

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 any UK quarantine and testing rules.

Welsh Schools - if the Welsh Government guidance differs from the English Government guidance, Howell's School should follow the Welsh Government guidance

Most people who were previously classed as '**clinically extremely vulnerable**' (CEV) are now well protected against Covid-19 after receiving their primary and booster vaccination doses. They can work as normal at school, however they should **proactively** protect themselves against coughs, colds and other respiratory viruses by:

- **being** diligent about hand washing and respiratory hygiene
- **where possible working in areas with good ventilation (open doors and windows)**
- **where possible avoiding enclosed crowded areas**
- **where possible avoiding people who have symptoms of COVID-19 or other respiratory infections**

Managers of staff who were previously classed as CEV should help their team members avoid spending time in close proximity to other colleagues who have been unwell, or have had symptoms of Covid-19 or other respiratory infections in the past 10 days.

Staff who were previously classed as CEV should discuss any concerns with their manager. Further guidance is available:

- In the Trust Office HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'
- In the UK Government's Guidance for People Previously Considered Clinically Extremely Vulnerable from Covid 19 - updated April 2022
- In the UK Government's Guidance for People Whose Immune System Means They are at Higher Risk - updated April 2022

Members of staff who are **pregnant** are strongly advised to get vaccinated against Covid-19 **and have all their boosters.**

Healthy pregnant members of staff should come into school / work a normal unless they have specific advise to the contrary from their medical practitioner. However, **as they are more vulnerable to Covid-19**, particularly after the 28th week of the pregnancy (3rd trimester), they should **proactively** protect themselves against coughs, colds and other respiratory viruses by:

- being diligent about hand washing and respiratory hygiene
- **where possible working in areas with good ventilation (open doors and windows)**
- **where possible avoiding enclosed crowded areas**
- **where possible avoiding people who have symptoms of COVID-19 or other respiratory infections**

Managers of staff who are pregnant should help their team members avoid spending time in close proximity to other colleagues who have been unwell, or have had symptoms of Covid-19 or other respiratory infections in the past 10 days.

A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months. Pregnant women should discuss any concerns with their manager.

- Further guidance is available in the Trust Office HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'
- Advice for employers and pregnant women is published by the NHS and the Royal College of Obstetrics and Gynaecology

Visitors

The school should encourage visitors:

- NOT to come to school if they are exhibiting symptoms of Covid-19, or have tested positive for Covid-19 within the previous 5 days
- To practice good hand washing / sanitisation and respiratory hygiene

Avoiding Contact With Anyone Who is Potentially Infectious / Unwell

Widespread testing for Covid-19 is no longer freely available and encouraged by the Government, therefore unless there is an outbreak in a school or the local area, staff and pupils are no longer recommended to take regular LFD tests by the GDST. Some staff and other adults that come into school may choose to source and use their own supply of Covid-19 tests, but children and young people under the age of 18 are not recommended to undertake Covid-19 tests unless directed by a health professional.

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Staff and Pupils with Symptoms of Covid-19 who have NOT Taken a Covid-19 test

- Staff and pupils who have symptoms of Covid-19 and have a high temperature (38°C or above), or do not feel well enough to attend work / school should **stay at home** until their temperature has returned to normal (36.5°C - 37.2°C), they no longer feel unwell.
- Staff who have been unwell should be mindful that they could still be infectious with Covid-19 for up to 10 days, even if symptom free, and should take sensible steps to **avoid close contact** with other people, particularly those that are pregnant or vulnerable.
- Children and young people with mild symptoms, such as a runny nose, sore throat or slight cough who are otherwise well, can continue to attend school but they too should take sensible steps to protect others around them who may be vulnerable.

Staff and Pupils Who Have a Positive Covid-19 Test Result

- Staff should stay at home for **5 days**, commencing from the day after they took their test. If they feel well enough during this time they can work from home.
- If at the end of the 5 day period they have a high temperature (38°C or above) or feel unwell they should **remain at home** until they have recovered. So, if they tested positive on a Wednesday, Day 1 is Thursday, Day 5 is Monday - they can return to work on Tuesday **if they feel well enough**. **Even if symptom free** it is still possible to be infectious for up to 10 days **after testing positive**, so staff returning to work 5 days after **first testing positive** should take extra precautions to avoid infecting other people e.g: avoid close contact with people **particularly those that are known to be vulnerable or pregnant**, maintain a good social distance (2m) from other people, wear a well-fitting multi-layered face covering, ensure rooms that they occupy are well ventilated (**open doors and windows**), catch coughs and sneezes in disposable tissues which are put straight in the bin, regularly wash their hands, regularly sanitise frequently touched surfaces, and where possible minimise the amount of time spent in communal areas.
- Pupils should stay at home for **3 days**, commencing from the day after they took their test. If at the end of the 3 day period they have a high temperature (38°C or above) or feel unwell they should **remain at home** until they have recovered. So, if they tested positive on a Thursday, Day 1 is Friday, Day 3 is Sunday - they can return to school on Monday **if they feel well enough**, but they too should take sensible steps to protect others around them who may be vulnerable.

Staff who live in or who have stayed overnight in the household of someone who has tested positive for COVID-19 are at highest risk of being infected. It can take 10 days for the infection to develop. During the 10 day period they should:

- Avoid contact with anyone they know to be at higher risk of becoming severely unwell or with a severely weakened immune system
- Maintain a good social distance (2m) from other people
- Wear a well-fitting multi-layered face covering,
- Ensure rooms that they occupy are well ventilated,
- Catch coughs and sneezes in disposable tissues which are put straight in the bin,
- Regularly washing their hands and regularly sanitise frequently touched surfaces
- Where possible minimise the amount of time spent in communal areas.

Pupils who live in, or who have stayed overnight in the household of someone with COVID-19 should **continue to attend school as normal**. However they and their parents should be alert for signs that they are developing symptoms of Covid-19.

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

Promoting Good Health - Whole School Precautions

Encourage all staff and eligible pupils to have their Covid 19 vaccinations, and any boosters as soon as they are eligible for them
www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools

Encourage all staff to have a seasonal flu vaccination

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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 restrict use / improve the ventilation as necessary.

- Consider using Carbon Dioxide monitors 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 prominently around the school buildings. 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 high frequency hand contact surfaces by fitting non-touch sensors or foot operated pedals eg:

- on gates & entrance doors

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

- waste bin lids

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

- 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 an important control.

- Provide supplies of tissues in 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

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Face Coverings must be worn:

- By staff caring for pupils with Covid-19 symptoms, and
- By staff cleaning areas that have been occupied by someone with Covid 19 Symptoms.

Senior school pupils and adult escorts / supervisors on minibuses and school coaches / buses (dedicated school transport) are recommended to wear face coverings as they are in contact with a wider group of people in a confined space

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)

Entrance / Reception Areas

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

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

CLEANING

Each school should have a documented **cleaning schedule** which states 'who, what, when and how' all rooms, furniture and equipment will be cleaned. 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 hand contact 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) do 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

CLEANING

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 on a regular basis.

- 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 daily, 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, hand operated sanitiser dispensers.
- Toilets and handwashing facilities should be thoroughly cleaned and disinfected at least daily.
- Classroom based resources, such as **books and games**, and **equipment** shared between classes /groups should be cleaned and disinfected regularly.

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Getting To / From School

Public Transport

If staff / pupils use public transport to travel to school encourage them to:

- Wear a well-fitting multi-layered face covering whilst travelling (staff and Senior school pupils) as they are in contact with a wider group of people in a confined space

School Minibuses (Dedicated School Transport)

- Minibus drivers and passenger escorts are recommended to wear a well-fitting multi-layered 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
- Senior school pupils are recommended to wear a well-fitting multi-layered face covering on the minibus as they are in contact with a wider group of people in a confined space.
- 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 regular 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 be encouraged to sanitise their hands as they board and disembark on each journey.

School Coach Service (Dedicated school transport)

- Seek assurance from the transport operator that coach drivers are adhering to the Government's guidance on action to take in the event of having symptoms of, or testing positive for Covid 19 or being a close contact of someone who has tested positive for Covid-19
- Coach drivers and passenger escorts are recommended to wear a well-fitting multi-layered 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 are recommended to wear a well-fitting multi-layered face covering on the coach as they are in contact with a wider group of people in a confined space.
- 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; encourage driver and all passengers to sanitise their hands as they board and disembark on each journey

Lessons / Learning Activities

Each department should review their activity risk assessments and ensure that the risks associated with Covid-19 infection have been specifically identified and appropriate controls are implemented.

- **PE & Sports** - Follow any sport specific guidance provided by Sport England, the AfPE, and each sport's National Governing Bodies; Maintain good ventilation in indoor PE / sports settings; Avoid sharing equipment used around the head and face such as helmets and face guards; Avoid sharing water bottles or other refreshment containers.

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/ groups / rehearsals should have priority for larger and better ventilated rooms; Avoid sharing woodwind or brass instruments; - Woodwind and brass instruments that produce drips and/or require draining should have additional controls applied to reduce risk of contaminating the practice room.

Music and Drama Performances

- Enhanced ventilation should be provided: Organise tickets etc remotely to reduce queues and crowding; Allocate seating where possible and try to spread the audience out and use all available space

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)
- Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk

Science lessons - practical activities:

- Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools).
- 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

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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 school's 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, and action to take in the event of a pupil or member of staff suffering from Covid symptoms or testing positive whilst on the trip.
- Ensuring venues / activity providers / accommodation providers have good Covid risk assessments and procedures. Expect to see controls regarding people with Covid symptoms, good respiratory and hand hygiene, cleaning regimes for equipment and facilities, and 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 are recommended to wear face coverings on minibuses, coaches and public transport
- 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 and spare face coverings with you
- Arrangements need to be in place in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms or tests positive whilst on a school trip. This would include isolating them from the rest of the group and 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 starting to organise future international visits schools are advised to speak to their visit provider and GDST Finance Department to assess protection available when it comes to Covid insurance and payment. You must also carefully consider the implications in the event of the group having to quarantine for a significant period of time in a national facility, either in a foreign country or on return to the UK, in the event that short notice controls are implemented and the group cannot return to the UK before they take effect.

Whole School Activities

Events

- Events / whole school activities, 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 sensible Covid controls are identified and implemented
- For all activities you should still encourage good respiratory and hand hygiene and have good ventilation in indoor settings.
- The total number of participants, audience / spectators must be aligned with the available space and ventilation rates

Exams (including entrance exams / assessments)

- Candidates who are unwell with Covid-19 symptoms, or who have tested positive for Covid-19 within the previous 3 days are advised to stay at home; alternative arrangements should be made for the candidate to sit the exam - The DfE guidance '*Everything You Need to Know About Covid Measures During Exams this Summer*'
- Exam rooms should be set up in line with the Joint Council of Qualifications (JCQ) guidance https://www.jcq.org.uk/wp-content/uploads/2021/08/ICE_21-22_v6.pdf
- All exam rooms must be well-ventilated and cleaned on a daily basis
- 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
- 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 will ensure good ventilation during the let
 - 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 cleaned on a daily basis
- The areas used must be well ventilated before and after the let

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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 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

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 thoroughly 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.

Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible.

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 a fluid resistant surgical face mask or CE marked FFP2 respirator and disposable apron.

If the sick pupil needs 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.

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Cleaning areas occupied by someone with suspected / confirmed 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