

SWINE FLU GUIDANCE FOR STUDENTS AND STAFF

The College will continue to operate unless advised not to by the relevant health agencies.

Students and staff who feel unwell should follow the advice set out below before attending College:

- Contact the National Pandemic Flu Service (0800 1 513 100) www.direct.gov.uk/pandemicflu for a diagnosis.

Staff who believe they have swine flu should inform the Personnel Unit.

Students should ring in to their academy administrators or to Reception.

Should a case be confirmed, the College will follow advice from the Health Protection Agency and/or Essex County Council and will communicate this to students, parents and staff.

This advice, whether for basic information, closure or re-opening, will be communicated by direct messages in college, e-mail, text message and letter (as appropriate) to staff, students and parents.

Further updated information will also be posted on the Qube and on the plasma screens in the Food Court and reception.

What measures can you take to prevent infection?

- Avoidance of close contact with people who appear unwell and who have fever and cough.
- General infection control practices and good hand hygiene to reduce transmission of viruses, including the human swine influenza. This includes covering your nose and mouth when coughing or sneezing; using a tissue when possible; and disposing of it promptly.
- The maintenance of good basic hygiene: for example washing hands frequently with soap and water to reduce the spread of the virus from your hands to face or to other people, and cleaning hard surfaces like door handles frequently using a normal cleaning product.
- If caring for someone with a flu-like illness, the wearing of a mask to cover the nose and mouth to reduce the risk of transmission. However, masks do not provide 100% protection. Face masks are **not** considered necessary for front line workers dealing with the general public at the present time.

If you have recently returned from abroad

The advice for anyone returning from heavily affected countries, such as Mexico, is that they should seek medical advice from NHS DIRECT (0845 4647) www.nhs.uk or by telephone from the National Pandemic Flu Service information line (0800 1 513 513) before returning to College, as the symptoms of swine flu can take some time to emerge.

If you have been in close contact with a case or suspected case

If someone in your family has come into contact with a confirmed or suspected case of swine flu, then you should telephone the Health Protection Agency for advice on 0203 049 4280 www.hps.org.uk. The Health Protection Agency will advise on whether isolation or treatment is necessary.

Please note that students/staff returning from countries/areas where there have been no cases or isolated cases of swine flu are fine to return to College, if they feel fit and well

N.B

- **Managers and staff in curriculum areas should prioritise putting all learning materials on the Qube so that they can be accessed by students working from home**
- **Service area managers should be making contingency plans to ensure, as far as possible, the smooth running of the services for which they are responsible, should there be staff absences in their areas**

The College is monitoring events closely and is reviewing its plans in case there is a need to act quickly. Further information on swine flu can be found on the following:

0800 1 513 513 National Pandemic Flu Service information
0800 1 513 100 National Pandemic Flu Service diagnosis

www.direct.gov.uk/swineflu for information

www.nhs.uk for information

www.hps.org.uk for information

www.direct.gov.uk/pandemicflu for diagnosis