

# Welton Primary School



## COVID-19 - COVID Prevention (Schools) Safe System of Work May 2021

There has been a requirement to have in place a COVID safe system of work from the outset of the pandemic. Throughout this time schools have remained open and we have learned lessons and adapted our approach to reflect national guidance and advice from our local Public Health team.

This safe system of work has now been reviewed in response to the announcement of Stage 3 of the COVID Roadmap being implemented from 17<sup>th</sup> May 2021.

It should be noted that specific guidance on out of school settings, which many schools operate, is in place with details of provision which can be offered at each phase of the national roadmap:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

### **Risk assessments should be uploaded to school websites to ensure ongoing communication with stakeholders.**

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

The following are the system of prevention of controls.

Schools must always implement the following:

1. Minimise contact with individuals who required to self-isolate by ensuring they do not attend school. This applies to staff, students and visitors.
2. Ensure face coverings are worn in recommended circumstances
3. Hand hygiene – ensure everyone is cleaning their hands thoroughly and more frequently than usual
4. Respiratory hygiene - Catch It, Bin It, Kill It approach to coughs and sneezes for everyone
5. Maintain enhanced cleaning arrangements, particularly of frequently touched surfaces or shared spaces, using standard products such as detergents.
6. Consider how to minimise contact between individuals across the site and maintain social distancing wherever possible.
7. Always keep occupied spaces well ventilated

In specific circumstances schools should:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where appropriate
9. Promote and engage in asymptomatic testing, where available

School staff may now access testing through local Lateral Flow Testing Hubs. Lateral Flow at Welton we carry out our own Mass Asymptomatic Testing Operations, a dedicated safe system of work has been prepared for this.

## Prevention

**It remains the case that any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:**

- **They, someone they live, or member of their support bubble have symptoms, of COVID-19**
- **They or someone they live with receives a positive LFD Test result, or is awaiting results from a PCR Test.**
- **They, someone they live with, or a member of their childcare or support bubble has tested positive through a PCR test**
- **They have been instructed by NHS Track and Trace or the Local Public Health Team, to self-isolate**
- **They are awaiting COVID-19 test results**
- **On return from abroad, where applicable**

**They must not attend the school.**

**This must be reiterated through communication with staff and parents**

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

National guidance must be followed (see link below):

[Guidance for Households with Possible or Confirmed Coronavirus \(COVID-19\) Infection](#)

Schools are permitted to refuse access to any individual who is displaying symptoms but who cannot confirm a negative test.

## Visitors



Adult visitors to **all** settings must wear a face covering when moving around the school site, and at all times unless social distancing can be strictly maintained. This includes when moving around through corridors or communal areas, and working in classrooms. This does not apply to individuals who have an exemption. Face coverings may be removed to eat and drink, or participate in strenuous activity, such as PE lessons.

Wherever possible, Welton Primary School will accommodate visits that support the health and wellbeing of children, or the safe operation of the school site, but these will be kept to a minimum and safe systems will be discussed in advance. Visits must therefore be by appointment only, and kept to a minimum. Wherever possible visits should be held out of school operating hours.

Social distancing must be strictly adhered to during visits, unless mitigating measures are in place. Whilst external professionals (such as supply staff) may work across bubbles this should be an exception and not the rule. Strict safe systems of work must be followed.

Schools must continue to work with, and accommodate, healthcare services to ensure continued progression of healthcare programmes such as screening and immunisation. Safe systems of work must be applied and schools are therefore recommended to discuss expectations with the healthcare provider to reach a safe and practical solution.

The LA have a safe system of work in place which council employees must adhere to as a visitor to your school. All visitors who access the site must be requested to read and sign the Visitors Agreement. Contact Details must be obtained for Track and Trace purposes. Volunteers and Supply Staff must also be provided with a copy of the schools COVID Prevention Safe System of Work.

