

Control Measures - **OUTBREAK PRECAUTIONS**

Who Can Come to School?

English Schools

All pupils should attend school in person **unless the school is advised to restrict attendance by the local Director of Public Health**
Boarding pupils who need to travel from abroad to return to school must comply with all UK quarantine and testing rules.

All Schools - In consultation with the CEO, the Head of each school can decide to close their school if local circumstances gives particular cause for concern

Staff who are 'clinically extremely vulnerable'

- CEV staff can work at school providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. **However, they should be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves.**
- A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required. **If Covid risks cannot be mitigated to an acceptable level, staff should work from home**
- **CEV staff should work at home if this is the advice from the local Director of Public Health or their GP/ Clinician**

When completing the **personal risk assessment** consider:

- the particular vulnerability of the individual
- where and how the work will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)
- whether strict social distancing measures can be implemented at **all** times
- specify what the social distancing measures will be

Staff who live in a household with someone who is 'clinically extremely vulnerable' can go to the workplace but they should do what they can to support the CEV person and carefully follow the guidance on social distancing, **hand washing and respiratory hygiene**

Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'

Pupils who are 'clinically extremely vulnerable'

All CEV pupils should attend school, unless they have been advised by their GP or clinician not to attend. Strict social distancing measures must be implemented and Covid risks mitigated to an acceptable level. **They should be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves.**

- A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required.

When completing the **personal risk assessment** consider:

- the particular vulnerability of the individual
- where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)
- whether strict social distancing measures can be implemented at **all** times
- specify what the social distancing measures will be

Clinically vulnerable members of staff and pupils can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing. Arrangements should be made for Clinically Vulnerable staff to work in the safest suitable and available role in school with protective measures in place, eg social distancing and PPE. If this is not possible, consideration should be given for vulnerable staff to work from home if their job allows. An individual risk assessment should be undertaken for all 'Clinically vulnerable' members of staff and they should discuss any concerns with their manager. Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'

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Pregnant women who are healthy and up to 28 weeks gestation can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing.

- A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager.

- **Pregnant women after 28 weeks gestation, or with underlying health conditions**, may be at greater risk. Additional controls may be required eg further social distancing measures and / or the provision of PPE, and working from home, in their own role or a suitable alternative, must be considered as an option.

- Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'

- Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology

Members of staff who have some additional degree of vulnerability as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.

Visitors

During the Outbreak visitors to the school should be limited to:

- those who are essential to the safe operation of the school or a building project on the school premises,
- those who are providing specialist support to the school, eg Trust Office staff,
- those who are providing specialist support to staff or pupils, eg mental health support
- parents where there is a significant benefit in having an in-person / on-site meeting
- those who are providing educational activities

- Ask the visitor(s) to inform the school on arrival that they are not exhibiting symptoms of Covid-19, or are required to isolate or quarantine (they must cancel the visit if they are.)

- Request that the visitor undertakes an LFD test, either at home (Home Testing kits are easily available) or on arrival at the school to check their Covid status (they must cancel the visit if they are positive)

- **Encourage visitors to 'check in' using the schools unique NHS QR code to support the NHS Test & Trace system.**

- Control where the visitor(s) go, when they arrive / leave, whom they meet

- Ensure that the visitor(s) and everyone they meet comply with the requirements for hand washing / sanitisation, social distancing, and wearing face coverings where social distancing is not possible

Avoiding Contact With Anyone Who is **Potentially Infectious / Unwell**

Remind all pupils, staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), parents and carers that if they have Coronavirus symptoms they should not come to school, and should arrange to have a PCR test asap

Remind all **pupils, staff** (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), parents and carers that if they have had a **positive LFD Covid test**, they must arrange to have a confirmatory PCR test as soon as possible.

- Anyone who has had a positive LFD test or PCR Covid test in the last **10 days must not** come to school, and the **must** follow the governments '*Stay at home guidance for household with possible coronavirus infection*'

- If an LFD test is taken first, and a PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test and the pupil / member of staff can return to school

Remind all **staff** (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), **pupils aged over 18years & 6months, parents and carers** that if they **have not been double vaccinated and are a close contact** of someone who has had a positive Covid test in the last 10 days, (they have been notified by **NHS test and Trace**) they **must not** come to school, and the **must** follow the Governments guidance regarding isolation / testing

All adults that have been double vaccinated, and all children under the age of 18 years 4months, no longer need to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. However they should take a PCR test asap and isolate for 10 days if the test is positive.

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Remind all **staff** (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that **if they start feeling unwell with symptoms of Covid-19 during the school day**, they must go home as soon as possible and arrange to have a PCR Covid-19 test asap. A positive test will require rapid action to protect their colleagues and pupils.

- Remind all **pupils** that if they **start feeling unwell with symptoms of Covid-19 during the school day**, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home. Their parents should arrange for them to have a PCR Covid-19 test asap. A positive test will require rapid action to protect school staff and pupils.

- Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough

Foreign Travel

'No-one, including staff and pupils, may come onto the school site if they are required to **quarantine** having recently visited:

- countries on the Government's 'Red' Travel List

- countries on the Government's 'Amber' Travel List (if not double vaccinated or under 18 yrs old)

The GDST recognises and accepts the '*Coronavirus (COVID-19): 'Test to Release for International Travel Scheme'*', but all staff, pupils and visitors must adhere fully to Government's travel requirements.

Coronavirus Testing

Rapid Result Lateral Flow Device (LFD) Testing of Asymptomatic Staff and Pupils

- Regular LFD testing is an important tool in reducing the risk of Covid-19 transmission within schools and all GDST schools will continue to participate in the mass testing programme of all staff and senior school pupils during the autumn term.

- Testing is voluntary but all staff and senior school pupils are strongly encouraged to participate.

- **Parental consent** is required for pupils aged under 16 to have a test at the school testing site. Schools do not need to re-seek consent for pupils or students who have previously provided consent for testing. However, if you wish to do so, use the updated form on the DfE secondary schools and colleges document sharing platform.

- All senior school pupils should receive **2 on-site LFD tests, 3 to 5 days apart, on their return to school** in the autumn term. Schools can commence testing from 3 working days before the start of term and can stagger pupils return across the first week of term to manage this. Anyone who has a positive LFD test should isolate and return home, and arrange to have a PCR test asap

- During the first week of term, schools should distribute **'Test at Home' LFD kits** to all staff and senior school pupils and encourage them to use the tests twice per week 3-4 days apart. Anyone who has a positive LFD test should report the result to the school & NHS Test & Trace, not come to school, and arrange to have a PCR test asap

- If the PCR test is taken within 2 days of the positive LFD test, and the result is negative, the PCR test result overrides the LFD test result

- A negative LFD test result is not a cast iron guarantee that the person does not have the infection, and Covid secure practices should continue to be practised by everyone at both an individual and collective level

- Anyone who has had a positive PCR test doesn't need to have a LFD test for 90 days unless they develop new Covid symptoms, **in which case they should arrange to have a PCR test asap**

- Schools must maintain a small **testing facility on site**, eg in the Medical Centre, in case staff or students aren't able to test at home, or would prefer to use the school testing facility

- The **DfE guidelines** and DoHS **Standard Operating Procedures** on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely

- A **risk assessment** must be completed using the NHS template and the controls implemented

PCR Coronavirus Testing Kits

All schools have been provided with a small number of PCR Covid-19 testing kits by the NHS / PHE (additional limited supplies can be ordered). These are **only** to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are:

• They have developed symptoms whilst at school, and

• You believe they may have barriers to accessing a test elsewhere

• You believe that if you sent the individual home without a kit, they would not receive a test at all.

The test is suitable for use by pupils and staff of all ages. Staff at school must **not** conduct the test. Pupils under 18 - the test kit should be given to their parent or carer.

Schools can also provide members of staff with a BUPA test kit if they are not able to access a NHS test

Whole School Precautions

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Outbreak Management Plan

- The school should implement their outbreak management plan, and implement any additional measures recommended by their local Directors of Public Health and PHE Health Protection Teams

Ventilation

- **Keep occupied spaces well ventilated**

- Maximise the fresh air in indoor spaces by natural ventilation, mechanical ventilation or a combination of the two.

- Simple ways to improve ventilation include opening doors and windows, and making sure trickle vents (small vents usually on the top of a window) or grilles are open and not blocked.

- Doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced.

In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months:

- Partially open doors and windows to provide ventilation while reducing draughts

- Open high level windows in preference to low level windows to reduce draughts

- Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied

Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.

Hand Hygiene

- Consider fitting additional hand washing facilities (ideally operated by sensors or pedals) outside the entrances used by the majority of staff and pupils

- Where it is not possible / appropriate to have handwashing facilities at entrances, provide supplies of sanitiser preferably activated by a sensor or pedal, rather than manually NB Be aware of the need to supervise younger pupils if they need to use sanitisers

- Actively provide regular opportunities, and encourage everyone to wash their hands regularly, either with soap and running water or hand sanitiser, eg on arrival at school and at break and lunch times

- Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities in all toilets and cloakrooms. Provide signs / posters to remind people about good hand-washing techniques

- Ensure that all hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are regularly topped up

- Provide supplies of sanitiser at all entrance doors to the school, and in all classrooms, offices, work rooms, etc. Check that alcohol based sanitiser gels are not used in areas where there are naked flames / heat as it is highly flammable (prep room, labs, workshops, kitchens, food tech etc) Remind staff and pupils not to bring their own supplies into these areas

- Where possible eliminate hand contact surfaces by fitting non-touch sensors or foot operated pedals eg:

- on gates & entrance doors used by the majority of staff pupils and visitors

- Toilet flushes, WHB taps, soap dispensers, hand dryers

- sanitiser dispensers

- waste bin lids

- Where staff / pupils share equipment, such as computer keyboards / mice / touch screens, they should be cleaned with a sanitising wipe before and after use

- Where possible, pupil's work should be submitted electronically for marking / assessment. If staff are marking paper based work, teachers should wash their hands before and after handling pupils' books / work.

