

Preparing for September Full Opening

Elm Tree Community Primary School

Prevent, Protect and Respond

Full details and guidance can be found at the links below

[Guidance for full opening: special schools and other specialist settings](#)

Those who have coronavirus symptoms, or who have someone in their household who does, must not attend school

The safety of staff, pupils and our families comes first

Essential Measures

- A requirement that people who are ill should stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school and wherever possible, minimise potential for contamination, so far as is reasonably practicable

System of Controls

Prevention and Protection:

- 1) Minimise contact with individuals who are unwell
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate PPE.

Response to any Infection:

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school's community.
- 9) Contain any outbreak by following local health protection team advice.

Numbers 1 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Numbers 7 to 9 must be followed in every case where they are relevant.

Effective Infection Prevention and Protection

1. Minimising contact with individuals who are unwell

- Those who have coronavirus symptoms, or who have someone in their household who does, do not attend school
- Anyone developing those symptoms during the day is sent home



Effective Infection Prevention and Protection

2. Cleaning hands more often than usual

- Wash hands thoroughly for 20 seconds with running water and soap, dry them thoroughly or use alcohol hand sanitiser
- Remind pupils to avoid touching their faces whenever possible

Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:

- Pupils must be closely supervised when using hand sanitiser given risks around ingestion
- Small children and pupils with complex needs should continue to be helped to clean their hands properly
- Teachers should build these routines into class routines



Effective Infection Prevention and Protection

3. Ensure good respiratory hygiene - 'catch it, bin it, kill it'

Everyone follows the Catch it, Bin it, Kill it guidance:

- Catch coughs and sneezes in tissues (if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands)
- Throw tissues in the bin immediately
- Hands to be washed immediately after disposal

Tissues are readily available in the areas being used, as are lidded bins.



Effective Infection Prevention and Protection

4. Enhanced cleaning, including cleaning frequently touched surfaces often

- Use standard products
- Staff, children and essential visitors practise enhanced hygiene throughout the day (for example, frequent wiping of frequently touched surfaces after use such as taps, toilet flushes, door handles, desks etc. especially after coughing/sneezing).



- School has increased cleaning hours and established an enhanced cleaning routine.

Effective Infection Prevention and Protection

5. Minimise contact between individuals and maintain social distancing wherever possible

- Maintain distance between individuals as is practicable
- Limit interaction, sharing of rooms and social spaces between groups
- Avoid large gatherings such as assemblies
- Stagger break times and lunch times
- Give time for cleaning surfaces in areas between groups by devoting specialist areas to one group for the full day
- Set up shared staff spaces to help staff to distance from each other



Measures for Arriving at and Leaving School

- Pupils will be met at their taxi and escorted/directed to the classroom
- External classroom doors will be used where practicable
- Reduced numbers of pupils entering through the main entrance
- Pupils being dropped off by parents will follow the same routine.
- Parents informed that gathering at the gates and coming onto the site without an appointment is not allowed.
- Wash/sanitise hands again before heading to classroom.

Other Considerations

- Pupils may need specific help and preparation for changes to routines - staff will plan to meet these needs, for example using social stories.
- Therapists etc. will continue to provide interventions as usual.
- Supply teachers or temporary staff can move between settings, ensuring they minimise contact and maintain as much distance as possible from other staff.
- School will manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.
- Where visits can happen outside of school hours, they should.
- A record will be kept of all visitors.

Equipment and Resources

- For individual and very frequently used equipment (e.g. pencils/pens) staff and pupils will have their own items that are not shared.
- Classroom resources (e.g. books and games) can be used and shared within the department; these should be cleaned regularly, along with all frequently touched surfaces.
- Resources shared between departments (e.g. sports/science etc.) should be cleaned meticulously between departments, or left unused (48 hours or 72 hours for plastics)
- Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused (48 hours or 72 hours for plastics)

Equipment and Resources (Cont'd)

- Outdoor playground equipment should be more frequently cleaned
- Only essentials (e.g. lunch boxes, hats, coats, books, stationery etc.) should be brought to school. Bags are allowed
- Pupils/teachers can take shared resources home (e.g. books) - unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Effective Infection Prevention and Protection

6. Where necessary, wear appropriate Personal Protective Equipment (PPE)

- ▶ The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:
 - ▶ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
 - ▶ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

Instructions for Safe Use of PPE

PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained from any child displaying coronavirus symptoms

- A fluid-resistant surgical face mask
- Disposable gloves
- A disposable apron
- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

Video at: https://youtu.be/-GncQ_ed-9w



How should PPE and face coverings be disposed of?

- Used PPE - place in a refuse bag, dispose of as normal domestic waste unless wearer has symptoms of coronavirus



- Homemade, non-disposable face coverings - removed by the wearer and placed into plastic bag that wearer has brought with them. The wearer must then clean hands
- To dispose of waste from people with symptoms of coronavirus - put in plastic rubbish bag and tie it. Place plastic bag in second bin bag, tie it, put it in a secure place marked for storage for 72 hrs

Waste should be stored safely and securely kept away from children.

