The Palmer Academy
70 Northumberland Avenue, Reading RG2 7PP
Telephone: 0118 9375481
www.thepalmeracademy.com
Email: admin@thepalmeracademy.com
Executive Headteacher: Salima Ducker
Head of School: Dom Prendergast

Company Reg Number: 08643729
VAT Reg. No. 200 191625

2nd March 2020

**Coronavirus (COVID-19) – Update**

Dear Parents/Carers

As you are aware, there was a confirmed case of Coronavirus in Woodley. First, I would like to reassure you that no staff have been at the school concerned or been with the staff member currently receiving medical treatment.

**Measures the school is taking to reduce the spread of illness and coronavirus**

- Children and staff will wash and sanitise hands when they arrive each morning.
- Children and staff have been briefed to cough or sneeze in a tissue or arm sleeve and then wash hands.
- Children and staff will wash and sanitise hands throughout the day.
- The school has increased checking of visitors or new pupils.
- The school will disinfect door handles periodically throughout the day.
- Avoid touching eyes, mouth or nose.

**How to avoid catching or spreading germs**

There are things you can do to help stop viruses like coronavirus spreading.

**Do**

- ☑ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ☑ put used tissues in the bin immediately
- ☑ wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available
- ☑ try to avoid close contact with people who are unwell

**Don't**

- ☒ do not touch your eyes, nose or mouth if your hands are not clean

**Please could you and your children:**

- Wash hands before leaving home in the morning.
- Wash hands thoroughly when you arrive home.
- If you, your child or anyone in your family develops flu like symptoms, seek medical advice from your GP or via 111.

**Risk Management**

- The school and trust will make decisions based on advice from the Government, Public Health England and the Local Authority.

**The symptoms of coronavirus are:**

- a cough
- a high temperature
- shortness of breath
- But these symptoms do not necessarily mean you have the illness.

**The symptoms are similar to other illnesses that are much more common, such as cold and flu.**

**Check if you need medical help**

NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do.
Use this service if:

- you think you might have coronavirus
- you've recently been to a country or area with a high risk of coronavirus.
- you've been in close contact with someone with coronavirus.

Yours faithfully,

Mr D Prendergast
Head of School

Public Health England

# Advice on the coronavirus for places of education

**How serious is the coronavirus?**

- it can cause flu-like symptoms, including fever, cough & difficulty breathing
- the infection is not serious for most people, including children
- there is currently no vaccine
- most people get better with enough rest, water to drink and medicine for pain

**How likely are you to catch the virus?**

- you can only catch it if you have been close to a person who has the virus
- the chance of being in contact with the virus is currently low in the UK
- if you have travelled to areas where many people are infected, your chance of catching the virus is higher, i.e. China and any affected areas

## How can you stop coronaviruses spreading?

**If you need to cough or sneeze**

- **Catch it** with a tissue
- **Bin it**
- **Kill it** by washing your hands with soap & water or hand sanitiser

**You should wash hands with soap & water or hand sanitiser**

- **After breaks & sport activities**
- **Before cooking & eating**
- **On arrival at any childcare or educational setting** (SCHOOL ETC.)
- **After using the toilet**
- **Before leaving home**

- Try not to touch your eyes, nose, and mouth with unwashed hands
- Do not share items that come into contact with your mouth such as cups & bottles
- If unwell do not share items such as bedding, dishes, pencils & towels

Stop germs spreading with our e-Bug resources on hand and respiratory hygiene lesson plans for KS1, 2 and 3: **campaignresources.phe.gov.uk/schools**

## What should you do if you feel unwell?

Keep away from others and stay at home to stop the infection spreading. Avoid public transport if you think you have symptoms of coronavirus. If you become unwell at a place of education, tell a member of staff and let them know if you have travelled to any other countries in the last 14 days.

If your staff member or parent thinks you have symptoms of coronavirus, they should call **NHS 111** for advice. Follow the UK Government advice for childcare or educational settings **gov.uk/government/publications/guidance-to-educational-settings-about-covid-19**. Parents can visit **NHS.UK** to find out more information. Teachers and support staff should follow the UK Government advice.

Staff, students and pupils who have returned from Wuhan and Hubei Province in China should self isolate, and NOT attend education or work for 14 days. See **NHS.UK** for advice on coronavirus.

**If there is an emergency, call 999 immediately**

© Crown copyright 2020. Public Health England gateway number: 2019253