**Any individual who does not sign the Visiting Agreement will not be permitted access to the school.**

- Having observed that there are pinch points during drop off/collection or that social distancing is not being adhered to by parents, we will strongly encourage parents/carers to wear face coverings at these times even when outdoors.
- Arrange staggered start and finish times for year groups and the onsite pre-school to avoid large gatherings of parents on the school site. Timings for each year group will be allocated by the school and must be strictly adhered to.
- Request that children are dropped off and collected by one parent only, and do not enter the building when doing so
- Put up signage to remind parents where to drop off and pick up – communicate this in advance
- Communicate to parents; scooters and bicycles etc.. will not be permitted on the school site
- Arrange appointments for contractors, parents and other visitors on a needs must only basis.
- Ensure the visitor has a face covering and this is worn for the duration of their visit unless an exemption applies. (At Welton this should meet WHO recommendations for performance standards)
- Visitors should bring minimal personal belongings in to school
- Identify an appropriate room for visits to take place. Outdoor space should be utilised wherever possible. Ensure furniture is arranged to allow for social distancing and that the room is well ventilated.
- Provide a 'Disinfection and Hygiene Station' in each room available to visitors, including tissues, hand sanitiser, disinfectant spray, disposable paper towels/cleaning material and a bin.
- Plan visits so that the number of 'bubbles' they visit is minimised
- Wash hands thoroughly, frequently and between moving groups or activities
- Ensure that social distancing is implemented during any pre-arranged visits
- Visitors must maintain 2 metres distance wherever possible
- Continue to promote the use of electronic payment wherever possible
- Monitor compliance by visitors, Increase the frequency and content of communications as appropriate.
- Consider changing clothes prior to working in another 'bubble' if clothing has been contaminated by bodily fluids.

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| <p><b>Potential Hazards and Injuries:</b></p> <ul style="list-style-type: none"> <li>■ Transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance</li> <li>■ Long term health implications for children if healthcare services are not continued</li> </ul> <p><b>Who Might be Affected:</b></p> <ul style="list-style-type: none"> <li>■ Staff</li> <li>■ Students</li> <li>■ Supply Staff</li> <li>■ Contractors</li> <li>■ Health and Educational Professionals</li> <li>■ Visitors</li> <li>■ Volunteers</li> <li>■ General Public</li> </ul> | <p><b>Do:</b></p> <ul style="list-style-type: none"> <li>✓ Communicate with parents and use signage to reinforce messages</li> <li>✓ Arrange appointments with visitors and only allow access where necessary.</li> <li>✓ Ensure all prevention measures are adhered to by visitors</li> <li>✓ Obtain names and contact details of all visitors, and request that they sign the visitors agreement</li> <li>✓ Use alternative means of communication wherever possible. For Example phone calls, Microsoft Teams</li> </ul> | <p><b>Don't:</b></p> <ul style="list-style-type: none"> <li>✗ Allow access the school building if someone has symptoms of COVID-19</li> <li>✗ Allow groups of parents to congregate</li> <li>✗ Allow visitors on site if prevention measures cannot be followed</li> <li>✗ Allow visitors to enter the school site without a face covering</li> </ul> |
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## Infection Control

In **primary and nursery settings**, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary and nursery settings do not need to wear a face covering.

Visors alone must not be worn as an alternative to face coverings. Face coverings must be worn in recommended circumstances unless the individual has a recognised exemption, and schools must be sensitive to those needs.

You should regularly remind students and staff of how to wear, store and dispose of face coverings.

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#:~:text=Nationwide%2C%20the%20government%20is%20not,environments%2C%20provides%20additional%20mitigating%20measures.>

- Staff to access link below to remind them of how to wear, store and dispose of face coverings.

