

**RISK ASSESSMENT FOR:**  
**School activities during COVID 19 outbreak – After July 19th 2021**



**Establishment:**  
St. Margaret Clitherow

**Assessment by:**  
Carmela Puccio

**Date:**  
August 2021

**Risk assessment number/ref:**  
**RA-009**

**Manager Approval:**

**Date:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p><b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b></p> <p><b>Clinically extremely vulnerable (CEV) pupils and staff</b></p> <p><b>Shielding for CEV individuals paused on 1<sup>st</sup> April 2021.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Pupils</b> Those CEV pupils unable to attend school because they are under specialist care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p><b>Staff</b> Individuals classed as clinically extremely vulnerable to have <a href="#">a risk assessment</a> undertaken on their role. School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.</p> <p>See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><a href="#">Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a></p>				

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		<p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged. Over the summer staff and secondary age students continue to test regularly (x2 weekly) if attending school.</p>				
<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed.</p> <p>These expectations have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure Head / SLT are notified.</p> <p>Go home immediately (if awaiting collection by their parent, isolate child in medical room, an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron, and gloves. Maintain communication with them to keep them calm and safe.</p> <p>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 the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p>	<p>All pupils should attend school</p>			

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		<p>If they need to go to the bathroom whilst waiting for medical assistance, they should use the accessible toilet by the main school office.</p> <p>The room and toilet will need to be cleaned once they have left.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>Clear message to parents that if a student is unwell at school they will be sent home and need to be collected immediately.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>)</p> <p>Pupils, staff and other adults should follow public health advice on <a href="#">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p><b>Testing</b> Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>Schools were initially provided with 10 PCR home testing kits which can be provided in the <b>exceptional circumstance</b> that you believe an individual may have barriers to accessing testing elsewhere. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a>. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p><b>Positive case in school setting</b> Those affected self-isolate and do not return to school until the end of self-isolation period. See case reporting protocol / flowchart for schools <a href="https://thegrid.org.uk/covid-19/key-documents-for-schools">https://thegrid.org.uk/covid-19/key-documents-for-schools</a></p>				

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		<p>From 19<sup>th</sup> July NHS T&amp;T will undertake contact tracing</p> <p>Records kept of pupils and staff in each group.</p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged. Over the summer staff and secondary age students continue to test regularly (x2 weekly) if attending school. Primary age pupils are not tested with LFDs</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective hygiene protocols</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser provided at main office, toilets and classrooms and should be used by all persons when entering/leaving if soap can not be used.</p> <p>Build use into routines staff and pupil routines. On arrival, before eating and before leaving for home.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></p>	<p>Staff, Students / pupils / wider contacts</p>	<p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.</p>				

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<b>High Contact points</b>	Spread of COVID 19	<p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b> For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> if an alternative non-chlorine based disinfectant is used ensure that it is <b>effective against enveloped viruses</b> i.e. a product to BS EN14476.</p> <p><b>When cleaning a contaminated area:</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<b>Poorly ventilated spaces</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors).</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 ventilation guidance</a> (v4 Oct 20)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space.</p>				

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		<p>Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p><b>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</b></p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Effective hygiene protocols</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is no longer recommended that children should be kept in consistent groups(bubbles). Assemblies will resume and there will be no need for alternative lunch arrangements to avoid mixing.</p> <p><b>Control measures</b>            Good hygiene for everyone            Maintenance of appropriate cleaning regimes            Occupied spaces will continue to be well ventilated            Public health advice on testing, self-isolation and managing confirmed cases will be followed</p> <p><b>Hand hygiene</b>            Frequent and thorough hand cleaning should continue to be regular practice. Continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.            Remind children how to wash hands.</p> <p>Children handwash or alcohol hand sanitiser on entry to school, before snack , before lunch and before leaving school. Hands will also be washed after using the toilet and any time they cough or sneeze.</p> <p>Children permitted to bring in name-labelled hand cream.</p> <p>Soap, alcohol hand sanitiser and paper towels to be topped up at the end of each day.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Alcohol hand sanitiser provided at school entrance/exit and should be used by all staff when entering/leaving.</p> <p><b>Respiratory hygiene</b>            The 'catch it, bin it, kill it' approach continues to be very important. .</p>	<p>School communication to parents</p>	<p>Staff</p>	<p>Ongoing</p>	

