



Hoop Recruitment's Covid policies are created with the health & safety of our candidates, clients and the people we support in mind.

We have followed Welsh Government policy & legislation throughout and will continue to change & update how we work as the pandemic response changes.

The following Symptoms requiring self-isolation:

- High temperature (above 37.8 degrees Celsius)
- New continuous cough
- Change/loss of taste and smell

Hoop will maintain a transparent level of communication with candidates and clients to promote safety and wellbeing and minimise transmission opportunities.

Should you need to contact Hoop Recruitment, please contact the office on 02922 400519.

This policy is reviewed monthly unless there are changes to government and/or local authority guidance and advice.

Latest Updates

For the latest government updates, or for further information, please click the link below:

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

Resources

NHS

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Welsh Government

<https://gov.wales/coronavirus>

Contact Information

Should you need to contact Hoop Recruitment, please contact a member of the team on 02922 400519.



Coronavirus Information & Updates

Our aim is to support all Schools and Education establishments in the safest way possible at Hoop, even more so during the COVID-19 pandemic. We are constantly reviewing processes and procedures to see where we can support the reduction of transmission opportunities further, with the view of keeping candidates, clients, and school users safe. We are keeping up to date with government guidance and having open discussion with our candidates and schools, looking at what we can do to work in partnership to ensure safe teaching and support delivery. We also communicate with 3rd parties who can discuss/offer advice to Hoop and inform Hoop of any local changes (organisations such as the Local Education Authorities and Safeguarding Teams).

Candidate:

- The candidate must inform Hoop at their earliest opportunity if they are experiencing symptoms as outlined on the government website
- Should the candidate have symptoms, they must self-isolate for 10 days and follow government guidance
- The candidate can request a test through Hoop – you must contact the office when you display symptoms and within 5 days for Hoop to request a test at a drive through facility in Cardiff
- You will need to be able to access the testing centre with a vehicle and Hoop will require some personal information to make the request
- Hoop have provided all candidates with a direct link to the Welsh Government website to allow candidates to request home testing kits should they require
- Candidates can either work in schools that have confirmed cases of COVID-19 or schools that do not have any cases
- Candidates will not be able to work in schools that have cases if actively working in services that are cleared at that time
- The candidate must inform Hoop at their earliest opportunity if they have worked in an Education establishment that has confirmed cases of COVID-19
- Candidates must always display transparency regarding their exposure to the virus
- Candidates will receive emails weekly, outlining a list of schools that Hoop actively work with and their current COVID-19 “status” (Please note that this information is only as current as is provided by the schools – Hoop make every effort to request weekly updates from schools but are not always provided with an update)
- If you become aware of information about a school in relation to COVID-19, please contact the Hoop team

Client:

- The school must inform Hoop should any cases be suspected in their school
- Hoop will request an update from you on a weekly basis, regarding your COVID-19 “status” and request that you reply at your earliest convenience
- The client will be informed if candidates have worked in affected schools and the client will reserve the right to refuse that candidate with reasonable notice
- Hoop actively encourage clients to request further information regarding each candidate and their places of work
- Where possible and reasonable, Hoop look to provide consistent staff to your service to minimise numbers of people attending site

Coronavirus Information & Updates

Our aim is to support services in the safest way possible at Hoop, even more so during the Covid-19 pandemic. We are constantly reviewing processes and procedures to see where we can support the reduction of transmission opportunities further, with the view of keeping candidates, clients, and service users safe. We are keeping up to date with government guidance and having open discussion with our candidates and clients, looking at what we can do to work in partnership to ensure safe care delivery. We also communicate with 3rd parties who can discuss/offer advice to Hoop and inform Hoop of any local changes (organisations such as the Local Health Boards and Safeguarding Teams).

For the Candidate:

- The candidate must inform Hoop at their earliest opportunity if they are experiencing symptoms as outlined on the government website
- Should the candidate have symptoms, they must self-isolate for 7 days and follow government guidance
- The candidate can request a test through Hoop – you must contact the office when you display symptoms and within 5 days for Hoop to request a test at a drive through facility
- You will need to be able to access the testing centre with a vehicle and Hoop will require some personal information to make the request
- Hoop have provided all candidates with a direct link to the welsh government website to allow candidates to request home testing kits should they require
- Candidates can either work in services that have confirmed cases of covid-19 or services that do not have any
- Candidates will not be able to work in services that have cases if actively working in services that are cleared at that time
- The candidate must inform Hoop at their earliest opportunity if they have worked in an establishment that has confirmed cases of Covid-19
- Candidates must always display transparency regarding their exposure to the virus
- Candidates must change on site at services and prior to leaving site
- Candidates will receive emails weekly, outlining a list of services that Hoop actively work with and their current Covid-19 “status” (Please note that this information is only as current as is provided by clients – Hoop make every effort to request weekly updates from services but are not always provided with an update)
- If you become aware of information about a service in relation to Covid-19, please contact the Hoop team

For the Client:

- The client must inform Hoop should any cases be suspected in their service
- Hoop will request an update from you on a weekly basis, regarding your Covid-19 “status” and request that you reply at your earliest convenience
- The client will be informed if candidates have worked in affected services and the client will reserve the right to refuse that candidate with reasonable notice
- Hoop actively encourage clients to request further information regarding each candidate and their places of work
- Clients must provide candidates with a safe and private area for them to change in and out of their uniforms, pre and post shift, maintaining privacy and dignity
- Clients must ensure adequate supply of PPE for candidates to utilise during the shift times and to promote safety and minimise transmission opportunities
- Where possible and reasonable, Hoop look to provide consistent staff to your service to minimise numbers of people attending site