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#:~:text=Nationwide%2C%20the%20government%20is%20not,environments%2C%20provides%20additional%20mitigating%20measures.>

- Display posters which support the key messages of infection control prominently throughout the school site.
- Access to handwashing facilities and paper towels OR hand sanitiser are available at all times, throughout the school, including in toilets and each classroom. Cleaning hands must be done more frequently and thoroughly than usual, including (but not limited to) upon arrival at school, before and after eating and after coughing or sneezing, and frequently throughout the day. Soap and water is preferable before eating. Hand sanitiser must include a minimum alcohol content of 60%. For younger children, skin friendly cleaning wipes are an acceptable alternative.
- Within each classroom disinfection wipes will be available at all times to allow teaching staff and teaching assistants to regularly sanitise as required. These will be stored safely away from children.
- Staff are required to clean workstations and computers after use and add the 'COVID clean and safe to use' sign. Staff are also required to clean other shared equipment such as photocopiers, telephones or kitchen appliances once they have used them. There are screens or 2 metres between PPA computers and in the school office.
- Tissues should be readily available at all times in classrooms. Children should be regularly reminded to use a tissue or their sleeve to capture droplets. Hands must be washed after coughing or sneezing – staff are responsible for monitoring this with their Bubble.
- Ensure bins are available and posters displayed prominently in each classroom and other key locations to encourage 'catch it, bin it, kill it'
- All classrooms to be well ventilated by opening windows and internal doors to be propped open. At breaks and lunchtimes, close the internal door and open the external door to provide additional ventilation.
- School to provide children with a pencil case and writing equipment
- Staff working across bubbles should have personal stationary that they keep with them, they should be very vigilant at disinfecting workstations before and after each of their sessions.
- Staff working across bubbles are vigilantly following personal hygiene measures and cleaning touched surfaces before they leave.
- Prevent the sharing of equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
- Limit the amount of resources that are taken between school and home – no reading books, book bags, rucksacks to be transferred from home to school and vice versa.
- Ensure that any resources (such as toys or books) are allocated to a specific class/year bubble and are regularly cleaned if possible.
- Ensure that any resources that are shared across each Groups are cleaned meticulously and frequently, and **ALWAYS** between each different Year Group. If items cannot be cleaned provision must be made to ensure that the resources are 'quarantined' for a period of 48 hours (or 72 hours if plastic) prior to being used another Group.
- Prepare a cleaning regime that includes shared spaces (such as toilets and kitchens), regularly touched surfaces (such as door handles, banister rails, light switches) and equipment (sports equipment, IT equipment)
- Allocate specific toilets to each class/year group where possible. If this is not possible ensure an enhanced cleaning regime is in place. You may wish to consider asking students to sanitise their hands when they return to the classroom to ensure cleaning of hands can be supervised.
- Inform parents that children must only bring a water bottle, piece of fruit, and a packed lunch in to school each day.

- Lunches will be eaten in the classroom, (school sandwich meal or home packed lunch). Staffing to be arranged to ensure staff breaks are taken without increasing direct contact or unnecessary adult to adult contact.
- PPE equipment available within every classroom and must be replaced once it has been used.
- Children to be shown a handwashing video or story every week – vary for impact. Encourage children to learn and practise these habits through singing repetition and games.
- Face coverings are required to be worn by staff at all times unless in the classroom, or when eating or drinking. *Staff are permitted to wear masks or masks and shields if they are teaching (optional).*
- Tissues should be used to cover mouths and noses when coughing or sneezing. If no tissue is available, sleeves should be used to capture droplets. Tissues must be immediately disposed of and in any case, hands must be washed or hand sanitiser used after coughing or sneezing. Ensure that staff and children are regularly reminded of this.
- Clean and disinfect regularly touched objects and surfaces throughout the day using regular cleaning products. Use disposable cloths or paper roll if possible. Wash hands with warm water and soap as soon as the activity is completed.

