

# Exede Ltd (Xede Recruitment) - Education Recruitment

Covid-19 Agency Staff Engagement Plan

September 2020





Low Risk



Medium Risk



High Risk

**The purpose of this document is to outline the strategic plans that are being followed to allow our agency workers to return to schools and colleges, in a Covid Safe way. Exede Ltd (Xede Recruitment) will continue to prioritise the health & wellbeing of its workers and the schools and colleges that engagement them. This document will allow our clients' leaders to feel confident in engaging our workers.**

We keep in regular contact with our workers, to ensure they are fit and healthy to work. The government guidelines have been communicated and we have ensured that all workers have responded to this. We have then issued a certification of 'Covid Safe worker' to their profile to clearly identify that they have adhered to and understood the guidance.



All Xede consultants have been trained to use screening questions when engaging a worker. Should this identify any symptoms they will be asked to quarantine in line with the government guidance. (10 days if you have symptoms, however mild, seeking a test as soon as you can. 14 days if you live with someone who has symptoms, again encouraging them to have a test)

### **Xede Worker: Healthy strategy**

Our workers have been informed about following our clients' own plans & risk assessments. These will be shared with the worker in advance of their arrival at the school, where possible. They will be shared when they arrive where this is not possible.

The use of PPE is not mandatory in all schools at this stage, but again, Xede workers have been asked to follow the all guidelines as they are published or as requested on an individual client basis.



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**Our Clients:  
Clear communication**

We will share all documentation with our clients to ensure they have confidence in using Xede workers.

We will ask clients to share their plans/risk assessments prior to booking to ensure workers can read and update themselves.

We will listen to clients' requests and implement any requests prior to booking.

We will supply the school with a signed risk assessment for each worker for each booking to outline what Xede has done to reduce the risks of infection.



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Focus	Risks	Level	Safety Measures in place	Actions
Xede workers engaged & working	Spreading infection to Pupils & staff		<p>Candidates to be asked screening questions and assessed for symptoms of COVID 19 with anyone who has the virus or displaying symptoms to be given the guidance as per the Governments regulations at that time.</p> <p>Self declaration of coronavirus status required weekly via email reply and by using the availability system.</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"> <li>• a new continuous cough</li> <li>• a high temperature</li> <li>• a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <ol style="list-style-type: none"> <li>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's all you have access to.</li> <li>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 don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a hand sanitising gel.</li> <li>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.</li> </ol> <p>Candidates should supervise students 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 client procedures and policies in relation to social distancing, health and safety whilst on site</p>	<p>Key questions to be asked by consultants to both schools and candidates regarding symptoms.</p> <p>Weekly self declaration by candidates.</p> <p>Risk assessments to be shared through email confirmations and online client portals</p>



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Candidate confirmed they have Coronavirus	Passing on infection		<p>All candidates found to have contracted the virus should not be engaged And will be advised to self isolate for 10/14 days or until completely symptom free or they have two negative tests.</p> <p>Bookings not offered until after period of self isolation. Clients where the candidate has worked in the last 5 days will be contacted and made aware of the situation and associated risks.</p> <p>Candidates to be referred for a key worker test via the following site: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p>	<p>Key questions to be asked by consultants to candidates regarding symptoms.</p> <p>Weekly self declaration by candidates.</p> <p>Welfare checks by consultants by phone</p>
Symptoms of Covid 19	Passing on infection		<p>All candidates found to have symptoms of the virus should not be engaged and will be advised to self isolate for 10/14 days or until completely symptom free.</p> <p>Bookings not offered until after period of self isolation. 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 to be referred for a key worker test via the following site: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p>	<p>Key questions to be asked by consultants to candidates regarding symptoms.</p> <p>Weekly self declaration by candidates.</p> <p>Welfare checks by consultants by phone</p>



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Use of public transport to travel to and from client sites	Contracting infection and passing this on		<p>Advice to avoid Public transport where possible.</p> <p>Where this is not possible, to strictly follow the guidelines outlined for using public transport:</p> <ul style="list-style-type: none"> <li>✓ Maintaining good hand hygiene</li> <li>✓ Practice social distancing</li> <li>✓ Follow NHS advice displayed on public transport</li> <li>✓ Use contactless payment methods</li> <li>✓ Be aware of the surfaces you touch. Be careful not to touch your face. Cover your mouth and nose with a tissue or your elbow when coughing or sneezing.</li> <li>✓ Must wear a face covering</li> </ul>	<p>Our Geo-tagged CRM software can identify people in the local area who can cover.</p> <p>Regular email updates advising against use of PT</p> <p>Recording whether someone is using own transport or PT.</p>



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Candidate classed as Vulnerable	Contracting infection and passing this on  Additional risk to candidate welfare		<p>The UK Government has issued advice stating that for those who are over 70, those who have an underlying health condition or those who are pregnant should:</p> <ul style="list-style-type: none"> <li>✓ avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).</li> <li>✓ These symptoms include high temperature and/or a new and continuous cough;</li> <li>✓ avoid non-essential use of public transport, varying your travel times to</li> <li>✓ avoid rush hour, when possible; work from home, where possible.</li> <li>✓ avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs;</li> <li>✓ avoid gatherings with friends and family. Keep in touch using remote</li> <li>✓ technology such as phone, internet, and social media;</li> <li>✓ use telephone or online services to contact your GP or other essential services.</li> <li>✓ be particularly stringent in following social distancing measures, initially for a period of around 12 weeks.</li> </ul>	<p>Key questions to be asked by consultants to candidates regarding their level of vulnerability.</p> <p>Weekly self declaration by candidates.</p> <p>Risk assessments to be shared through email confirmations and online client portals</p>




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Candidate feeling ill whilst at a client premises	Contracting infection and passing this on		<ul style="list-style-type: none"> <li>✓ Candidates advised to report this to a member of staff at the client site and immediately go home</li> <li>✓ Report to Xede immediately that they have left the premises</li> <li>✓ Some clients have a quarantine room for use in these circumstances</li> <li>✓ Follow the client procedures</li> <li>✓ Confirmation between Xede and Client</li> </ul>	<p>Candidates advised to be aware of their symptoms and to take swift action</p> <p>Weekly self declaration by candidates.</p> <p>Risk assessments to be shared through email confirmations and online client portals</p>



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Focus	Risks	Level	Safety Measures in place	Actions
Candidate supervising child who feels ill	Contracting infection and passing this on		<ul style="list-style-type: none"><li>✓ Follow the client procedures</li><li>✓ Client to inform Xede</li></ul>	Candidates advised to be aware of their students' symptoms and to take swift action in accordance with client protocols.

**All risks are assessed with the Management of Health and Safety at Work Regulations 1999 as a crucial piece of legislation. We will keep open lines of clear communication between Xede and the Client to ensure that all measures that are stated in risk assessments are in place.**