

Education Settings Based Staff (Including Peripatetic Staff)

Travel Flowchart and Method Statement – Returning to the Bailiwick on or after 2nd September

This method statement has been prepared to ensure that the risk of COVID-19 spreading amongst unvaccinated children and young people is reduced when staff return to work following travel outside the Bailiwick. We have a duty of care to protect the unvaccinated and to minimise the risk of the virus spreading in the community. Therefore, leaders and managers must carefully consider the risks to vulnerable groups when completing the method statement.

BLUE CHANNEL TRAVELLERS

Is the member of staff fully vaccinated (2 recognised doses plus 2 weeks since last dose?) and classed as a “Blue Channel” traveller?

NO

Member of staff is subject to categorisation based on country or region visited.

For more information see <https://covid19.gov.gg/guidance/travel/current>.

Refer to the table on page 2.

YES

Is the member of staff involved in intimate care (e.g. feeding, changing or close-contact medical intervention) for clinically vulnerable children/young people?

NO

YES

Setting leader should arrange for another member of staff to undertake intimate duties such as feeding, changing, medication etc until Day 10 Lateral Flow Test (LFT) has been completed. If cover is possible, follow YES arrow, otherwise follow the NO arrow.

YES

STAFF FOLLOW PROCESS BELOW

NO

- Staff member must undergo a mixture of 1 PCR and 9 LFT for **ten days**, with the date of return to the Bailiwick being Day 1. The PCR test must be taken as soon as possible (Day 1 or Day 2) and the staff member must not return to the setting until they have received a negative result from that test. The other 9 tests, up to and including Day 10, will be Lateral Flow, using the 5 LFTs from the harbour/airport plus those issued for ongoing surveillance testing. These must be taken before attending work each day.

- The PCR test should be requested by the member of staff, at least 48hrs before returning to the Bailiwick, at <https://www.gov.gg/returntoeducation>

- Staff member should remain vigilant for COVID symptoms and contact the clinical helpline on 01481 756938 or 01481 756969 if they have any symptoms, no matter how mild

- Staff member should not attend work if they are unwell

- Staff member will collect 5 Lateral Flow Tests on arrival at the harbour/airport (in addition to the LFTs provided for any on-going surveillance testing)

- Staff member can return to work but must take LFTs on Days 1, 2, 3, 4, 5, 6, 7, 8, 9 & 10 (the date of return to the Bailiwick being Day 1) before attending work each day.

- Staff member should remain vigilant for COVID symptoms and contact the clinical helpline on 01481 756938 or 01481 756969 if they have any symptoms, no matter how mild

- Staff member should not attend work if they are unwell



Method Statement for Individuals Working in Educational Settings following Travel to the Bailiwick

All those who work within an educational setting who intend to travel outside of the Bailiwick of Guernsey and then return must inform their school leader prior to travel, confirming their scheduled departure and return dates as applicable.

The table below summarises the current types of travel categories. Further information, including country/region classifications, is available at <https://covid19.gov.gg/guidance/travel/current>

Blue Channel	Category 2	Category 3	Category 4
<p>Common Travel Area (UK, Isle of Man and Jersey) + fully vaccinated</p> <p>The Blue Channel is determined by vaccination status, irrespective of region category.</p> <p>The flowchart on page 1 outlines the testing requirements and must be followed as appropriate.</p> <p>https://covid19.gov.gg/guidance/travel/current</p>	<p><30/100,000 for 14 consecutive days</p> <p>Travellers who have spent time in Category 2 countries or regions will be tested on arrival. They are required to stay in self-isolation until they have received a negative result from their test on arrival. Once the negative test is confirmed, travellers will then be subject to ‘passive follow-up’ until day 14 following their arrival in the Bailiwick with a further test on Day 7. More information can be found at https://covid19.gov.gg/guidance/travel/cat2</p> <p>A traveller who declines a test on arrival will have to self-isolate for 21 days.</p> <p>You must adhere to the conditions on pages 4 and 5 when attending an educational setting during the Passive Follow-up period.</p>	<p>>30<100/100,000 for 14 consecutive days</p> <p>Travellers who have spent time in Category 3 countries or regions will be tested on arrival. They can choose to have a test on arrival and on or around Day 7 (‘Day 7 test’), with self-isolation until they have received a negative test result from the Day 7 test. They will then be subject to ‘passive follow-up’ until day 14 following after their arrival in Guernsey. More information can be found at https://covid19.gov.gg/guidance/travel/cat3</p> <p>A traveller who declines a test on arrival will have to self-isolate for 21 days.</p> <p>You must adhere to the conditions on pages 4 and 5 when attending an educational setting during the Passive Follow-up period.</p>	<p>>100/100,000 for 14 consecutive days</p> <p>Travellers who have spent time in Category 4 countries or regions will be requested to take a test on arrival with mandatory self-isolation for 21 days. In order to leave self-isolation early, travellers must take a Day 1 test on arrival and a Day 13 test and receive a negative result for both. More information can be found at https://covid19.gov.gg/guidance/travel/cat4</p> <p>A traveller who declines a test on arrival will have to self-isolate for 21 days.</p>

Educational Worker Method Statement Agreement Form

For workers who are needed in educational settings after travel from a Category 2 or 3 Region/Country in "Passive Follow-Up".

