



Established Independent Training Provider for Professionals

Coronavirus Policy and Procedure

Version Control Statement

Section	Date	Author	Changes
Written	2/20	MP	
	3/21	ZG	Risk assessment will be updated as and when
	5/22	ZG	Tidy up
Reviewed annually if no updates before	Next date for re-view	May 2023	By who: ZG

Miss Zoe J. Gee – Director

Coronavirus Policy and Procedure

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

There are 2 main routes by which people can spread COVID-19:

- ② infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- ② it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

Precautions

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- ② cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [Catch it, Bin it, Kill it](#)
- ② put used tissues in the bin straight away
- ② wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. See [hand washing guidance](#)
- ② try to avoid close contact with people who are unwell
- ② clean and disinfect frequently touched objects and surfaces
- ② do not touch your eyes, nose or mouth if your hands are not clean

The Symptoms

- cough
- difficulty in breathing
- fever
- loss of taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

In the event of becoming unwell: (see Covid Risk Assessment)

The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

- Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

Returning from travel overseas to affected areas

- People who have returned from Hubei Province, including Wuhan, Iran, Daegu or Cheongdo in the Republic of Korea, and any area within Italy under containment measures in the last 14 days should avoid attending work. They should call NHS 111 for advice and self-isolate.
- Advice is in place for [what to do if you have returned in the last 14 days from specified countries or areas](#) which is being updated on an ongoing basis.
- All other staff should continue to attend work.

Contingency plan:

Dentrain Professionals Ltd have systems in place to allow the staff to support learners to continue with their programmes and make progression should their place of work become an isolation area and or the Learning Support Advisor (LSA) is unable to visit them in the place of work. LSA's will:

- Use E Portfolio equipment, webinars and telephones to undertake remote visits where learning can still be delivered, support provided and progression gained.
- Liaise and communicate with Managers, Employers and learners to ensure everyone is aware of the current situation and what support and learning is being provided.
- Provide any support, knowledge to learners and employers around the Corona Virus and ensure learners seek and receive any medical support and attention they require.

- In the event that the learner is unable to continue to progress on their Apprenticeship due to the illness then a Break in Learning will be initiated, however this will be undertaken only as a last resort.
- Any face to face visits must strictly follow the Covid-19 Dental Practice visits procedure stored on the Covid-19 folder.
- All staff carrying out observations are GDC registered, have received online training for CPD and have been fit tested for masks and have been provided with full PPE.
- Dentrain professionals Ltd Management should be informed immediately of any suspected cases or where you feel you may be at risk from the virus.

Senior Management Team will ensure that procedures are in place to ensure that the business is able to operate remotely by:

- Ensuring all employees who play a vital role for the business to continue to operate remotely have access to a laptop and equipment to enable them to continue to work from home.
- All employees who self-isolate are supported to be able to either work remotely from home or are paid Statutory Sick Pay.

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

The following website should be checked daily for any changes and updates:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>