

17th March 2020

Dear Staff

Coronavirus information for staff

Following an emergency meeting with Principals this morning, we have considered a collective response to the Coronavirus. As CSEL/ Principals, we believe it is important to work in partnership with the staff team in having a measured response to what is an unprecedented global pandemic. Our first duty is to ensure the safety of our young people and provide clear advice and support for them and their families in the coming days. All schools are making daily changes to the school calendar, the school timetable and our provision accordingly.

As the guidance changes on a day to day basis it is really important that you keep yourself up to date and we are using the website for Romero as a one stop site:

www.romeromac.com/coronavirus

Taken from Gov guidance [here](#)

“We are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following **social distancing measures**”

In schools this may include making reasonable adjustments to your working pattern for example:

- Avoiding large gathering in school hall
- Not attending staff briefings etc
- Remove from duty in confined spaces

In partnership with your line manager or Principal as appropriate, if **you** identify with any of the groups with increased risks, including **pregnancy**, we will make adjustments relative to your specific role; the above is not an exhaustive list. Given we are living in unprecedented times, we ask that staff use their professional judgement to find a reasonable approach to making adjustments. Your Line Managers and Principals are not medical staff and cannot advise on the severity of illness therefore a pragmatic approach is required.

If you feel that due to your situation, you cannot speak to personnel in your school, please contact your HR Adviser or contact HR on 024 76587097 or HR@romeromac.com for confidential advice.

The current government guidance is that schools remain open. If staff are displaying symptoms (or a member of their household) as outlined in the government guidance they should self isolate at home. The DfE guidance states that staff who are well and have not displayed symptoms should attend educational settings as normal. From 16th March the guidance is that pupils who display persistent coughs or high temperatures should be sent home. Each school will in the meantime have a designated space for them to await collection from parents/carers which the site team will ensure is cleaned as per the national guidelines.

We wish all our pupils and staff who are poorly at this time our best wishes for recovery to full health,

Reporting procedures

Please ensure that if you are absent for any reason, you must continue to report any absence daily through your usual school protocol.

Government Advice

Please could we ask staff to be in open dialogue with their line managers to ensure they are up to date with the latest school guidance including action to be taken if schools are closed by the government. Several plans are already in place for the continuity of education via our cloud platforms.



Procedures

In the event of closure of schools to pupils, further guidance will be cascaded via your Principal. Any closure will be using the SnowLine procedure and protocol which was discussed at our meeting this morning. We anticipate there being further guidance in the forthcoming days regarding enforced closure and we have already anticipated our course of action if this does materialise.

In the meantime, I would like to take this opportunity to **thank you all** for your ongoing support and professional approach to a changing landscape. I am aware that everyone is working hard, to consider the needs of all members of our community, as we strive to keep our schools open.

Your sincerely



Helen Quinn
Catholic Senior Executive Leader