Name of Traveller: _____

Contact Number: _____

Category of Region/Country visited (as per gov.gg website): _____

Date of return/entry to Bailiwick of Guernsey: _____

Date of release from mandatory self-isolation: _____

Date of planned return to work in an educational setting*: _____

*must not be before date of release from isolation.

Worker's Statement:

I understand that if I return to work in any educational setting whilst in passive follow-up, I must adhere to the method statement and conditions on pages 4 & 5 below. This is for the protection of vulnerable individuals and of colleagues. I acknowledge that I will be subject to these conditions, and the general passive follow-up rules listed on page 6, until day 14 following my arrival in the Bailiwick. I am aware that further information is available at <https://covid19.gov.gg/guidance/travel/general>

I will undergo testing as required. I will not enter any educational setting if I have any COVID-relevant symptoms. I am aware that I must not attend any educational setting if I have missed a test.

Signature of Worker:

Date: _____

Name of Manager: _____

Manager's Statement:

I support this worker's return to working in an educational setting during the period of passive follow-up due to the essential nature of the worker's role, and subject to the method statement for the category of travel.

Signature of Manager:

Date: _____

The completed form should be retained by the Manager.

Method Statement Conditions for Individuals Working in Educational Settings

Please note: this does not apply to children. Any travel-related requirements for children can be found within the relevant section(s) of <https://covid19.gov.gg/guidance/travel/general>.

Any conditions below in addition to those specified at <https://covid19.gov.gg/guidance/travel> or elsewhere are not a legal requirement unless stated otherwise. They are, however, required of those working in educational settings in order to reduce the likelihood/impact of viral transmission.

You must self-isolate as required by law for your travel Category.

You must undergo the following testing (arranged via Travel Tracker):

- Category 2: **Test on arrival**, with self-isolation until negative test result, then subject to Passive Follow-up until day 14, with a further **test on Day 7**.
- Category 3: **Test on arrival and Day 7** with self-isolation until negative test result Day 7, then subject to Passive Follow-up until day 14
- Category 4: **Test on arrival and Day 13** with self-isolation until negative test result from Day 13.

With the exception of those travelling via the “Blue Channel” who do not undertake intimate tasks with children (see flowchart on page 1), all those who work with children, irrespective of their vaccination status, must not return to an educational setting without having undertaken a PCR COVID-19 test within the 48 hours immediately preceding your return to that setting.

For **travellers from category 2 or 3 regions/countries**, depending on the time of your return to the Bailiwick and attendance at an educational setting, your Day 1 or Day 7 PCR test (as appropriate) may satisfy this requirement. If you require a further PCR test in order to comply with this requirement, or you have travelled via the “Blue Channel” but undertake intimate tasks with clinically vulnerable children/young people, you will need to book one by visiting <https://gov.gg/returntoeducation>. This additional testing is free.

“Blue Channel” travellers must carry out testing as specified within the relevant section of the flowchart on page 1.

All staff who have been issued packs of Lateral Flow Tests for surveillance testing are strongly encouraged to continue undertaking those tests twice a week.

Should you require any additional lateral flow tests, most settings will have spare tests available upon request. If not, please advise educationqueries@gov.gg

Other Conditions (these apply to workers travelling from category 2 and 3 countries and regions and are now within their Passive Follow-Up period):

- If you develop any relevant symptoms you must immediately self-isolate, contact the Clinical Helpline (01481 756938/756969) and advise your manager.
- Aim to maintain appropriate social distancing from others of at least 1m wherever this is possible.
- Wherever possible, avoid using communal indoor spaces (e.g. corridors, halls, dining areas etc. where it is not possible to keep an accurate register of exactly who you may have been in contact with) during busy periods when they may be crowded.
- You must, as far as reasonably practical, keep a record of people who you have been in contact with; either anyone within 1m in a general environment or, in the case of a classroom/closed environment, all those within the room. The school must ensure a register is taken prior to each session and that this is stored securely for the contact tracing team if required.
- Avoid contact with known high-risk individuals as far as possible (e.g. immuno-compromised, shielding). Those working with individuals classified as clinically vulnerable or high risk should have an individual risk assessment undertaken by their line manager.
- Follow careful respiratory etiquette and good hand washing and hygiene processes.