- Classroom / office doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open

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Respiratory Hygiene

The 'catch it, bin it, kill it' approach continues to be very important.

- Provide supplies of tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary
- Bins should be emptied at least daily. Ideally bins should have lids on them

Avoid the need for staff / pupils to unduly raise their voices in order to communicate effectively with each other, eg using microphones & speakers to ensure everyone in a large room can hear, not playing loud background music

Face Coverings

- Face coverings should be worn by all staff, adult visitors, contractors in senior and junior schools whilst moving around the school buildings in **areas where social distancing is difficult to maintain**, eg corridors, staircases, communal areas and queue's for lunch service

- Staff and senior school pupils should wear face coverings in the **classrooms/ inside teaching areas** if the local circumstances deem this to be a sensible precaution.

- Face coverings should be worn by all adults and pupils on **minibuses and coaches** (dedicated school transport).

- Face coverings should also be worn whilst giving close contact First Aid, by staff caring for pupils with Covid-19 symptoms, and by staff cleaning areas occupied by someone with Covid 19 Symptoms.

Face coverings do **not** need to be worn by:

- junior school pupils
- staff, contractors or visitors when outdoors or in internal areas where it is possible to maintain good social distancing
- by individuals who are exempt because of physical impairment or disability, illness or mental health difficulties.

Schools must advise staff and pupils to wear and handle face coverings hygienically including:

- refrain from touching their face covering when wearing it,
- when not wearing it keep it in their pocket, or a small bag (eg money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the dining hall)
- not put face coverings down on desks, benches and other surfaces (contamination risk)
- wash or sanitise their hands immediately after handling their face covering
- not touch face coverings that don't belong to them
- a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC).
- temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin)

Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in a 'black bag' waste bin (not a recycling bin)

Social Distancing

As far as possible, everyone should practice sensible social distancing and **minimise contact between each other** whilst on the school premises.

- Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people.
- Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points.
- Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors
- Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site
- Depending on the design of your entrance / reception areas, consider providing protective screens
- Ask staff and visitors to use their own pens to sign in, or clean signing in /out touch screens after each person has used it.
- Receive / check post and deliveries in a designated area, respecting social distancing

Ensure social distancing is maintained in **cloakrooms & handwashing facilities** e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils, marking out social distancing spacing in queuing zones, setting a maximum number of people that can be in the facility at any one time, reminding pupils not to gather 'socially' in the toilets (as girls are sometimes inclined to do) and monitoring compliance. NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart.

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Social Distancing - Staff

Everyone should practice sensible social distancing and minimise contact between each other whilst on the school premises.

Staff should stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:

- stay at the front of the class
- reducing the amount of time they are face-to-face with another person
- minimising the time spent in close contact with another person
- having a screen between people
- **doing activities outside**

Use the largest rooms available and spread everyone out within the area you are using

Remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere

Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.

Each member of staff should keep any pens / pencils / frequently used items in a container, e.g. a ziplock bag, and only use their own pens / pencils etc for any tasks

Where possible, each member of staff should only use their own computer keyboard / mouse. If they have to use any other person's keyboard / mouse

- they should be cleaned with a sanitising wipe before and after use
- they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards

All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.

Social Distancing - Pupils

Everyone should practice sensible social distancing and minimise contact between each other whilst on the school premises.

- Where possible keep 1m+ away from other pupils at all times
- Avoid directly facing each other when it is not possible to be at least 1m+ away from other pupils
- Keep at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this)
- In classrooms place the desks so that pupils are all facing forwards / don't face each other and, as far as possible, are at least 2m away from the teacher
- Allocate each pupil a desk and ask them to sit at the same desk every day
- If pupils are working in groups position them side-to-side, rather than face-to-face
- Supervise pupils in areas where groups gather together, eg in queues for lunch or school transport, to ensure they maintain sensible social distances
- Pupils should limit the amount of equipment / belongings they bring into school each day to essentials such as books, stationery, personal IT, sports and musical equipment, coats and mobile phones.

Social Distancing - Grouping Pupils / Bubble Sizes

- Divide pupils into groups or 'bubbles' to reduce mixing between individuals.
- Bubble sizes should aim to achieve the greatest reduction in contact and mixing, whilst minimising the impact on the quality and breadth of teaching or access to support and specialist staff.

- Groups should have a consistent and identifiable membership

- At key stages 1, 2 and 3 the 'group' will probably be each class*

- At key stages 4 and 5 the 'group' will probably be the whole year group

*If it is not possible to provide a broad and balanced curriculum with these group sizes, or manage the practical logistics within and around the school, they can be increased, but the reasons for this should be documented

Pupils who use dedicated school transport services, extra-curricular clubs and/or wrap-around care will almost certainly have to be in a different group/bubble to their teaching group bubble. However, these groups should also have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups

If possible **stagger** the time that different years start / finish school, break times and lunch times for different groups of pupils to reduce contact between groups when moving around the school / using toilet facilities / washing hands / using play areas and play equipment

- Require pupils to stay in their allocated groups during break / lunch times, either in their class / form room or in a specified area in the playground / grounds of the school

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Attendance Records / Seating Plans

Keep good records of which pupils attend lessons / clubs / activities / home-school transport, etc, and where possible seating plans, to help identify close contacts

Signage

Provide signage in prominent positions around the school to remind everyone of the importance of:

- Keeping a safe distance from everyone else,
- Staying within your teaching group / 'bubble'
- Regular handwashing / hand sanitising
- Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)
- Good ventilation,
- Regular cleaning of hand contact surfaces
- Regular Covid 19 testing, and
- Not coming into school if you have symptoms of Covid-19.

Reminders

All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections

1. Avoid contact with people who are unwell
2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available
3. Try not to touch your eyes / nose / mouth
4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)
5. Clean surfaces that are touched frequently
6. Minimise contact with other individuals and groups / 'bubbles'

Cleaning

Each school should have a documented **cleaning schedule** which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed.

- **Maintain regular cleaning regimes with a particular focus on frequently touched surfaces.**
- People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves & aprons over and above what is usually specified in the activity risk assessment (See paragraph below for requirements for cleaning areas occupied by someone with suspected coronavirus COVID-19)
- **Equipment** - use disposable cloths, paper towels/roll, disposable mop heads
- **Chemicals** - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses
- Do **not** use bleach - there are serious H&S risks associated with this product
- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'

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Every day all desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected.

- Rooms / areas used by different groups / bubbles throughout the day (e.g. specialist teaching areas such as music rooms, IT suites, language labs, libraries, science labs, art studios, DT workshops, food tech rooms and changing rooms) should be cleaned more thoroughly and more regularly. For example, cleaning staff should thoroughly clean the room at lunch time and at the end of each day. In addition each pupil should wipe down the desk surface and chair/stool they have been using at the end of each lesson using a sanitiser spray and paper towels (after being instructed on how to use the products safely) NB alcohol based sanitiser should not be used in labs or classrooms with Bunsen burners / naked flames due to the fire risk.
- All surfaces and tables in dining rooms should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period.
- All surfaces in indoor sports / exercise facilities should be thoroughly cleaned between use by different classes / bubbles / groups because of the way in which people breathe during exercise
- All high frequency hand-contact surfaces should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors, hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out).
- Classroom based resources, such as books and games, should be cleaned and disinfected regularly. Resources and equipment shared between classes /groups /bubbles, eg sports, art, DT, musical, science and playground equipment should be thoroughly cleaned between bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.
- The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves
- Toilets and additional handwashing facilities should be should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used.

Getting To / From School

Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.

- If possible provide additional bike racks and parking facilities for staff and pupils
- Plan for a higher volume of parents dropping off/collecting pupils by car
- If pupils in different bubbles car share encourage them to wear a face covering in the car

Public Transport

If staff / pupils have no alternative but to use public transport to travel to school encourage them to:

- As far as possible maintain sensible social distance from other passengers - follow any instructions from transport staff & obey signs of markings about where to queue or sit
- Wear a face covering whilst travelling and waiting at bus stops & tube / train stations (staff and Senior school pupils)
- Wait for people to get off before they board
- Carry a supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey
- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains
- Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in a bag, locker or pocket, and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.