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| <p><b>Potential Hazards and Injuries:</b></p> <ul style="list-style-type: none"> <li>■ Contact with bodily fluids, droplets and airborne transmission leading to transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance</li> </ul> <p><b>Who Might be Affected:</b></p> <ul style="list-style-type: none"> <li>■ Staff</li> <li>■ Contracted staff</li> <li>■ Students</li> <li>■ Supply Staff</li> <li>■ Health and Educational Professionals</li> <li>■ Visitors</li> </ul> | <p><b>Do:</b></p> <ul style="list-style-type: none"> <li>✓ Clean hands frequently and thoroughly throughout the day</li> <li>✓ Maintain an enhanced cleaning regime which includes frequently touched surfaces and shared spaces or equipment</li> <li>✓ Ensure bins are emptied regularly</li> <li>✓ Ensure that face coverings are worn in recommended circumstances, being sensitive to the needs of those who cannot wear one due to valid exemption</li> <li>✓ <b>Wear a mask that meets WHO recommendations</b></li> </ul> | <p><b>Don't:</b></p> <ul style="list-style-type: none"> <li>✗ Use equipment or toys that cannot be easily cleaned (such as trim trail, soft toys, textiles, playdough or equipment with intricate parts) unless these are allocated to a specific bubble only</li> <li>✗ Allow children to bring anything more than the minimum amount of equipment from home (lunch box, coat, bag, book, stationary and mobile phone, face covering)</li> <li>✗ Allow shared use of resources or rooms across bubbles without cleaning or quarantining before further use</li> </ul> |
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## Minimising Contact and Social Distancing

- Devise Groups (Bubbles) and make a record of who this comprises.
- Each distinct Group must maintain distance with all other Class/Year Groups through staggered arrival, staggered break and lunch times, and staggered end times – see timetables / maps devised.
- Arrange classrooms to facilitate distance between desks, front facing and side by side in KS1 and KS2
- Arrange classroom to facilitate social distancing and minimise contact between children and adults in EYFS
- A 'teacher zone' must be implemented by the class teacher in each classroom to ensure they are 2 metres away from children wherever possible.
- It will not be possible when working with many pupils who have complex needs or who need close contact care to maintain social distancing. These pupils' educational and care support should be provided as normal.
- Any unnecessary furniture has been removed from the classrooms to increase the availability of space to facilitate distancing.
- Staggered breaktimes, lunchtimes implemented to avoid groups mixing with others
- Implement a one-way or 'keep left' arrangement in corridors
- No one to enter the school general admin office before or during school hours. Requests for colour photocopying must be emailed to the office 2 days in advance. Photocopying will be left in the staff pigeon holes.
- If you work across bubbles, refrain from close contact activities, such as first aid where possible
- If you work across bubbles make sure that you use your own resources (pens etc) and do not use resources across bubbles.
- **Remain in the corridor zone specified. If working across zones ensure your movements are consistent and recorded for track and trace purposes. You should only be in the zone as timetabled, otherwise remain in your own zone.**
- Do not enter others' classrooms. Other visitors to classrooms will for purposes of essential professional roles and systems of control will be in place e.g monitoring, SEND observations, professional support from teaching and learning leaders.
- Administrative contact will be via email, teams or in exceptional circumstances leaving forms etc outside the classroom.
- If you need teaching resources from outside your classroom, you need to inform NP and SM via teams at least 24 hours in advance. If you want to use something that has been in other room it will need to be quarantined for 72 hours or disinfected prior to use.
- Make use of outdoors for activities as much as possible
- Teaching staff must maintain 2 metres distance from children wherever possible.
- Staff must maintain 2 metres distance from colleagues at all times. The staff room use must be restricted to preparing meals and drinks only, not a social gathering location. The staff room will be restricted to a maximum number of users. Clear signage will explicitly display the maximum number of users permitted at any one time. Equipment must be cleaned after use.
- **Contact within 2 metres should be avoided if at all possible, and minimised as much as possible with an individual outside of your bubble. All staff must reduce the number of contacts, the duration of contact, and the frequency of contact across the school day. Exceptions may include when administering first aid to another member of staff, or to provide support during interventions with a child. Details of any cumulative contact with another individual outside of their bubble must be recorded.**
- E.g. no face to face socialising, essential professional face to face - use email and teams.
- When not able to maintain 2 metres from colleagues, a face covering should be worn and the 1 metre plus rule applied.
- Electronic communication will be used to communicate with staff and parents
- Teams is the operational, professional communication system.
- Large gatherings such as assemblies or collective worship must not take place with a mix of Groups.
- Movement around the school is restricted for both adults and children. Classrooms will be accessed via the external entrances.
- Singing activities can take place as a class bubble only. The room must be well ventilated, or preferably take place outdoors. Children should ideally be spaced 2 metres apart, facing forwards and positioned side-by-side. Teaching staff must be 3 metres away from the front of the class. Background music should not be too loud as this may encourage louder singing.

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| <p><b>Potential Hazards and Injuries:</b></p> <ul style="list-style-type: none"> <li>■ Contact with bodily fluids and droplets.</li> <li>■ Spread of infection due to poor practices.</li> </ul> <p><b>Who Might be Affected:</b></p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Contracted Staff</li> <li>• Students</li> <li>• Supply Staff</li> </ul> | <p><b>Do:</b></p> <ul style="list-style-type: none"> <li>✓ Devise class/year group 'bubbles' comprising identified staff and children who work and move together around school</li> <li>✓ Ensure that class/year groups do not mix with one another for prolonged periods of time</li> <li>✓ Remove any unnecessary furniture to facilitate improved distancing, including implementation of a 'Teacher Zone' to ensure 2 metres distance wherever possible</li> <li>✓ Implement a one way or 'keep left' arrangement in corridors</li> <li>✓ Limit the number of children at the toilet to a maximum of 1 child per class at any one time</li> <li>✓ Minimise time spent within 1 metre of anyone else</li> <li>✓ <b>Stay in your zone</b></li> </ul> | <p><b>Don't:</b></p> <ul style="list-style-type: none"> <li>✗ Have face-to-face contact and minimise time spent within 1 metre of anyone else</li> <li>✗ Complete activities which involve Class Groups mixing, or close contact (such as assemblies, contact sports or school events.)</li> <li>✗ Compromise supervision levels, but do use the fewest number of staff as possible to a class group to ensure safety</li> <li>✗ Forget to use electronic communication rather than face-to-face where possible</li> <li>✗ Allow mixing of staff or children with other year groups to avoid direct transmission from group to group</li> <li>✗ Allow children to leave the classroom onto the corridor with the one exception of using the toilet.</li> </ul> |
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## Asymptomatic Testing

The purpose of Lateral Flow Device Testing is to support in identifying **asymptomatic** cases to reduce the transmission of COVID-19 within the school, and wider, community. Schools therefore continue to play an important, and ever evolving, role in saving lives.

Lateral Flow Device Testing will be provided to all staff in all settings on a twice-weekly basis. Participation is voluntary, though is strongly encouraged.

Details of the LFD home testing, including 'how to guides,' training videos and templates can be found at the following link:

[https://drive.google.com/drive/folders/IX4fLxy6\\_ppmpmKrv3hT2M6cduAN\\_GS54](https://drive.google.com/drive/folders/IX4fLxy6_ppmpmKrv3hT2M6cduAN_GS54)

Individuals who have symptoms of COVID-19 must book a Polymerase Chain Reactions (PCR) test. LFD Testing is not appropriate for symptomatic individuals. Individuals with symptoms can book a test online at the link below, or by calling NHS 119.

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

Individuals who return a positive result on an LFD test must self-isolate immediately along with their household, and arrange for a confirmatory PCR test.

**Asymptomatic testing does not replace the robust system of controls – it is an element of number one of the prevention system of controls – minimising contact with individuals who are required to self-isolate.**

**Staff must be regularly reminded of the need to comply with all prevention measures all of the time to ensure transmission risk is reduced.**

A dedicated risk assessment for COVID-19 Home Testing is available and must be shared with all participating staff.

- Schools must identify appropriate individuals to fulfil the required testing roles in line with the 'How to Guides'
- Consent must be obtained from all participants of the testing programme
- Schools must ensure that COVID safe arrangements are in place to facilitate safe collection of testing kits, in line with the dedicated risk assessment
- All participants of the testing must be made aware of instructional videos and guidance. These must be followed.
- Staff must be provided with the dedicated risk assessment to ensure that are made aware of specific hazards and the measures in place to ensure a safe and effective testing process
- Participating staff must ensure that results are returned the school in a timely manner. Schools must have a system to record all results, including voids.
- Incident management arrangements must be in place and staff must report all incidents, however minor, in line with the dedicated home testing risk assessment.

## Premises

- Ventilate the building – open doors and windows where possible. Opening windows – in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Keep internal doors open to create a throughput of air. At breaks close the internal door and open the external door to facilitate additional ventilation of the room.
- Thermal comfort should not be compromised. Heating can, and should, be used as necessary in occupied spaces.
- Furniture may need to be rearranged to reduce direct draughts.
- Communicate to staff and parents that in order to reduce the risk of COVID transmission, ventilation will need to be increased. Staff and students may therefore wear additional and suitable indoor clothing.
- Ensure walkways are unobstructed – remove furniture or anything that creates ‘pinch points’
- Use external doors for access and egress to classrooms.
- Monitor the site to ensure walkways remain clear and unobstructed
- Adopt a one way, or ‘Keep Left’ system, on corridors
- Display posters throughout the school to reinforce key messages – Hand Hygiene, Catch It, Bin It, Kill It and Maintain Distance
- Ensure all building checks have been completed prior to opening, including legionella.
- Implement the devised cleaning schedule - enhanced cleaning arrangements are completed throughout the day, paying particular attention to shared spaces (such as toilets, staffrooms, photocopying rooms) and frequently touched surfaces (such as door handles/plates, light switches etc.)
- Establish classrooms to facilitate front facing desks, with as much distance as possible between children, and a Teacher Zone to encourage 2 metres distance when facing the children
- Remove as much unnecessary furniture as possible to reduce the amount of surface to be cleaned, and facilitate greater distance
- Teachers to ensure that all surfaces are cleared, including worktops, and book shelves prior to leaving each day to facilitate sanitising.
- Ensure emergency evacuation procedures are reviewed to facilitate minimal contact eg at the assembly point ensure bubbles are positioned 2 metres away from one another.
- Monitor the site to ensure walkways remain clear and unobstructed
- Ensure that enhanced cleaning arrangements are completed throughout the day in line with the dedicated safe system of work, paying particular attention to shared spaces (such as bathrooms, kitchens, dining halls or classrooms shared by different bubbles) and frequently touched surfaces (such as door handles/plates, banister rails, light switches.

### Potential Hazards and Injuries:

- Contact with bodily fluids and droplets.
- Spread of infection due to poor practices.
- Failure to maintain a safe site or comply with legislative requirements relating to the workplace.

### Who Might be Affected:

- Staff
- Contracted Staff
- Students
- Supply Staff
- Contractors
- Visitors
- General Public

### Do:

- ✓ Devise and implement a documented cleaning regime to ensure consistency and for monitoring purposes
- ✓ Keep the school ventilated
- ✓ Use external doors for access and egress where possible – ensure they are fixed open so as not to slam shut
- ✓ Maintain safe and unobstructed movement around school

### Don't:

- ✗ Allow walkways to become cluttered or obstructed
- ✗ **Compromise thermal comfort – use heating to ensure comfort levels are maintained.**

## Staff Wellbeing

### Preparing for the Task:

- Complete an Individual Health Assessment for High Risk Employees with staff who are clinically vulnerable, clinically extremely vulnerable, BAME staff or those who are living with a clinically extremely vulnerable individual. Discuss their individual concerns, make a record of support measures to be implemented, and maintain regular communication with them.
- Consider training identified staff in COVID-19 Psychological First Aid. A free course is available at the following link:  
<https://www.futurelearn.com/courses/psychological-first-aid-covid-19/1>
- Plan and agree staff expectations, workload and flexible working arrangements (identified groups) to support and reassure staff
- Familiarise yourself with support measures, such as the Employee Assistance Programme, available through BHSF or The Education Support Partnership, so you can share this with staff.
- Offer all staff the Be Mindful programme sponsored by the school.
- Designate a named SLT as Mental Health First Aider
- MHFA completes two day training course
- Timetable regular breaks for staff and PPA time for staff.
- Staff providing breaks and PPA are able to work across bubbles providing 2 metres distance is maintained between them and the children so use all available staffing resources.
- Ensure staff welfare arrangements are in place and they are included on a regular cleaning regime.
- Refer to the DfE School Workload Reduction Toolkit to support managing work demands on staff.
- Monitor one another's wellbeing and seek advice and support where necessary
- Keep in touch with one another, including those who are working from home
- Regularly monitor 'High Risk Employees' to ensure that control measures agreed upon remain suitable and sufficient.

#### Potential Hazards and Injuries:

- Compromised mental health and wellbeing.
- Social isolation.
- Fatigue.
- Adverse impact on work life balance.

#### Who Might be Affected:

- Staff

#### Do:

- ✓ Complete an Individual Assessment for High Risk Employees
- ✓ Maintain communication, through for example MS Teams, WhatsApp Groups
- ✓ Access online wellbeing support if necessary through the Employee Assistance Programme (BHSF) or The Education Support Partnership
- ✓ Take regular breaks
- ✓ Seek advice from colleagues within the school and Local Authority at the earliest opportunity
- ✓ Access resources available on the server and signposting

#### Don't:

- ✗ Suffer in silence
- ✗ Be afraid to ask for help and support.

## Personal Care Activities where a child presents NO symptoms (such as toileting, supporting with managing medical conditions etc)

There is no need for additional PPE over and above standard infection control procedures. PPE must only be used for one activity before being discarded appropriately.

### Personal Protective Equipment:



Disposable Gloves



Disposable Apron\*

*\*If there is likely contact with blood and/or bodily fluids as part of the activity.*

### Preparing for the Task:

- ✓ Clean hands thoroughly using soap and water
- ✓ Put on the required PPE as above

### Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training and health care plan if applicable.
- ✓ Remove and double bag PPE in the immediate area.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Hands **MUST** be washed using soap and water immediately after removing PPE
- ✓ Door handles must be cleaned before entering and leaving the affected area.
- ✓ A school shower is available if necessary (new towel and shower equipment available)
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

### Potential Hazards and Injuries:

- Contact with bodily fluids and droplets.
- Unpredictable behaviours leading to scratches and bites etc.
- Spread of infection due to poor practices.
- Failure to respond to child's injury or health care need, leading to acute or chronic health implications

### Do:

- ✓ Wear appropriate clothing.
- ✓ Wear appropriate PPE.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands

### Don't:

- ✗ Deliver care without wearing PPE.
- ✗ Use the same PPE for more than one task.
- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all PPE and washed your hands.

## Procedure for Dealing with Symptomatic Individual

Should a child start to display symptoms whilst at school then they must be isolated in the sensory room following similar precautions for other infectious conditions such as influenza. Appropriate adult supervision will be provided.

If they need to go to the toilet whilst waiting to be collected, they should use the staff disabled toilet. This toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.

999 must be called in the event of emergency, such as becoming seriously unwell or injured. Symptomatic individuals must not otherwise be advised to attend their GP, pharmacy, urgent care centre or hospital. They should be advised to return home immediately, have a COVID-19 test as soon as possible and isolate whilst awaiting results.