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		<p>Use of personal protective equipment (PPE) Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p><b>Maintain appropriate cleaning regimes</b> using standard products such as detergents cleaning schedule in place. This will include regular cleaning of areas and equipment (twice per day), with a particular focus on frequently touched surfaces.</p> <p><b>Keep occupied spaces well ventilated</b> When the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Any poorly ventilated spaces identified and steps taken to improve fresh air flow in these areas. Particular consideration given when holding events where visitors such as parents are on site, for example school plays. Only fresh outside air is circulated. External windows will be open to improve natural ventilation, and in addition, internal doors will be open to assist with creating a throughput of air. External opening doors will also be used (if they are not fire doors and where safe to do so). The need for increased ventilation while maintaining a comfortable temperature will be balanced.</p> <p><b>Face coverings</b> Face coverings are no longer advised in classrooms or communal areas</p> <p>All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance. People that are ill are to stay at home.</p>				
<p><b>General Transmission of COVID-19 wider use of school by 3<sup>rd</sup> parties / beyond school day</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Hiring and lettings</b> risk assessments on use required from provider No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.</p> <p>Supplementary conditions of hire in place for COVID see <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</a></p> <p>Room layouts and areas able to be accessed agreed with hirer. Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate.</p>				

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		<p><b>Breakfast and afterschool clubs</b> – risk assessments on delivery required from providers See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a></p>				
<p><b>Access to &amp; egress from site</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Visitors</b> Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p> <p>Where visits can happen outside of school hours, they should. No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an <a href="#">NHS QR code poster</a>, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene.</p> <p>Use of Perspex screens for open receptions.</p>		SLT		
<p><b>Curriculum activities</b></p>		<p><b>PE / school sport</b> No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance.</p> <p>Since 29<sup>th</sup> March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport).</p> <p>Since 12<sup>th</sup> April indoor competition between different schools has been permissible.</p> <p><b>Music Singing and wind / brass instruments</b> No limits on the number of people who can sing indoors or outdoors. However there is increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school Hall) for larger groups.</p> <p><b>Encouraging the use of outside space where practical</b></p>				

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		<p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service.  <a href="http://www.hertsmusicservice.org.uk/schools-covid-update/">http://www.hertsmusicservice.org.uk/schools-covid-update/</a></p> <p><b>Offsite visits</b>  Offsite visits (day visits) able to be run since 12<sup>th</sup> April in line with the Government's roadmap.  Domestic residential visits able to take place since 17<sup>th</sup> May  International visits able to commence from start of Autumn term.  Off site visits risk assessment to be undertaken and include IPC measures.</p>				
<b>Lunchtimes</b>	<p>Staff,  Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Reinforce handwashing prior to eating food.</p> <p>Children will have their lunch in the dining room with staff supervision throughout.</p> <p>Playground water fountains to be cordoned off. Children's water bottles can be taken outside.</p>	Update parents	HT		
<b>Contractors</b>	<p>Contractors,  Staff,  Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments.  All contractors will read and comply with signs in reception regarding good hygiene.  Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.  Agree approach to scheduled / ongoing building works.  Where works can be conducted outside of the school day they should be.</p> <p>School to seek confirmation of the contractors method statement / risk assessment.</p>	Essential / statutory maintenance deemed necessary to the safe running of the school to continue.			

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<b>Provision of first aid</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.  Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b>  Where possible, first aid to be administered in class or outside if playtime/lunchtime. Classroom medical log to be completed.  If daily medication needs to be administered – use staffroom or medical room. School to be provided with new care plans if necessary. Staff to use PPE when supporting a child. Trained staff who would normally support children for medication will support them during this return.				
<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)  Wear a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature or a change in, your normal sense of taste or smell (anosmia) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.  If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.				
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.				

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		Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.				
<b>Staffing levels</b>	Staff, Students / pupils  Spread of COVID 19  Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.  Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)  Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.			

<b>Outbreak Management</b>	<p>Several confirmed cases within 14 days may indicate an outbreak.</p> <p>We will continue to work with health protection teams in the case of a local outbreak.</p> <p>If there is an outbreak or if central government offers your area an enhanced response package, a director of public health might advise us to temporarily reintroduce some control measures.</p> <p>We will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required.</p> <p>DfE helpline on X - select option 1 for advice on the action to take in response to a positive case. The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>
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### **Relevant links**

- Guidance for educational settings
- <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
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- Actions for schools COVID operational guidance
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
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- Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>
- Protective measures for holiday and after-school clubs

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning after a positive / symptomatic case on site

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>

Pregnant employees [Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees)