

Covid-19

Rules and Regulations for staff to keep safe around school

Essential measures include:

- a requirement that people stay at home if they:
 - are ill with virus symptoms or feel ill in general
 - have tested positive, even if asymptomatic
 - have been advised by NHS Test and Trace to do so
 - are household members of a positive case, even if that case is asymptomatic
 - are required to self-isolate for travel-related reasons
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
- minimise the potential for contamination so far as is reasonably practicable

• Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.
- Numbers 1 to 5, and number 8, must be in place in all schools, all the time.
- Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.
- Number 7 applies in specific circumstances.

**Before even entering the building you
MUST take heed of the following:**

- **Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).**

Entering the building:

- Be mindful of when the car park is closed: 8.20.
- To sign in, please use the new electronic machine, ideally downloading the app to reduce anyone touching the screen other than student teachers/essential visitors. If necessary wipe before/after any touch. To start the system use back of finger.
- When entering the school site please ensure you are wearing a mask/visor.
- When entering the school building wash hands with warm, soapy water immediately.
- Collect PPE.
- Go straight to the area you are working in.

Wash hands!



The 6 Steps of Hand Washing



Palm to palm



The back of the
hands



In between the
fingers



The back of the
fingers



The thumbs



The tips of the
fingers

Use of PPE:

- Masks/visors should be worn at all times.
- Follow the guidelines for use of and removal of face masks.
- Dispose of your mask in the yellow and black bin bags/clean your visor at the end of the day or if it becomes wet during the day.
- If an incident occurs involving any bodily fluid adults must wear gloves, an apron, visor and a mask. These should be disposed of appropriately after use.

First Aid PPE Regulations

- All classrooms being used have a first aid kit and a sick bucket.
- If administering first aid, all fresh equipment must be worn: gloves, apron, mask.
- Treat the pupil following regular guidance.
- Once treated, all equipment needs to be placed in the yellow and black bin bags.
- Wash hands, remove used PPE and put fresh on.

The office

- Only the office staff should be in the office.
- Glass door will remain closed at all time.
- Any visitor should be spoken to through the intercom.
- Deliveries should be left in the first entrance; if large delivery ask for it to be put on a designated table near the doors.
- Parents can make appointments through intercom for a phone contact with staff.
- Medical forms will be left on a table near reception; medicine to go with the child (see next slide). Antibacterial sanitizer to be in that area to ensure parents are not cross-contaminating resources.

Medicine in School

- If a child has to take medicine, the parent will come to the reception and complete the form on the table, leaving it there for staff to collect once left.
- The medicine will be taken with the child to the class teacher.
- The medicine will be taken by staff in that room to the fridge in the staffroom.
- The office staff will inform the class teacher of the time, frequency and amount they have to take.
- Medicine to be collected before home time and given to the child.

Use of lift

- If a child needs to use the lift there should only ever be one child and one adult.
- Wipe the button before pressing, adult ONLY to touch buttons. Staff will already be wearing masks. Wipe inside buttons and use lift.
- Once out of the lift, use the spray inside the lift, wipe down buttons.
- Once in class, or upon leaving school, wash hands.

If walking up and downstairs - Bannisters

- If you are having to move from one floor to another, please use wipes that are situated in the library and upstairs on the cabinet outside the toilet.
- Place the wipe on the bannister and put hand on it to wipe whilst walking up/down so no cross-contamination of others.
- **BEFORE pressing the green button, please use hand sanitizer.**
- Again place wipe in bin and wash hands in the room you are going to.

When in the classroom!

- Wear a new face mask every day; if contaminated, change immediately. FS staff to use aprons as well.
- Open all windows immediately upon entering the classroom and keep these open.
- Spray surfaces, taps handles.
- Remain 2m from any other adult, where possible, and pupils.
- For Year 1 – Year 6, check throughout the day the distance between the desk and your teaching area, ensuring the 2m distance where possible.
- Staff to have their own equipment - no sharing of any resources.
- Wash hands frequently.
- Regularly spray areas, wipe sides and hot spots in the class where areas are used.
- Ensure children stay as far from each other as possible.
- Children to have own resource packs from Year 1 – Year 6.
- Do not enter another group unless it is an emergency.
- Remain in the room until breaks and if you need to leave, check corridor for congestion before leaving room.
- Ensure timetables and directions are followed for playtime, lunch time and PE.
- Be mindful of equipment adults use: keyboards, phones, light switch etc., to wipe before and after touch.

When in the cloakroom:

- Limit number from each class in the cloakroom.
- NO crossing of bubbles; classes to use designated areas for same pegs each day.
- Staff to monitor who is in and ensure that all resources are on pegs, not on the floor and ONLY the children touch their items.

Equipment in the classroom - FS

- Ensure children stay as far from each other as possible.
- FS and Y1 children to wash their hands if changing activity, e.g. moving from construction to painting where other children may have touched the equipment.
- FS to have equipment allocated to their room which can be used by the children in that class but must not leave that room. Equipment should be sprayed throughout the day and cleaned thoroughly at the end of the day.
- FS classes will have a set of outdoor play equipment to share within their group only, which must be cleaned at the end of each day.
- In the afternoon, all classes to take time to wash the equipment and areas thoroughly.

Equipment in the classroom Y1- Y6

- All children in Y1 – Y6 to have a set of equipment which is for their use only.
- Y1 – Y6 children will have a range of equipment which will be cleaned at the end of each day. They will individually select pieces of equipment to be used throughout their playtimes but not shared with others.
- Children should keep their equipment in their own storage place and wipe down using alcohol wipes at the end of each day.
- Laptops and iPads can be used but children must take one from the trolley without touching others and wipe before use. These should then be wiped before putting them away.
- Children can have reading books which should be wiped and sprayed by an adult prior to use, then stored with their personal equipment and not touched by others. Once this is finished with it should be sprayed and put away.
- Ensure all equipment has been wiped with an alcohol wipe at the end of each day.
- Ensure children wipe their own equipment with adult support when required.

When leaving the room for break/lunch/home time

- Wash/sanitise hands upon entry to the classroom, before lunch and after lunch.
- Movement will be within the class times and class to check before leaving the room to avoid congestion.
- If embarking on outdoor learning ensure there is no other class in the area you intend to work.
- Adult to lead the group with a wipe for upstairs classrooms to wipe bannister whilst walking down.
- Adult bringing them in to have a wipe to wipe the bannister as they lead the group up.
- Wash hands upon entering the classroom.

After lunch

- Wash hands before lunch and wipe table where eating.
- Lunch will be eaten in the classroom.
- All tables to be wiped after.
- Rubbish placed in the bags provided.
- Packed lunch boxes taken back onto the trolleys. All trolleys to be brought up into class to avoid unnecessary movement on stairs and handling of bannister.
- Wash hands, adult leads children out, if upstairs wiping as they walk them down.
- Wash hands upon entering the room.

Lunchtime Gatherings

- Due to the number of adults/children in school the staffroom will be only used for the making of food and drink.
- Therefore we have created lunch time areas for staff to use to reduce the gatherings and ensure social distancing and reduce mixing of bubbles.
- Please use wipes and spray for the areas used before and after.
- There are wipes outside of the staffroom on the shelves. Wipe the handle upon entry.
- Wash hands.
- Bring own cup, plate and cutlery to use in school.
- If using the microwave etc. in the staffroom, ensure they are wiped using alcohol wipes prior to use and any mess is cleaned immediately.
- Once food/drink prepared, wash side and wash hands before eating.

Toilets

- Wipes and spray will be outside the local toilets at the top of the stairs.
- Before entering, wipe handle, seat and taps.
- Do your business.
- When job complete, wipe seat, wash hands and then wipe taps and hands.
- Leave the wipes and spray outside, ready for next use.
- Be mindful of social distancing; don't all wait until bell, we will need to be in class on time.

Photocopier

- Doors should remain open at this time; this is a change to the rules downstairs.
- Wipes will be in the room on the shelves. Wipe down the screen and handles used to operate machines.
- Complete the job and wipe once finished.
- Wipe door handle if used to get in and out.

ICT Suite/Community Room

- The ICT suite upstairs should not be in use due to no ventilation for large numbers.
- If it is used as a possible break area for limited staff, door should remain open for ventilation and all sprayed and wiped before and after use.
- The air con MUST remain OFF at all times in the community room.

Someone ill in school:

- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom whilst waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE must be worn by staff caring for the child whilst they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Someone with symptoms

- **If displaying ANY symptoms whatsoever, do NOT come to work; ring your line manager and arrange a test.**
- If a member of staff or child in a group displays symptoms during the school day, they will be immediately removed from the classroom and taken to an isolation room. They will be asked to book a test straight away.
- The group will continue until a positive test is recorded. They will then be told to self-isolate for 10 days. If negative result, the member of the class will return to the bubble straight away.
- Once a positive test is announced, the classroom/learning area will be deep cleaned immediately. The room will not be in use for at least 72 hours and no other class to use at all.
- If the test result comes back negative, then the child/adult in the group can come back.
- School will keep in contact with you and parents should this event take place.

Home Time

- Wipe down individual resources.
- All equipment to be placed in children's own zip bags.
- Wipe the desk.
- Collect belongings.
- Wash hands.
- When exit area is clear, adult hands the children to parents.
- Using the stairs, adult at front with a wipe, wiping bannister as children follow. Adult wipes banister upon re-entry to the school building.
- **Remember, if pressing the green access button use the hand sanitizer before pressing!**
- Wash hands upon entry, and when leaving the building.
- All PPE equipment in the yellow and black bin bag when exiting school.