Response to Any Infection

7. Engage with the NHS Test and Trace process

- ▶ Staff and parents-carers will need to be ready and willing to:
 - ▶ Book a test if they are displaying symptoms - all children can be tested
 - ▶ Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - ▶ Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- ▶ Parents and staff to inform school immediately of the results of a test



Response to Any Infection

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community

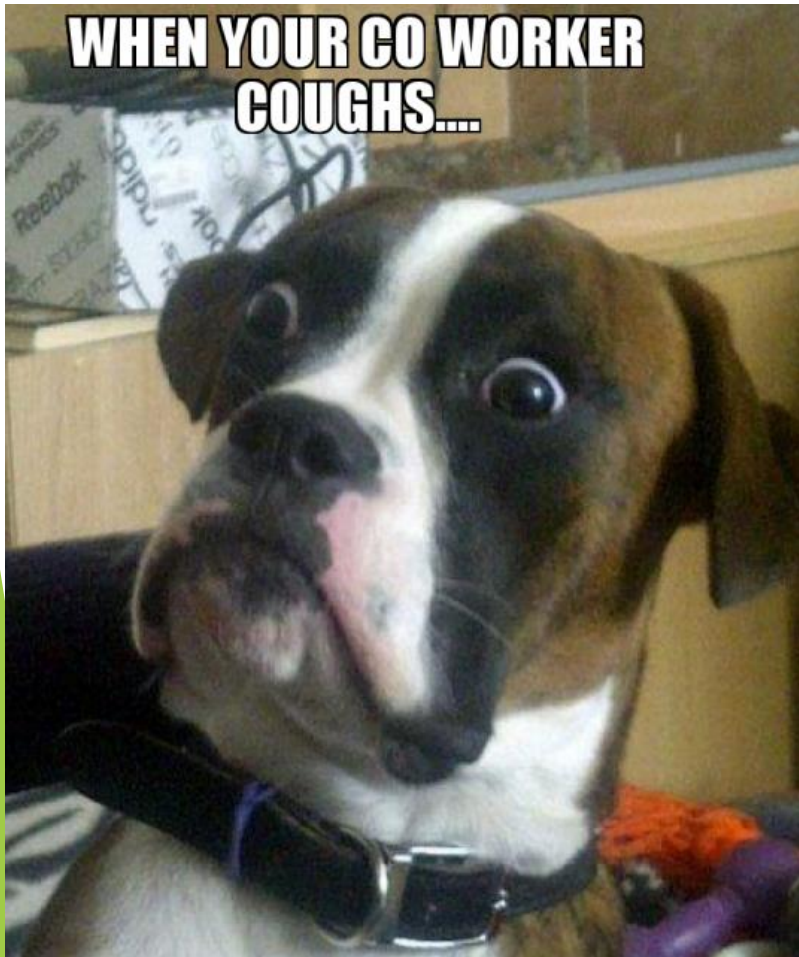
- ▶ We will contact the local health protection team
- ▶ The health protection team will carry out a rapid risk assessment, confirm who has been in close contact with the person and ensure they are asked to self-isolate.
- ▶ School must send home those people who have been in “close contact”* with the person who has tested positive
- ▶ Teachers to inform office of any close contact that takes places between children and staff in **different** groups

*Close contact means:

- ▶ Direct close contacts - face to face contact, within 1 metre, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin)
- ▶ Proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes)
- ▶ Travelling in a small vehicle with an infected person

Response to Any Infection

9. Contain any outbreak by following local health protection team advice



- ▶ If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, additional action may be required
- ▶ Health protection teams may recommend a larger number of pupils self-isolate - perhaps the whole site or Department.

Communicating Our Plans

- ▶ Children, parents, carers and visitors informed not to come to school or enter the building if they are displaying any symptoms of coronavirus
- ▶ Communication with parents and carers has been made
- ▶ Staff have been briefed and consulted about the plans
- ▶ Assessment of the levels of support required for individual pupils to support stepping back to school is in place
- ▶ Governors will complete an assessment visit
- ▶ Early communication with contractors and suppliers made to support our plans (cleaning, catering, food supplies, hygiene suppliers etc.)
- ▶ Discussion has taken place with the site team regarding enhanced cleaning requirements (we follow the [COVID-19: cleaning of non-healthcare settings guidance](#))

Let's Look After Ourselves and Each Other

Employee Wellbeing;

MIND web site;

H&S COVID-19 web page

Plus links on the school website

Please talk, you will be listened to.

guidance on extra mental health support available for pupils and teachers

The Education Support

Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.



Any questions?

Please let me know at any time of any issues,
problems, thoughts, ideas or concerns