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School Minibuses (Dedicated school transport)

- Where possible, allocate each vehicle and route to a single driver
- Minibus drivers and passenger escorts should be asked to participate in the twice weekly LFD Covid testing programme
- Minibus drivers and passenger escorts should wear a face covering when in the vehicle / in close proximity to pupils unless they are separated from the passengers by screens or the face covering affects their ability to drive safely
- When the weather is suitable have the windows and ceiling vents open to facilitate good ventilation
- Driver to clean all interior and external surfaces that they are likely to have had contact with after each journey. Areas to pay particular attention to include: handles (inside and out), steering wheel and starter button, centre touchscreen and stereo, handbrake and gearstick, keys and key fob, indicators and wiper stalks, windows, mirrors and mirror switches, seat belts, seat adjusters any other controls
- Driver to clean all interior and external surfaces that passengers are likely to have come into contact with after each journey. Areas to pay particular attention to include: **top/edges of seats that people touch for balance as they walk through the vehicle and seatbelts**
- **Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus; driver and all passengers to sanitise their hands as they board and disembark on each journey**
- **Advise pupils to keep at least 2m away from people** whilst they wait to be picked up at the bus-stop in the morning
- As far as possible, pupils should sit in the minibus in their teaching groups or bubbles, and distance themselves from other groups if there is space to do so
- All pupils should wear a face covering on the minibus. They should be advised to wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.
- At the end of the school day, pupils should wait for their minibus in their 'transport groups' in a designated area, and maintain social distancing when it is time to board. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.
- A record should be kept of all pupils and staff travelling on each minibus journey so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19

School Coach Service (Dedicated school transport)

- Seek assurance from the transport operator that coach drivers are strictly adhering to 'stay at home' guidance if they, or any of their families or close contacts, have symptoms of Covid-19, or have tested positive for Covid-19
- Request that all school coach drivers and passenger escorts participate in a twice weekly LFD Covid testing programme
- Coach drivers and passenger escorts should wear a face covering when in the vehicle / in close proximity to pupils unless they are separated from the passengers by screens or the face covering affects their ability to drive safely
- Senior school pupils should wear a face covering on the coach.
- Ask transport operator to ensure all surfaces that passengers are likely to have come into contact with are cleaned after each journey
- Ask transport operator to keep a supply of sanitiser (min 60% alcohol) and tissues in each coach; driver and all passengers to sanitise their hands as they board and disembark on each journey
- **Advise pupils to keep at least 2m away from people whilst they wait to be picked up at the bus-stop in the morning**
- **As far as possible, pupils should sit in the coach in their teaching groups or bubbles, and distance themselves from other groups if there is space to do so**
- **At the end of the school day, pupils should maintain sensible social distancing whilst waiting to board the coach. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.**
- A record should be kept of all pupils and staff travelling on each coach journey

School Pick Up / Drop Off

To minimise the number of pupils and parents arriving at / leaving school at the same time:

- Stagger the time that different years start / finish school
- Allocate different entrances/exits to groups of people arriving / leaving school at the same time.
- As far as the layout of the site allows, arrange for children to be dropped off and collected from school in areas which enables pupils and parents to keep 2 metres (or '1m plus') distance between each other. Use signage to guide parents to where they should drop off and pick up their children, where possible mark out 2 metre (or '1m plus') distances on the ground
- Encourage only 1 parent to accompany younger children to school
- Where possible avoid parents coming into the school buildings - greet / say goodbye (handover) younger pupils in the playground or other safe outside area
- Do **not** shake hands with anyone, and strongly discourage children from holding hands, hugging or jumping on each other (recognising this will be very difficult with very young children)
- Discourage any 'gatherings at the school gate'
- Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room

Control Measures - **OUTBREAK PRECAUTIONS**

Lessons / Learning Activities

If pupil's activities include the use of **pens, pencils** etc:

- Where appropriate, encourage pupils to bring in and use their own pens, pencils and other very frequently used items and not share them with others
- If this is not possible, provide each pupil with a pack of pens, pencils etc for their sole use at school - store in a named ziplock bag or similar. Do not reissue that pack of pens to anyone else without 72 hours break in between (sufficient time for the virus to die)

If pupil's activities include the use of **computer keyboards and iPads**:

- Where appropriate, encourage pupils to bring in and use their own laptops and iPads and not to share it with others
- If this is not possible, provide the opportunity for all pupils to wash their hands immediately before using the keyboard / iPad / touch screen, and then again at the end of the lesson
- Frequently clean the keyboards, mice and touch screens of all equipment used by more than one person

Libraries and Communal Learning Resources

- Libraries can be used as a learning environment, provided members of different groups don't mix together (consider allocating each year group specific times) or having wide gaps between different groups; consider a one way system and ensure thorough cleaning regimes are in place
- Items that are difficult or impossible to clean, eg newspapers and periodicals should be removed / cancelled
- Seating and desks should be arranged so that the people using them are not facing each other (if closer than 2m) and are socially distanced from each other
 - As it is not practical to regularly clean all the books etc in the library, staff and pupils should be instructed to wash / sanitise their hands after handling resources in the library.
- The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued.
- Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves. If you have space, try and spread out (don't stack) quarantined books / resources, as this has been shown to increase the rate that the virus dies off

PE & Sports - **Additional Outbreak Measures**

- **If individuals who are part of the outbreak have attended an external venue, or participated in an away fixture, the external venue will also need to be informed.**
- **All equipment used during the lesson or match should be thoroughly cleaned or quarantined for up to 72 hours where practical to do so**
- All activities should carefully consider hygiene, capacity management and distancing.
- Pupils should be kept in consistent groups
- Where possible, curricular PE and sports activities should take place outside. If this is not possible, they should take place in large, well ventilated spaces and groups kept as small as possible.
- The maximum occupancy of each indoor facility should be limited by providing a minimum of 100 sq ft per person (aprox 3m x 3m x 3m) and rooms must be well ventilated
- Limit the use of changing rooms by allowing pupils to come into school in their sports kit. Where changing is required mark out social distancing spacing in the changing room, make use of additional cloakroom facilities for changing, and ensure changing rooms are cleaned between use by different groups
- Organise activities so that as large a distance as possible is maintained between each person, and being face-to-face is avoided if they are within 2m

Fitness Suites - **Additional Outbreak Measures**

Place each item of gym equipment an appropriate distance apart so as to comply with social distancing guidelines plus a suitable margin for adequate circulation or one-way routes. This can be achieved by moving equipment, aligning them so that use is back-to-back rather than face-to-face, using screens or barriers to separate equipment, or taking equipment out of use. Clearly visible tape should be put around pieces of gym equipment to denote social distance. All gym equipment, including mats, must be thoroughly cleaned after every user. Rooms should be well ventilated

Dance Studios - **Additional Outbreak Measures**

- Provide temporary floor markings to define the space required by each person; adults should stay 2 meters apart
- The maximum occupancy of each indoor facility should be limited by providing a minimum of 100 sq ft per person (aprox 3m x 3m x 3m)
- Rooms should be well ventilated and groups kept as small as possible

Control Measures - **OUTBREAK PRECAUTIONS**

Team Sports - Additional Outbreak Measures

- Team contact sports (by this we mean not just the degree of contact but also the proximity of players to each other) eg football, rugby, hockey, lacrosse and netball must be adapted in line with the sports NGB guidance so that pupils can participate as safely as possible
- Social distancing should take place during warm-ups, breaks in play and after matches. Avoid pre/post-game handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations.
- **All equipment used during the lesson or match should be thoroughly cleaned or quarantined for up to 72 hours where practical to do so**
- As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games
- Where possible, clean shared equipment during play eg by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game
- Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded

After School and Weekend Sports Activities - extra curricular activities - Additional Outbreak Measures

- Where possible pupils should stay in the groups they are in during the school day.
- If it is not possible for pupils to be in their usual school groups, keep them in small groups with a consistent and identifiable membership; maximum group size for indoor activities is 15 children / pupils, no limit on outdoor activities. The groups should be kept separate from / not mix with other groups as much as possible. Its a good idea for siblings to be in same group to minimise mixing of groups
- A record should be kept of pupils and staff in each group
- Covid controls appropriate to each activity and the age and ability of the children should be implemented, e.g. where possible activities should take place outside; rooms should be well ventilated; all hand contact surfaces and equipment should be cleaned between use by each group of pupils

Inter-school Events, Fixtures and Competitions - Additional Outbreak Measures

- Social distancing should take place during warm-ups, breaks in play and after matches. Avoid pre/post-competition handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations.
- Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be cleaned before use by another person.
- As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games
- Where possible, clean shared equipment during play eg by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game
- Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded
- **All equipment used during the match / event / competition should be thoroughly cleaned or quarantined for up to 72 hours where practical to do so**

Using External Sporting Facilities and Venues - Additional Outbreak Measures

External venues and facilities to inform the school how they are or planning to manage hygiene, cleaning, capacity and social distancing. If they have a robust procedures in place they are suitable to use.

Use of School Swimming Pool by School Pupils - Additional Outbreak Measures

- Pupils stay in their normal small teaching groups
- Social distancing is maintained in the showers and changing rooms e.g. by making use of additional cloakroom facilities and by marking out social distancing spacing
- Calculate maximum capacity bather loads using tool in STA website <https://www.sta.co.uk/news/2020/07/27/step-by-step-approach-for-determining-bather-loads/>

Rowing - Additional Outbreak measures:

Crew boats can be taken out on the water, but a risk assessment should identify how to reduce the risk of transmitting Covid-19 infection between the rowers in a multi-crewed boat whilst they are on the water. The controls should include:

- crews must be from the same year group
- crews should row with the same small group of people, and
- crews must not move around from one boat to another.
- Beginners should stay in pairs or fours
- All equipment should be cleaned after each use.
- Participants may come and go in their kit and are not required to use of changing rooms, but In the event of a capsized participants must shower ASAP to avoid other forms of water borne ill health.

Control Measures - **OUTBREAK PRECAUTIONS**

Climbing Walls - Additional Outbreak Measures:

- Where possible 2m distancing should be maintained when both lead climbing and bouldering.
- Bouldering activities should be adjusted so that there is no need to use spotters.
- Hand holds and other safety equipment should be cleaned regularly.
- Hand sanitiser should be available to use after handling safety equipment.

Music

Outbreak Measures

Please refer to the GDST Covid Risk Assessment Supplementary Music Guidance dated **11 May 2021**. This includes specific controls for peripatetic music lessons, academic music lessons and co-curricular music ensembles. In summary

- o Pupils may play instruments including singing, wind and brass instruments, providing infection controls are implemented to help reduce virus transmission
- o Peripatetic lessons may happen in person
- o Single-bubble ensembles may take place providing adequate space, good social distancing and good ventilation is implemented
- o Microphones should be used to prevent shouting;
- o Singing should be kept to a talking volume;
- o Avoid sharing instruments and equipment – where equipment is shared, ensure it is wiped down by the pupils
- o Pupils should have their own score and avoid sharing them with others
- o Rehearse outside if possible, otherwise in the largest well-ventilated rooms available
- o Singing, wind and brass playing is allowed providing the room is of a large enough space with ventilation / airflow as outlined in the 3 March 2021 document
- o Ensembles should be distanced at 2m following suggested seating plans (back to back, side to side rather than face to face)
- o Ensembles must be socially distanced even when made up of members of the same bubble
- o Single-bubble wind/brass ensembles must be socially distanced at 2m
- o Small multi-bubble string and/or percussion ensembles are permitted providing pupils are socially distanced at 2m and all controls listed in 3 March version of Covid RA Music Supplementary Guidance are implemented
- o Small multi-bubble wind, brass and choirs are **not** permitted; they must be made up of the same bubble or rehearse virtually provided all controls listed in 3 March version of Covid RA Music Supplementary Guidance are implemented.

Drama - Outbreak Measures

- Organise practical activities so that groups sizes are small, as large a distance as possible is maintained between each person, and avoid being face-to-face if they are within 2m
- Use floor tape or paint to mark areas and help people maintain social distance where possible
- Avoid loud singing, chanting or shouting; keep background or accompanying music levels low
- Use large well ventilated spaces (eg open windows) or work outside
- Use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones
- Reduce the number of people each individual has contact with by using smaller fixed teams, groups or partnering
- Where possible avoid using hand contact props. Where these are necessary ensure they are either thoroughly cleaned after use or quarantined for 72hours
- Ensure any hand operated /adjusted equipment eg lights / sound is either thoroughly cleaned after use or quarantined for 72hours

Music and Drama Performances - Outbreak Measures

- **Indoor and outdoor performances in front of live audiences may be possible (depending on the local situation). However**, schools should limit the number of live performances they do and keep audiences small.
- An event specific risk assessment must be completed and all necessary Covid controls identified and implemented - follow the Performing Arts Guidance www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#sec-3-5
- Live streaming events remains an option to limit the number of contacts between people. All filmed / recorded / streamed performances must comply with social distancing guidelines and strict Covid controls must be implemented for any film, sound or lighting crews.

Control Measures - **OUTBREAK PRECAUTIONS**

Art / DT / Food tech / Textiles lessons - practical activities:

Outbreak measures - may require some or all of the following controls (see CLEAPSS document GL344 section 2 for details)

- All equipment used during the lesson should be cleaned ('meticulously') or quarantined for up to 72 hours. CLEAPSS recommends quarantining. Further guidance on quarantining and cleaning is provided in CLEAPSS document GL344
- Where appropriate, pupils could bring in and use their own equipment as long as they do not share it with other pupils
- Any shared or department based aprons should be removed from use. If aprons or workshop coats are worn, e.g. by staff these should be their own individual coats that are stored in the individuals locker or taken home when not in use
- If safety specs or goggles need to be worn for any task they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL362 for process
- Welding masks and gloves, and other close contact PPE should not be shared at this time
- **Taste testing may take place but there must be no sharing of utensils.**

Science lessons - practical activities:

Outbreak measures may require some or all the following controls (See CLEAPSS document GL343 section 2 for details) –

- Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance.
- Equipment can be shared by pupils within the same bubble
- All equipment used during the lesson should be cleaned ('meticulously') or quarantined for up to 72 hours. CLEAPSS recommends quarantining. Further guidance on quarantining and cleaning is provided in CLEAPSS document GL343 **Appendix 2**
- Any shared or department-based lab coats should be removed from use. If lab coats are worn, e.g. by science technicians or 6th form students these should be their own individual coats that are stored in the individual's locker or taken home when not in use
- If safety specs or goggles are needed for any experiments, they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL362 for process. If face coverings are required to be worn with eye protection, guidance to reduce misting should be followed (see GL344).

Certain practical activities must not be carried out - cheek cell sampling, lung volume / capacity & other breathing based activities, activities which make use of saliva, activities which make use of straws or other equipment for blowing through.

School Trips / Duke of Edinburgh Activities / Educational Visits

Educational **day** trips can take place providing appropriate Covid controls are in place including:

- Ensuring venues / activity providers have good risk assessments and Covid procedures. Expect to see controls regarding good respiratory and hand hygiene, sensible social distancing, cleaning regimes for equipment and facilities, and good ventilation of indoor settings.

- keeping pupils within their consistent groups
- social distancing, hand washing / sanitising
- ensuring COVID-secure measures are in place at the destination and on transport to / from the destination (where possible avoid using public transport)
- keeping the group isolated from other school groups / members of the public
- taking supplies of antiseptic hand gel, antiseptic wipes, tissues, bags for waste, disposable gloves, face coverings with you
- Any volunteers, eg parents, accompanying school trips should take an LFD test the day before and have a negative result

The **trip / visit risk assessment** must consider the risks associated with Coronavirus, including how to reduce the risk of infection **to /** from people they come in contact with during the visit, and arrangements in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip (This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible.)

The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic <https://oeapng.info/downloads/download-info/4-4k-coronavirus/>

Control Measures - **OUTBREAK PRECAUTIONS**

Residential School Trips / Duke of Edinburgh Activities

Residential trips in the UK can take place providing appropriate Covid controls are in place including ensuring:

- A detailed trip risk assessment is completed that considers the risks of staff and pupils being infected with, or passing on Coronavirus infection during the visit

- Ensuring venues / activity providers / accommodation providers have good risk assessments and Covid procedures. Expect to see controls regarding good respiratory and hand hygiene, sensible social distancing, cleaning regimes for equipment and facilities, and good ventilation of indoor settings.

- COVID-secure measures are in place on transport to / from the destination (Where possible avoid using public transport; ensure bubbles are not compromised on transport)

- COVID-secure measures are in place at the destination and during all activities (Request confirmation of arrangements for sleeping accommodation, bathrooms, cooking / dining facilities, communal facilities, cleaning and ventilation)

- All residential accommodation complies with the Government Guidance for Hotels and Guest Accommodation - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

- Residential visit bubbles are formed from existing single school bubbles, and have a maximum of 30 children

- Only teachers and members of the school workforce already part of the established school bubble accompany pupils on the visit. Parents, carers or volunteers should not accompany the group

- Pupils are kept within their usual consistent groups at all times - no 'topping up' or mixing of bubbles at any times

- Social distancing is implemented during all activities;

- Pupils wash / sanitise their hands at regular and appropriate intervals

- The group(s) are kept separate from other school groups / members of the public

- The bubble is broken down into mini-bubbles, max 6 pupils, for sleeping / room sharing

- School staff have single rooms and do not share with other staff

- All staff and senior school pupils complete LFD tests the day before departure, and day after return, as well as during the trip if it is more than 4 days long

- Arrangements are in place in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip (This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible.) **Parents need to be aware that they may be asked to collect their daughter from the trip venue if they become ill.**

The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic <https://oeapng.info/downloads/download-info/4-4k-coronavirus/>

Whole School Activities

Assemblies and Other Gatherings

With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided **during the Outbreak**. Assemblies for more than one group, all-staff meetings and other multi-group events can take place virtually using online facilities

Lunch / Food Preparation

- The catering staff must comply with the *Guidance for Food Businesses on Coronavirus (COVID-19)* during food preparation and service

- Organise catering staff into groups / partners built around natural work teams to reduce the amount of mixing between staff members; each group / partnership should work together, take breaks together and change together

- Maintain social distance with all delivery staff

- Where possible arrange workstations which give 2m distance between each staff member, avoid working directly opposite someone else

- In cramped areas, eg walk-in fridges, smaller store rooms, pot wash areas or changing rooms, set a maximum limit on the number of people allowed in the room at any one time, or consider using screens or barriers to separate people from each other

- Implement a one-way system in the kitchen, food preparation and service areas

- Encourage staff to wash their hands very regularly, and increase the frequency that high contact surfaces, eg fridge door handles, are sanitised

- Maintain good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place)

- Hold meetings virtually or in well ventilated rooms with plenty of space

- Staff changing rooms / toilets / locker rooms / rest rooms should be cleaned more regularly and thoroughly with emphasis in hand-contact surfaces

Control Measures - **OUTBREAK PRECAUTIONS**

Lunch Service

Steps must be taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. This could include:

- Making arrangements for lunch to be served / eaten in other rooms, eg staff rooms, common rooms, outside (if the weather is suitable)
- Staggering / extending the lunch service
- Reducing the number of tables and chairs in the dining rooms to enable greater spacing between them
- Allocating specific tables to specific groups / bubbles
- Thoroughly cleaning tables and chairs between use by different groups / bubbles
- Ensuring everyone follows social distancing in queues, at the service counter, in the dining room and at pinch points eg entrance/exit doors or the dirty plate return point - use of floor markings, signs, one-way systems **and good supervision**
- Self service should be limited to prevent the shared use of serving spoons / utensils etc
- Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, eg at the food service counter or till, install screens
- Shared containers, eg drinking water jugs or condiment dispensers should be removed or thoroughly cleaned after each use
- Crockery, glasses/cups and eating utensils should not be shared and must be washed in a dishwasher on a hot wash cycle
- Remind everyone to wash their hands immediately before and after eating their lunch
- Ensure the dining room is well ventilated by keeping doors and windows open
- Where possible cashless systems should be used for all transactions

Meetings with Visitors / Single Family School Tours

During the Outbreak, where possible, meetings should take place virtually.

On-site / in-person visitor meetings should only take place where there would be a significant benefit for this. Strict coronavirus controls must be implemented including:

- Ask the visitor(s) to inform the school in advance and on arrival that they are not exhibiting symptoms of Covid-19, or required to isolate or quarantine, and to cancel the meeting if they are.
- Request that the visitor undertakes an LFD test, either at home (Home testing kits are easily available) or on arrival at the school to check their Covid status
- The time and location of the meeting should be arranged to minimise the potential to mix with other school staff and pupils.
- If possible, use a room for the meeting which is close to the entrance. The largest available room should be used, and seats arranged to avoid face-to-face and create min of 2m separate between individuals
- Control where the visitor(s) go, when they arrive / leave, whom they meet and log this in case there is subsequently a need to identify Close Contacts
- Limit the number of people in the meeting to those that are strictly necessary; keep the meeting as short as possible
- Meeting rooms should be **well ventilated and** provided with supplies of hand sanitisers and tissues
- Encourage visitors to comply with the requirements for hand washing / sanitisation, social distancing, and wearing face coverings where social distancing is not possible
- Ensure all hand-contact surfaces are promptly cleaned post meeting

Staff Meetings and Training Sessions should be undertaken virtually unless there is a significant benefit in having a face-to-face event. If face-to-face meetings / training sessions take place they should:

- Be kept as short as possible
- Take place outdoors, or in a well ventilated room where it is possible to maintain at least 2m separation between everyone
- Avoid having large numbers of staff together in one room; instead divide people into several smaller groups and connect together using IT
- Arrange rooms so that people sit side-by-side (rather than face-to-face)
- Ensure all hand contact surfaces are thoroughly cleaned before and after the meeting / training session
- Encourage attendees to wash their hands before and after the meeting / training session, and provide hand sanitiser in meeting / training rooms
- Attendees should avoid sharing pens, documents and other objects

Control Measures - **OUTBREAK PRECAUTIONS**

Open Days

Where possible Open Days should be postponed until the Outbreak is over. If this is not possible strict Covid controls should be implemented including:

- A detailed risk assessment is in place to ensure all necessary Covid controls are identified
- The event is primarily held **outside**. Shelter can be provided by gazebos or marquees with at least 50% of their sides open.
- The event is held on a weekend, or on a day when majority of staff and pupils are not in school
- The numbers attending are strictly controlled, eg by inviting families to a specific day / session. Larger numbers can be invited by having multiple small events, eg 2 or 3 short sessions on 1 day, or on several different dates
- The maximum numbers at each session will depend on the individual circumstances of each venue and management of /arrangements for each event - we suggest a maximum of 20 families per session.
- Families must be kept separate from each other, eg by meeting on arrival and allocating seating in distinct areas. Thought must be given on how to avoid 'pinch points' at gates, welcome desks, toilets, etc.
- Refreshments can be provided, but it should be 'table service'.
- The event can include short tours of the inside of the school building. Each tour guide should direct just one family, and routes should be planned to prevent cross overs in confined spaces. Tour guides must maintain social distance at all times. Rooms visited should be well ventilated. Adults should be asked to wear face coverings whilst inside the school buildings if they are in areas where it is not possible to maintain social distancing
- All contact with staff to be socially distanced at all times
- Everyone invited to the event must be reminded that they must not to attend if they have Covid symptoms or are required to isolate or quarantine

Taster Days

Where possible, Taster Days for new / prospective pupils should be postponed until the Outbreak is over. If this is not possible strict Covid controls should be implemented including:

- A detailed risk assessment is in place to ensure all necessary Covid controls are identified
- Limiting the number of prospective pupils on site at any one time by having multiple smaller events,
- Asking parents to confirm that their daughter is not suffering from Covid symptoms, or required to isolate / quarantine on the Taster Day; prospective pupils who are of senior school age should be asked to take an LFD test in advance of their visit
- Pupils on Taster Days can mix with existing pupils, providing it is in a consistent group of no more than 6 individuals (Rule of 6)
- Where possible keep prospective pupils in the same group if they come from the same current school
- Ensuring staff maintain a minimum of 2m distance from all senior school pupils, and as safe a distance as possible from all junior school pupils
- Ensuring all hand contact surfaces, equipment and toys used by prospective pupils are thoroughly cleaned (or quarantined) before and after use
- Organising activities outside or in well-ventilated rooms with sufficient space to enable all prospective pupils to maintain good social distance from each other
- Keep a record of any seating plans and groupings in case 'close contacts' need to be identified after the visit
- Where possible, Taster Days should take place on a Friday to allow visiting pupils a 48 hour break before returning to their own schools

Pupils Attending Taster Days at Competitor Schools

Where possible, pupils should attend taster days on a Friday to allow 48 hours break before they return to school. However, if this is not possible, unless you have any contrary indicators, pupils can return to school the day after their taster day.

Senior school pupils should ensure they have their routine LFD Covid tests during the week following the visit.

Parents should be asked to be particularly vigilant re any Covid symptoms, and advise you immediately if the competitor school contacts them about any outbreaks their daughter might have been exposed to

Exams

Exams, including public and vocational exams, mocks, entrance exams, scholarship assessments and music / LAMDA exams can take place

- Candidates who are unwell, have coronavirus symptoms, are required to self-isolate, or have had a positive Covid 19 test must not attend. Alternative arrangements should be made for the candidate to sit the exam
- Children taking entrance exams / assessments should be kept separate from the school's current pupils, e.g. by setting the exam/assessment on a Saturday, or in a separate part of the school. Strict Covid controls must be implemented including maintaining a minimum of 2m distance in all directions at all times. Any scholarship assessments should take place on the same day as entrance exams to reduce the need for additional visits to the school

Control Measures - **OUTBREAK PRECAUTIONS**

Exams

Arrival and Departure

- Avoid groups of people congregating together by staggering arrival times. Parents should be discouraged from waiting at the school.
- If children need to be escorted to the exam, this should be limited to one parent/adult
- Spaces where candidates wait before and after the exam should be sufficient to enable good social distancing, and have easy access to hand washing and toilet facilities which are regularly and thoroughly cleaned
- Candidates should be supervised to ensure good social distancing is maintained inside and outside the exam room.

Exam Room

- All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment
- Where possible, candidates should be divided up into small groups in separate rooms.
- Maximise the space between candidates as much as possible; candidates must not sit face-to-face
- For candidates in the same bubble the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres – but they should be further apart – ideally 2m, if the available space in the room allows this.
- All other candidates, whether in different bubbles, private candidates or those returning to school to take exams, should be seated at least 2 metres apart from each other in all directions. They can be in the same room as other candidates, but separate rooms should be used for different bubbles where possible.
- Invigilators must have areas where they can stand at least 2 meters from the nearest desk and see all candidates in the room. Invigilators and staff should be advised to stand alongside candidates when interacting with them rather than face to face
- Hand sanitiser should be available in all exam rooms
- Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles

Marking exam papers - if it is not possible to quarantine papers for 72 hours before marking, people marking papers should not touch their face whilst working on them, and wash their hands / sanitise pens etc and any work surfaces well afterwards

Parents Evenings / Events

- **Parents evenings / events should take place virtually or be postponed until the Outbreak is over**

Celebration Events, eg Speech Days / Social Events eg Fairs and Fetes

- **Major celebration and social events should be postponed until the Outbreak is over**

Interviews for New Staff

Interviews / selection processes can take place in person providing controls are implemented, e.g.

- Confirming interviewees are not symptomatic or isolating on the day of the interview,
- Asking interviewees to take an LFD test on arrival,
- Social distancing at all times,
- Wearing a face covering in communal areas where it is not possible to socially distance,
- Use of appropriately sized and well ventilated rooms that are regularly cleaned
- Not shaking hands,
- Encouraging regular handwashing or sanitising

School Uniform Shops

Ensure **good ventilation and regular cleaning of hand contact surfaces is in place** and reduce social contact eg:

- Uniform shop is in a location only a short distance from an external entrance / exit door, or in a stand-alone building,
- Number of people allowed in the uniform shop at any one time is limited to avoid crowding and unnecessary mixing
- No trying on of clothing that has to be pulled over the head

Control Measures - **OUTBREAK PRECAUTIONS**

Lets

Lets can take place during the Outbreak providing this is in accordance with the local Director of Public Health's guidance

Strict controls must be implemented to minimise the risk of transmission of Covid-19 to the school community, eg separation by time and distance, cleaning regimes of areas / equipment used.

- Lets should have and use a unique NHS QR code so that customers / members can 'check in' using this option, and therefore support the NHS Test & Trace system.

- Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let.

Some of the factors to consider include:

- How the let checks the health status of their customers
- How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days)
- How the let will ensure social distancing, regular handwashing / hand sanitisation, and good ventilation during the let
- When and where the lets customers will enter the school site / buildings
- Any facilities / equipment that will not be available, eg if it is not possible to clean effectively between use by different groups
- Any overlap with school staff / other lets
- Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with
- Responsibilities for cleaning of facilities before / after the let
- Insurance
- The areas used must be thoroughly cleaned and well ventilated before and after the let
- Changing rooms can open but their use should be minimised. Participants should shower and change at home where possible.
- Spectators are permitted to view events but need to adhere to social distancing rules and any social gathering limits

Fire Drills & Emergency Evacuations

In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, social distancing between everyone should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this

First Aid

- Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed.

- Where it is not possible to maintain a 2m or more distance from the injured person, a face covering, disposable gloves and an apron should be worn.

Avoid touching your mouth, eyes or nose

- Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes either as a one-off or cumulatively throughout one day) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary

- After first aid treatment has been given, used PPE can be disposed of with normal 'black bag' waste (not recycled waste), wash your hands thoroughly with soap and water at the earliest opportunity

- All first aiders and first aid kits are supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely)

Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School

Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day.

If EYFS children are on site, one person with a full **Paediatric First Aid** certificate must also be on site

Where possible, nurses should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:

1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean / disinfect in case they have Covid-19 symptoms)

2 - a dedicated 'isolation room' where pupil's with symptoms of Covid-19 could be isolated until they can go home.

3 - an office / work area where pupils that need treatment unrelated to Covid-19 can be treated.

A separate room, where pupils who are unwell with non-Covid conditions can rest, may also be required

All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean

Control Measures - **OUTBREAK PRECAUTIONS**

PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School

School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:

- fit closely around the face and cover both the nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded
- hands must be washed after disposal

Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded

Face fit testing is required for wearers of Filtering Face Piece (FFP) masks (e.g. FFP2 Masks). Accredited face fit testers for your area can be found at:

<https://www.fit2fit.org/find-a-tester/>

All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.

Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:

- changed as soon as possible and wrapped in a disposable plastic bag,
- laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate
- ironed or tumble dried

The bag can be disposed of in the normal 'black bag' household waste stream.

Members of staff that give direct personal care to / closely supervises someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose. After leaving the sick person they should carefully take off and safely dispose of any PPE, then immediately wash their hands thoroughly for 20 seconds.

If they are double vaccinated they do not need to go home and isolate unless

- they develop symptoms themselves.
- they are requested to do so by NHS Test & Trace or PHE
- they have a positive result from a PCR test

Pupils developing symptoms of Covid-19 whilst at school, or with a positive result from an LFD test taken in school, should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in '*Guidance for Full Opening: Schools*'.

If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE if this is not possible.

If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.

Control Measures - **OUTBREAK PRECAUTIONS**

Cleaning areas occupied by someone with suspected coronavirus (COVID-19)

- If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.
- Equipment - use disposable cloths, paper towels/roll, disposable mop heads
- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses
- Do **not** use bleach - there are serious H&S risks associated with this product
- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used
- **All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, especially all potentially contaminated and frequently touched areas. Practice one site, one wipe, in one direction.**
- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- All waste (gloves, aprons, paper towels, **disposable cloths and mop heads**, etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular 'black bag' rubbish after cleaning is finished
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron
- Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned
- Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of

Communication and Training

All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded

Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors

Area / Activity Risk Assessments

All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented

Monitoring

All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department

Control Measures - **NORMAL OPERATION**

Who Can Come to School?

English Schools

All pupils should attend school in person

Boarding pupils who need to travel from abroad to return to school must comply with all UK quarantine and testing rules.

Staff who are 'clinically extremely vulnerable' (CEV) and 'clinically vulnerable'

- All CEV and CV staff can return to work at school. However, they should be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves.

- A personal risk assessment should be completed to identify their particular vulnerabilities and any control measures that are required. Consider:

- where and how the work will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)

- whether strict social distancing measures can be implemented at **all** times

- specify what the social distancing measures will be

CEV and CV staff should discuss any concerns with their manager.

Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'

Pupils who are 'clinically extremely vulnerable' (CEV) and 'clinically vulnerable'

- All CEV and CV pupils should attend school in person. However, they should be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves.

- A personal risk assessment should be completed to identify their particular vulnerabilities and any control measures that are required. Consider:

- where and how the lessons / activities will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)

- whether strict social distancing measures can be implemented at **all** times

- specify what the social distancing measures will be

Pregnant women who are healthy and up to 28 weeks gestation can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should be diligent about hand washing, respiratory hygiene and social distancing.

- A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager.

- **Pregnant women after 28 weeks gestation, or with underlying health conditions**, may be at greater risk. Additional controls may be required eg further social distancing measures and / or the provision of PPE, and working from home, in their own role or a suitable alternative, must be considered as an option.

- Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'

- Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology

Control Measures - **NORMAL OPERATION**

Visitors

Visitors **can attend the school as normal, but the school should:**

- Ask the visitor(s) to confirm on arrival that they are not exhibiting symptoms of Covid-19, or are required to isolate or quarantine (they must cancel the visit if they are)
- Request the visitor undertakes an LFD test, either at home (Home Testing kits are easily available) or on arrival at the school to check their Covid status **(they must cancel the visit if they are positive)**. NB participation in testing is voluntary, but should be strongly encouraged
- Encourage visitors to 'check in' using the schools unique NHS QR code to support the NHS Test & Trace system.
- Control where the visitor(s) go, when they arrive / leave, whom they meet
- Encourage the visitor(s) and everyone they meet to practice good hand washing / sanitisation and social distancing

Avoiding Contact With Anyone Who is **Potentially Infectious / Unwell**

Remind all **pupils, staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff)**, parents and carers that if they have **Coronavirus symptoms** they should not come to school, and should arrange to have a PCR test asap

Remind all **pupils, staff** (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), parents and carers that if they have had a **positive LFD Covid test**, they must arrange to have a confirmatory PCR test as soon as possible.

- Anyone who has had a positive LFD test or PCR Covid test in the last **10 days must not** come to school, and the **must** follow the governments 'Stay at home guidance for household with possible coronavirus infection'
- If an LFD test is taken first, and a PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test and the pupil / member of staff can return to school

Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils **aged over 18years & 6months**, parents and carers that if they **have not been double vaccinated and are a close contact** of someone who has had a positive Covid test in the last 10 days, (they have been notified by **NHS test and Trace**) they **must not** come to school, and the **must** follow the Governments guidance regarding isolation / testing

All adults that have been **double vaccinated**, and all children under the age of 18 years 4months, no longer need to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. However they should take a PCR test asap and isolate for 10 days if the test is positive.

Remind all **staff** (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that **if they start feeling unwell with symptoms of Covid-19 during the school day**, they must go home as soon as possible and arrange to have a PCR Covid-19 test asap. A positive test will require rapid action to protect their colleagues and pupils.

Remind all **pupils** that if they **start feeling unwell with symptoms** of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home. Their parents should arrange for them to have a PCR Covid-19 test asap. A positive test will require rapid action to protect school staff and pupils.

Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough

Foreign Travel

'No-one, including staff and pupils, may come onto the school site if they are required to **quarantine** having recently visited:

- countries on the Government's 'Red' Travel List
- countries on the Government's 'Amber' Travel List **(if not double vaccinated or under 18 yrs old)**

The GDST recognises and accepts the '*Coronavirus (COVID-19): Test to Release for International Travel Scheme*', but all staff, pupils and visitors must adhere fully to Government's travel requirements.

Control Measures - **NORMAL OPERATION**

Coronavirus Testing

Rapid Result Lateral Flow Device (LFD) Testing of Asymptomatic Staff and Pupils

- Regular LFD testing is an important tool in reducing the risk of Covid-19 transmission within schools and all GDST schools will continue to participate in the mass testing programme of all staff and senior school pupils during the autumn term.
- Testing is voluntary but all staff and senior school pupils are strongly encouraged to participate.
- **Parental consent** is required for pupils aged under 16 to have a test at the school testing site. Schools do not need to re- seek consent for pupils or students who have previously provided consent for testing. However, if you wish to do so, use the updated form on the DfE secondary schools and colleges document sharing platform.
- All senior school pupils should receive **2 on-site LFD tests, 3 to 5 days apart, on their return to school** in the autumn term. Schools can commence testing from 3 working days before the start of term and can stagger pupils return across the first week of term to manage this. Anyone who has a positive LFD test should isolate and return home, and arrange to have a PCR test asap
- During the first week of term, schools should distribute **'Test at Home' LFD kits** to all staff and senior school pupils and encourage them to use the tests twice per week 3-4 days apart. Anyone who has a positive LFD test should report the result to the school & NHS Test & Trace, not come to school, and arrange to have a PCR test asap
- If the PCR test is taken within 2 days of the positive LFD test, and the result is negative, the PCR test result overrides the LFD test result
- A negative LFD test result is not a cast iron guarantee that the person does not have the infection, and Covid secure practices should continue to be practised by everyone at both an individual and collective level
- Anyone who has had a positive PCR test doesn't need to have a LFD test for 90 days unless they develop new Covid symptoms, **in which case they should arrange to have a PCR test asap**
- Schools must maintain a small **testing facility on site**, eg in the Medical Centre, in case staff or students aren't able to test at home, or would prefer to use the school testing facility
- The **DfE guidelines** and DoHS **Standard Operating Procedures** on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely
- A **risk assessment** must be completed using the NHS template and the controls implemented

PCR Coronavirus Testing Kits

All schools have been provided with a small number of PCR Covid-19 testing kits by the NHS / PHE (additional limited supplies can be ordered). These are **only** to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are:

- They have developed symptoms whilst at school, and
- You believe they may have barriers to accessing a test elsewhere
- You believe that if you sent the individual home without a kit, they would not receive a test at all.

The test is suitable for use by pupils and staff of all ages. Staff at school must **not** conduct the test. Pupils under 18 - the test kit should be given to their parent or carer.

Schools can also provide members of staff with a BUPA test kit if they are not able to access a NHS test

Promoting Good Health

Encourage all staff to have a seasonal flu vaccination

Encourage all staff **and eligible pupils** to have both of their Covid 19 vaccinations, **and any boosters** as soon as they are eligible for them

Whole School Precautions

Control Measures - **NORMAL OPERATION**

Ventilation

- Take proactive steps to identify any poorly ventilated occupied areas (no means of natural ventilation, eg openable windows, or mechanical ventilation, smell stuffy or bad, busy, small or cramped) and take steps to improve the ventilation as necessary. Consider using Carbon Dioxide detectors to identify areas where ventilation needs to be improved.

- Keep occupied spaces well ventilated

- Maximise fresh air in indoor spaces by natural ventilation, mechanical ventilation or a combination of the two.

- Simple ways to improve ventilation include opening doors and windows, and making sure trickle vents (small vents usually on the top of a window) or grilles are open and not blocked.

- Doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced.

In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months:

- Partially open doors and windows to provide ventilation while reducing draughts

- Open high level windows in preference to low level windows to reduce draughts

- Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied

Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.

Hand Hygiene

- Encourage everyone to wash their hands regularly, either with soap and running water or hand sanitiser, eg on arrival at school and at break and lunch times

- Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities in all toilets and cloakrooms. Provide signs / posters to remind people about good hand-washing techniques

- Provide supplies of sanitiser at all entrance doors to the school, and in all classrooms, offices, work rooms, etc. Check that alcohol based sanitiser gels are not used in areas where there are naked flames / heat as it is highly flammable (prep room, labs, workshops, kitchens, food tech etc) Remind staff and pupils not to bring their own supplies into these areas

- Where possible eliminate hand contact surfaces by fitting non-touch sensors or foot operated pedals eg:

- on gates & entrance doors used by the majority of staff pupils and visitors

- Toilet flushes, WHB taps, soap dispensers, hand dryers

- sanitiser dispensers

- waste bin lids

- Where staff / pupils share equipment, such as computer keyboards / mice / touch screens, they should be cleaned with a sanitising wipe before and after use

- Where possible, pupil's work should be submitted electronically for marking / assessment. If staff are marking paper based work, teachers should wash their hands before and after handling pupils' books / work.

- Classroom / office doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open

Respiratory Hygiene

The 'catch it, bin it, kill it' approach continues to be very important.

- Provide supplies of tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary

- Bins should be emptied at least daily. Ideally bins should have lids on them

Avoid the need for staff / pupils to unduly raise their voices in order to communicate effectively with each other, eg using microphones & speakers to ensure everyone in a large room can hear, not playing loud background music

Control Measures - **NORMAL OPERATION**

Face Coverings should be worn:

- By pupils and adult escorts / supervisors on minibuses and school coaches / buses (dedicated school transport)
- By staff caring for pupils with Covid-19 symptoms, and
- By staff cleaning areas occupied by someone with Covid 19 Symptoms .

Schools can ask staff and pupils to wear face coverings in the classrooms and other inside areas where it difficult to socially distance if there is a substantial increase in the number of positive cases in the school .

Individual members of staff and pupils are entitled to wear a face covering at all times, even if that is not a requirement of the school, if that is what they wish to do so

Members of staff and pupils are welcome to wear a face covering at all times if that is what they wish to do so

Schools should advise staff and pupils to wear and handle face coverings hygienically including:

- refrain from touching their face covering when wearing it,
- when not wearing it keep it in their pocket, or a small bag (eg money belt)
- not put face coverings down on desks, benches and other surfaces (contamination risk)
- wash or sanitise their hands immediately after handling their face covering
- not touch face coverings that don't belong to them
- a clean face covering should be worn each day
- temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin)

Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in a 'black bag' waste bin (not a recycling bin)

Sensible Social Distancing

As far as possible, everyone should practice sensible social distancing whilst on the school premises.

- spread out within the room or area you are using
- if people are working in groups - encourage them to position themselves side-to-side, rather than face-to-face

Supervise pupils in areas where groups gather together, eg in queues for lunch or school transport, to encourage them to maintain sensible social distances and reduce overcrowding

Depending on the design of your entrance / reception areas, consider providing protective screens

Attendance Records / Seating Plans

Continue to keep good records of which pupils attend lessons / clubs / activities / home-school transport, etc to help identify close contacts in the event of an outbreak.

Signage

Provide signage in prominent positions around the school to remind everyone of the importance of:

- Regular handwashing / hand sanitising
- Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)
- Good ventilation,
- Regular cleaning of hand contact surfaces
- Regular Covid 19 testing, and
- Not coming into school if you have symptoms of Covid-19.

Cleaning

Control Measures - **NORMAL OPERATION**

Each school should have a documented **cleaning schedule** which states 'who, what, when and how' all rooms, furniture and equipment will be regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed.

- **Maintain regular cleaning regimes with a particular focus on frequently touched surfaces.**

- People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves & aprons over and above what is usually specified in the activity risk assessment

- Equipment - use disposable cloths, paper towels/roll, disposable mop heads

- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses

- Do **not** use bleach - there are serious H&S risks associated with this product

- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used

- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

- Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal 'black bag' waste unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular 'black bag' rubbish after cleaning is finished

- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'

All desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected **every day**.

- All surfaces and tables in **dining rooms** should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period.

- All high frequency **hand-contact surfaces** should be thoroughly cleaned and disinfected **at least twice each day**, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors, hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out).

- Toilets and handwashing facilities should be thoroughly cleaned and disinfected **at least twice each day**.

- **Classroom based resources, such as books and games, and equipment shared between classes /groups should be cleaned and disinfected regularly.**

Getting To / From School

Public Transport

If staff / pupils have no alternative but to use public transport to travel to school encourage them to:

- As far as possible maintain sensible social distance from other passengers - follow any instructions from transport staff & obey signs of markings about where to queue or sit

- Wear a face covering whilst travelling and waiting at bus stops & tube / train stations (staff and Senior school pupils)

- Wait for people to get off before they board

- Carry a supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey

- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains

- Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in a bag, locker or pocket, and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.

Control Measures - **NORMAL OPERATION**

School Minibuses (Dedicated school transport)

- Minibus drivers and passenger escorts should be asked to participate in the twice weekly LFD Covid testing programme
- Minibus drivers and passenger escorts should wear a face covering when in the vehicle unless they are separated from the passengers by screens or the face covering affects their ability to drive safely
- All pupils should wear a face covering on the minibus.
- When the weather is suitable have the windows and ceiling vents open to facilitate good ventilation
- All internal and external hand contact surfaces should be cleaned on a daily basis. Areas to pay particular attention to include: door handles (inside and out), top/edges of seats that people touch for balance as they walk through the vehicle, seatbelts, steering wheel, centre touchscreen and stereo, handbrake and gearstick, keys and key fob, indicators and wiper stalks, windows, mirrors and mirror switches, seat adjusters.
- Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus; driver and all passengers should sanitise their hands as they board and disembark on each journey. **Everyone should practice good respiratory hygiene/cough etiquette whilst in the vehicle - 'Catch it - Bin it - Kill it'.**
- **At the end of the school day, pupils should maintain sensible social distancing whilst waiting to board the minibus. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.**
- A record should be kept of all pupils and staff travelling on each minibus journey

School Coach Service (Dedicated school transport)

- Seek assurance from the transport operator that coach drivers are strictly adhering to 'stay at home' guidance if they, or any of their families or close contacts, have symptoms of Covid-19, or have tested positive for Covid-19
- Request that all school coach drivers and passenger escorts participate in a twice weekly LFD Covid testing programme
- Coach drivers and passenger escorts should wear a face covering when in the vehicle / in close proximity to pupils unless they are separated from the passengers by screens or the face covering affects their ability to drive safely
- Senior school pupils should wear a face covering on the coach.
- Ask transport operator to ensure all surfaces that passengers are likely to have come into contact with are cleaned after each journey
- Ask transport operator to keep a supply of sanitiser (min 60% alcohol) and tissues in each coach; driver and all passengers to sanitise their hands as they board and disembark on each journey
- **At the end of the school day, pupils should maintain sensible social distancing whilst waiting to board the coach. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.**
- A record should be kept of all pupils and staff travelling on each coach journey

School Pick Up / Drop Off

As far as the layout of the site allows, arrange for children to be dropped off and collected from school in areas which enables pupils and parents to maintain sensible social distancing.

Lessons / Learning Activities

PE & Sports

- **All PE activities, team sports (including contact / combat sports) can now take place.**
- **Follow any sport specific guidance provided by Sport England, the AfPE, and each sport's National Governing Bodies in how to train / play / exercise safely.**
- **For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.**
- **Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor PE / sports settings.**
- **Monitoring attendance in lessons, clubs, activities etc and keeping good records is still important.**
- **Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.**
- **Face coverings must be worn by staff and senior school pupils if they are travelling to off-site sports venues in school minibuses or public transport**

Control Measures - **NORMAL OPERATION**

PE & Sports Equipment

- A thorough and regular cleaning regime should be implemented for all activities that include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, racquets, sticks, balls, weights, gymnastics and athletics equipment and scoring equipment.
- All equipment used during the lesson/match should be thoroughly cleaned at the end of each lesson/match, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different classes / teams.
- Continue to manage the storage and allocation of equipment and pupils access to equipment should be supervised.
- Where possible avoid sharing equipment, especially sports PPE such as helmets and face guards
- The practicality and cost of equipment should be assessed when considering what equipment could be shared and what should be allocated individually i.e. it would be impractical and too costly not to share use of rowing sculls, but tennis balls and shuttlecocks would not
- Pupils can bring in and use their own equipment, but they should not share it with other pupils

Fitness Suites, Dance Studios and Classes

- For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.
- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.
- Monitoring attendance in lessons, clubs, activities etc and keeping good records is still important.
- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.

Team Sports

- Competitive team sports can take place, indoors (**ensuring that it is well ventilated**) and outdoors following the current sport's National Governing Body Covid-19 guidance
- Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be thoroughly cleaned before use by another person.
- Encourage players to observe good hygiene - not spitting, mouth swilling etc. and to wash / sanitise their hands regularly.
- Ensure equipment and facilities are regularly cleaned
- Monitoring attendance in lessons, clubs, activities etc and keeping good records is still important.
- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.

After School and Weekend Sports Activities - extra curricular activities

- Extra curricular clubs can operate for all pupils providing the activity is run in accordance with the guidance issued by the sports National Governing Bodies.
- For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.
- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.
- Monitoring attendance and keeping good records is still important.
- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.