Passive Follow-up Rules (Country/Region Categories 2 and 3)

A person who is required to comply with passive follow-up rules:

- must at all times be vigilant for symptoms, however mild, of COVID-19; must report any such symptoms immediately to the Clinical Helpline and must comply with any instructions given by Public Health thereafter (which may, for the avoidance of doubt, include an immediate resumption of self-isolation);
- must not enter a nursing, care or residential home without the prior agreement of the manager of the home, received after having informed the manager of the home of their status as being subject to these restrictions and should not return to work there unless they have an agreed method statement with Public Health;
- must not, other than in an emergency, enter the Princess Elizabeth Hospital, and in an emergency must give prior notification of their status as being subject to these restrictions before entering the Princess Elizabeth Hospital if reasonably practicable in all the circumstances and should not return to work there unless they have an agreed method statement with Public Health;
- may enter the Princess Elizabeth Hospital to visit a patient who is seriously ill if the management of the Hospital agrees and if a method statement has been agreed with Public Health and the management of the Hospital;
- must inform any other healthcare provider (for example, a doctor or dentist) of their status as being subject to these restrictions when making any appointment for care;
- must, so far as reasonably practicable, keep a record of people met and places visited (to assist with contact tracing if necessary);
- must not, if that person works at a school or college or otherwise works with or cares for children as part of his or her work, return to that work unless that person has received a negative test result for COVID-19 within the previous 48 hours;
- must not, if that person is a child or otherwise in full-time or part-time education, return to school or college unless that person has received a negative test result for COVID-19 within the previous 48 hours; and
- must comply with any additional conditions and restrictions imposed from time to time by the Medical Officer of Health.

Category 3 Travel: Returns before Day 7 Tests

Category 4 Travel: Returns before Day 14 Tests

Only in the most exceptional circumstances will a Critical Service Exemption be granted for a worker to commence work before a Day 7 Test if returning from a Category 3 region/country or before a Day 14 Test if returning from a Category 4 region/country.

The manager must ensure that each case is considered by their headteacher in full knowledge of the risks, before submission to Critical Travel.

- Managers must follow the guidance notes below.
- Testing will be carried out on: (the permit will contain this detail, but is likely to be as outlined below)
 - **Category 3:** Day before return to workplace, then daily to Day 7, then follow passive follow-up guidance. The worker will be advised directly of when and where these additional tests will take place.
 - **Category 4:** Day before return to workplace, then daily to Day 14. The worker will be advised directly of when and where these additional tests will take place.
 - PCR testing is the default. Urgent cases may require a Cepheid rapid test.
 - After a negative Day 1 result the worker may continue working while awaiting subsequent test results.
- A Method Statement will be determined by the Headteacher as appropriate, which must be complied with, and additional individual conditions may be applied.
- **The worker MUST self-isolate when out of work in line with legal requirements.**
- The worker must travel directly between their place of work and their place of residence.
- The worker must adhere to any additional conditions in their exemption permit.

Guidance for Individuals

Day 1/7/13 PCR COVID-19 tests for category 2/3/4 travel will be managed via Travel Tracker. Appointment times have been carefully planned around other clinics; it is your responsibility to make sure you attend your appointment on time. If you fail to attend your appointment at the appropriate time this will affect your ability to work.

Guidance for Managers

Managers must carefully consider the risks to vulnerable individuals and/or groups, including whether the worker should be allocated to lower risk areas and roles until Day 14.

If the Manager has concerns about a worker returning using this method statement, after consideration of lower risk roles/areas, then they should escalate this to their Headteacher/Principal for further instruction.

When completing any Critical Worker Exemption request:

- Applications must come from Headteachers/Principals/Heads of Service and should be submitted via the relevant GELS lead.
- Critical Travel will ask the Director of Operations or nominated deputy to consider applications.

Home working may be a possibility for some members of staff whilst they are self-isolating but may not be possible for all individuals, particularly those with teaching/support responsibilities or other roles which necessitate on-site working. Any homeworking must be agreed with the line manager and may include some of the following activities, or others:

- Planning/development tasks (e.g. lesson planning, research, online meetings).
- Marking, writing reports, recording assessments etc.
- Training and other continuing professional education available online.
- Administrative tasks (e.g. e-mails, diary management/planning etc.).

Questions/Queries

If you have any questions in relation to this document, please contact educationqueries@gov.gg

Further Information

Further information in relation to COVID-19 is available on the States of Guernsey website <https://covid19.gov.gg/>