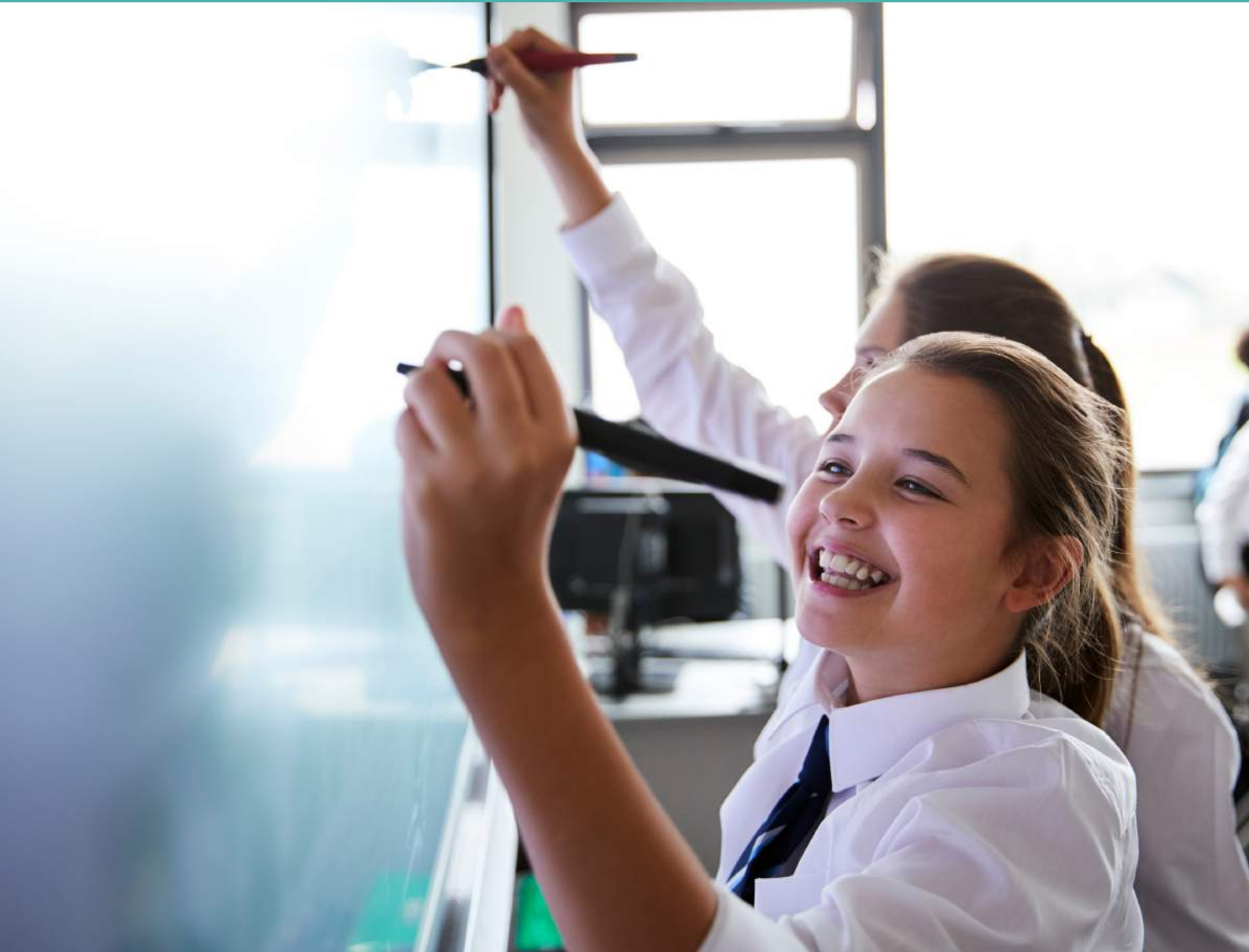


# Link Education



## COVID-19 SAFETY AND REPORTING



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Safety is of the upmost priority to us at Link Education. It is vital that we have the correct procedures implemented in order to protect our candidates and clients from exposure to coronavirus and mitigate risk wherever possible.

## CONTACT AND SYMPTOM PROCEDURE

Based on government guidelines you must advise us if:

- a) You begin to exhibit coronavirus symptoms
- b) You have tested positive for coronavirus
- c) You have been in contact with someone with coronavirus

In the unfortunate event that one of these situations happen to you, please inform us straight away.

Our process is then as follows:

- Your bookings will be placed on hold and we will review the best course of action
- If contact is whilst placed in a booking via Link Education we will liaise with the client and ask them to relay information regarding the contact and the response they have received from Public Health England and DfE Coronavirus helpline
- In line with government guidelines and information received we will update you and if you need to isolate your diary will be marked unavailable for at least 10 to 14 days depending on the specific situation.

[www.gov.uk/government/publications/covid-19-stay-at-homeguidance](https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance)

- If you present symptoms while you are on a booking, you must inform the school and us and leave the school immediately.

You should then follow the NHS Test and Trace process:

[www.gov.uk/guidance/coronavirus-covid-19-getting-tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)

- If you take a test and are confirmed to have coronavirus please advise us and we will mark your diary as unavailable for the period you are required to isolate

## RETURNING AFTER ISOLATION

If during or at the end of your period of isolation you must notify us if:

- a) You continue to have symptoms, if you were displaying
- b) You are now displaying symptoms, if you were isolating due to contact
- c) You have tested positive for coronavirus
- d) Someone in your household or support bubble has coronavirus symptoms

In the event that these apply to you, our process will be as follows:

- We will review the best course of action depending on the above and mark your diary as unavailable in line with government guidance
- We will extend your unavailability on your diary

## EMERGENCY BOOKINGS

If called in the morning for a emergency booking please ensure you advise us if you:

- a) Have, or have had in the last 14 days symptoms relating to COVID-19
- b) Have been in contact with anyone in the last 14 days who has had any symptoms of COVID-19

In the event that these apply to you, our process will be as follows:

- We will review the best course of action depending on the above and mark your diary as unavailable in line with government guidance
- ask you to engage with the NHS Test and Trace process