oak Tree Federation Procedures regarding the Coronavirus



We recognise the Coronavirus (COVID-19) outbreak may be a cause for concern and our priority is for the welfare of our children, staff and community. Based on the World Health Organization's declaration that this is a public health emergency of international concern, the [UK Chief Medical Officers have raised the risk to the UK from low to moderate](#). We continue to monitor the situation and are acting in line with the latest advice from East Sussex County Council and Public Health England.

Based on this advice our schools are operating as normal with the following plans in place:

- Any child or family member of that child in The Oak Tree Federation that has visited any of the areas highlighted by Public Health England (list below) or has suspected illness having been in contact with someone at risk is advised to follow Public Health England guidance. NHS 111 is having very high call volumes and advise using the 111 online service in the first instance. This takes you through some questions and then directs you to call the number only if you need to. If the advice is to self-isolate then please do so for 14 days and inform your school immediately
- If a member of staff needs to self-isolate we would aim to cover the absence within school and make any necessary changes
- If a number of staff needed to self-isolate then we would have to consider a reduction in the school timetable. This would be carefully planned to limit disruption but also ensure that we had appropriate supervision.
- If a member of staff was infected, we would have to close for a quarantine period (for the school they worked in) and access support from Public Health England in a deep clean, sanitation etc. Parents would be kept informed by email and a message would be placed on the front page of the school website.

If such events were to arise then our key message is to remain calm and follow the recommended hygiene procedures. Please see video that has been shared with the children [here](#).

Returning travellers

Stay indoors and avoid contact with other people immediately if you've travelled to the UK from: Hubei province in China in the last 14 days, even if you do not have symptoms
Iran, [lockdown areas in northern Italy](#) or [special care zones in South Korea](#) since 19 February, even if you do not have symptoms other parts of mainland China or South Korea, Hong Kong, Japan, Macau, Malaysia, Singapore, Taiwan or Thailand in the last 14 days and have a cough, high temperature or shortness of breath (even if your symptoms are mild)
other parts of northern Italy (anywhere north of Pisa, Florence and Rimini), Cambodia, Laos, Myanmar or Vietnam since 19 February and have a cough, high temperature or shortness of breath (even if your symptoms are mild)

Use the [111 online coronavirus service](#) to find out what to do next.