Control Measures - **NORMAL OPERATION**

Inter-school Events, Fixtures and Competitions

- Competitive sports can take place, indoors (**ensuring that it is well ventilated**) and outdoors, between teams from different schools following the sport's current National Governing Body guidance
- **For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.**
- **Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.**
- **Monitoring attendance and keeping good records is still important.**
- **Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container. If you are providing water or other beverages, ensure that these are provided to individuals and are not expected to be shared.**
- **Consider whether there are any changes you can make to your fixture arrangements, to reduce the risk of transmission, eg you could ask teams not to shake hands after the match**
- **For away matches follow educational day visits guidance whole school requirements line 81 for away fixtures**

Using External Sporting Facilities and Venues

- Schools can use external sporting facilities and venues for indoor and outdoor for curricular sporting activities.
- To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out, schools should undertake an advance planning visit and use EVOLVE to manage your visits to them. **Expect to see controls regarding good respiratory and hand hygiene, sensible social distancing, cleaning regimes for equipment and facilities, and good ventilation of indoor settings.**
- **Monitoring attendance and keeping good records is still important.**

Control Measures - **NORMAL OPERATION**

Music

Instrumental Lessons, Choirs, Group and Ensemble Rehearsals:

- Ensure there is good ventilation in all rooms used for singing and playing woodwind and brass Instruments. Doors and windows should be opened (balanced with temperature and noise concerns)
- Woodwind, brass and singing lessons/ rehearsals should have priority for larger and better ventilated rooms.
- Use the largest room available for choirs, ensembles and groups of brass and woodwind instruments
- Space pupils around rooms as much as sensibly possible, when singing or playing wind instruments.
- Multi group choirs and orchestras - where easily possible try to have singers and wind players seated in year-groups, where it makes musical sense. Try to reduce the length of time of massed singing, eg by having sectional rehearsals at the beginning or in the middle of a longer rehearsal.
- When learning notes / pronunciation etc, encourage singing and playing quietly
- Try to avoid singers singing directly at people close by who are facing them.
- Avoid sharing woodwind or brass instruments, and minimise the sharing of equipment such as bows, sticks and keyboards. Use spare electronic keyboards if possible for demonstrating fingering and so on.
- Woodwind and Brass instruments that produce drips and/or require draining should have additional precautions applied, including ensuring pupils do this in a way that does not contaminate the practice room. Collecting this residue and disposing of it safely (ideally in to a bio bin, or by putting down the toilet) should be built into the safety precautions of the lesson.
- A thorough and regular cleaning regime should be implemented for all activities that include the use of hand-held equipment, or equipment that is often touched by hand.

Music and Drama Performances

- Indoor and outdoor performances in front of live audiences can take place
- An event specific risk assessment must be completed and all necessary Covid controls identified and implemented - follow the Performing Arts Guidance www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#sec-3-5
- Enhanced ventilation should be provided
- Organise tickets etc remotely to reduce queues and crowding
- Allocate seating in household groups where possible, and try to spread the audience out and use all available space
- Be aware of "pinch points" doorways, queues, halls etc; use stewards at pinch points to ensure some distancing.
- Use a one-way system to enter and exit the venue, including toilets if possible

Art / DT / Food tech / Textiles lessons - practical activities:

- Refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&T, Food and Art' (Senior schools)
 - Pupils and staff must wash their hands before and after **practical work**
 - Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk
- NB Prior to reopening any Art / DT practical room staff should refer to CLEAPSS guidance on D&T depts. returning to school after an extended period of closure (GL347)

Control Measures - **NORMAL OPERATION**

Science lessons - practical activities:

- Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools)
- Pupils and staff must wash their hands before and after handling any equipment
- Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk

NB Prior to reopening any lab or prep room staff should refer to CLEAPSS guidance on science depts. returning to school after an extended period of closure (GL345)

Wrap-Around' Care and Extra Curricular Clubs

- All Before / After School Care and extra curricular clubs can operate both inside and outside activities for all pupils
- For all activities you should still encourage good respiratory and hand hygiene and sensible social distancing where possible.
- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.
- Monitoring attendance and keeping good records is still important.

UK Based School Trips / Educational Visits / Duke of Edinburgh Activities

Educational **day and residential** trips can take place providing appropriate controls are in place including:

- The trip / visit risk assessment considers the risks associated with Coronavirus, including how to reduce the risk of infection from people staff & pupils come in contact with during the visit.
- Ensuring venues / activity providers / accommodation providers have good risk assessments and Covid procedures. Expect to see controls regarding good respiratory and hand hygiene, sensible social distancing, cleaning regimes for equipment and facilities, and good ventilation of indoor settings.
- Covid infection risks during travel to / from the venues are considered as part of the visit risk assessment. Senior school pupils and adults must wear face coverings on school minibuses and coaches and public transport
- All residential accommodation complies with the Government Guidance for Hotels and Guest Accommodation. Good ventilation must not compromise personal safety or have an adverse effect on security - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>
- Encouraging sensible social distancing and regular hand washing / sanitising
- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.
- Take supplies of antiseptic hand gel, antiseptic wipes, tissues, bags for waste, spare face coverings with you
- Encourage volunteers, eg parents, accompanying school trips to take an LFD test the day before the visit and confirm they have a negative result
- Arrangements need to be in place in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip. This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible. Parents need to be aware that they may be asked to collect their daughter from the trip venue if they become ill.

International Educational Visits

School trips can take place in countries on the Government's 'green' list. However caution is advised as the list is subject to frequent and short notice changes -see specific separate guidance from OEAP for both expeditions and overseas trips <https://oeapng.info/downloads/download-info/7r-overseas-visits/>

Before rearranging postponed international visits, or starting to organise future international visits, schools are advised to speak to their visit provider, GDST Finance Department, or the Risk Protection Arrangement (RPA) to assess protection available when it comes to insurance and payment.

Whole School Activities

Control Measures - **NORMAL OPERATION**

Events

- Events, eg Parents Evenings, Open Days, Sports Days, Taster Days, Speech Days, Concerts, Performances, Fairs, Fetes, Celebration and Social events can take place in person providing an **event specific risk assessment** has been completed and all necessary Covid controls are identified and implemented
- For all activities you should still encourage good respiratory and hand hygiene and sensible social distancing where possible.
- Ensure equipment and facilities are thoroughly cleaned before and after the event, and maintain good ventilation in indoor settings.
- Monitoring attendance and keeping good records is still important.
- Spectators / audiences are allowed indoors and outdoors, but the total number of all participants must be aligned with the ventilation rates and sensible social distancing should be encouraged

Exams (including entrance exams / assessments)

- Candidates who are unwell, have coronavirus symptoms, are required to self-isolate, or have had a positive Covid 19 test must not attend; alternative arrangements should be made for the candidate to sit the exam

Arrival and Departure

- Spaces where candidates wait before and after the exam should be sufficient to enable **sensible** social distancing

Exam Room

- All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment
- Hand sanitiser should be available at the entrance to the exam rooms
- Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles

All Lets

- Lets can take place for all activities, indoors and outdoors
- Lets **should be encouraged** to have and use a unique NHS QR code so that customers / members can 'check in' using this option, and therefore support the NHS Test & Trace system.
- Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Factors to consider include:
 - How the let checks the health status of their customers
 - How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days)
 - How the let will ensure **sensible** social distancing, regular handwashing / hand sanitisation, and good ventilation during the let
 - When and where the lets customers will enter the school site / buildings
 - Any facilities / equipment that will not be available, eg if it is not possible to clean effectively between use by different groups
 - Any overlap with school staff / other lets
 - Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with
 - Responsibilities for cleaning of facilities before / after the let
 - Insurance
- The areas used must be thoroughly cleaned before and after the let
- The areas used must be well ventilated before and after the let

Control Measures - **NORMAL OPERATION**

First Aid

- Where an injured person needs **hands-on care, a fluid resistant surgical mask**, disposable gloves and a disposable apron should be worn.
- After first aid treatment has been given, used PPE should be disposed of with normal 'black bag' waste (not recycled waste), hands should be washed thoroughly with soap and water at the earliest opportunity
- All first aiders and first aid kits should be supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely)

Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School

Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day. If EYFS children are on site, one person with a full **Paediatric First Aid** certificate must also be on site

Where possible, nurses should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:

- 1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean / disinfect in case they have Covid-19 symptoms)
- 2 - a dedicated 'isolation room' where pupils with symptoms of Covid-19 could be isolated until they can go home.
- 3 - an office / work area where pupils that need treatment unrelated to Covid-19 can be treated.

A separate room, where pupils who are unwell with non-Covid conditions can rest, may also be required

All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean

PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School

School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:

- fit closely around the face and cover both the nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded
- hands must be washed after disposal

Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded

Face fit testing is required for wearers of Filtering Face Piece (FFP) masks (e.g. FFP2 Masks). Accredited face fit testers for your area can be found at:

<https://www.fit2fit.org/find-a-tester/>

All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.

Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:

- changed as soon as possible and wrapped in a disposable plastic bag,
- laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate
- ironed or tumble dried

The bag can be disposed of in the normal 'black bag' household waste stream.

Control Measures - **NORMAL OPERATION**

Members of staff that give direct personal care to / closely supervises someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose. After leaving the sick person they should carefully take off and safely dispose of any PPE, then immediately wash their hands thoroughly for 20 seconds.

If they are double vaccinated they do not need to go home and isolate unless

- they develop symptoms themselves.
- they are requested to do so by NHS Test & Trace or PHE
- they have a positive result from a PCR test

Pupils developing symptoms of Covid-19 whilst at school, or with a positive result from an LFD test taken in school, should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in '*Guidance for Full Opening: Schools*'.

If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE if this is not possible.

If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.

Cleaning areas occupied by someone with suspected Coronavirus (COVID-19)

- If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours

- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.

- Equipment - use disposable cloths, paper towels/roll, disposable mop heads

- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses

- Do **not** use bleach - there are serious H&S risks associated with this product

- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used

- **All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, especially all potentially contaminated and frequently touched areas. Practice one site, one wipe, in one direction.**

- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces

- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

- All waste (gloves, aprons, paper towels, **disposable cloths and mop heads**, etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular 'black bag' rubbish after cleaning is finished

- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron

- Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned

- Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of

Communication and Training

All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded

Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors

Area / Activity Risk Assessments

All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented

Monitoring

Control Measures - NORMAL OPERATION

All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department