To support the schools reporting protocols, results of the test must be communicated to the school.

Specific PPE requirements are recommended when caring for a symptomatic individual within close proximity (ie less than 2 metres). New PPE **MUST** be worn and discarded of upon completion of the care.

## Personal Protective Equipment:



Disposable Gloves



Disposable Apron



Disposable Fluid Repellent Face Mask (Surgical Face Mask)



*Eye protection where contact is within 2 metres (either eye protection or a face shield)*

## Preparing for the Task:

- ✓ Wash hands thoroughly following hand hygiene regime.
- ✓ Put on all the required PPE **BEFORE** entering the isolated area.
- ✓ Ensure the room is as well ventilated as possible.

Keeping your workforce safe

**NHS**  
Test and Trace

## Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles. Role specific guidance for PPE for staff can be found in the Training guide and linked online training.



Put on plastic apron, making sure it is tied securely at the back.



Put on surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover mouth and chin.



Put on eye protection if there is a risk of splashing.



Put on gloves.



You are now ready to enter the testing area.

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## Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training **and health care plan if applicable**.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ On completion of the task, step outside the room and immediately remove the PPE. This and any soiled items **MUST** be double bagged in disposable rubbish bags and securely tied and left in a designated room for 72 hours before being disposed of in the usual waste stream.

## Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger) This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



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- ✓ Hands **MUST** be washed immediately after removing PPE
- ✓ The affected area must be secured and thoroughly cleaned and disinfected using appropriate cleaning products before being accessed by anyone else.
- ✓ Continue to ventilate the space after using.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.



## GENERAL COVID PRECAUTIONS

**It remains the case that any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:**

- **They, someone they live, or member of their support bubble have symptoms, of COVID-19**
- **They, someone they live with, or a member of their support bubble, has tested positive for COVID-19**
- **They have been instructed by NHS Track and Trace or the Local Public Health Team, to self-isolate**
- **They are awaiting COVID-19 test results**
- **On return from abroad, where applicable**

**They must not attend the school.**

**The following are the main symptoms of COVID which you should be vigilant to in yourselves and others:**

- **A high temperature** - this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
- **A new, continuous cough** - this means coughing a lot, for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- **A loss or change to your sense of smell or taste** - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

**To prevent the risk of getting or passing on COVID you MUST at all times do the following:**

- Maintain at least 2m distance from yourself and others. You may be asked to start and finish at staggered times to be able to manage this. Do not gather together at any time, and work only in your designated area. Do not all collect or put away cleaning equipment at the same time – wait a safe distance away from others until you can do this without being within 2m of someone else.
- You must use only equipment that is allocated for your use. You may need to colour code or name equipment to avoid sharing. You must clean equipment after you have used it.
- You must regularly and thoroughly clean your hands using soap and water or hand sanitiser. You must clean your hands for 20 seconds.
- You must sign in to the site you are working. Remember to sanitise your hands on arrival, especially if you are using shared pens etc.
- You must wear a face covering when moving around the site and may come in to contact with others. You can remove your face covering when you are working in your assigned area but must strictly maintain 2m from others.
- You must make sure you catch any coughs or sneezes, using either a tissue or the arm of your sleeve if you don't have a tissue. Dispose of tissues quickly in a bin and then clean your hands immediately.
- You must make sure you are working in a ventilated space. Open windows and doors as much as possible.

## COVID 'Enhanced Cleaning'

You have a huge role to play in COVID Prevention as a general 'enhanced' clean is absolutely crucial.

Surfaces, equipment and furniture must be cleaned and disinfected more thoroughly and more often than usual (recommended twice daily) to reduce the risk of COVID transmission.

This will include identifying all 'frequently touched surfaces' which the site can help you to identify, and which you can then include on your cleaning schedule.

Frequently touched surfaces include toilets, door handles/plates, light switches, window openings, desks, etc.

Please use the checklist to help make sure you clean everything, which you can then tick off. This would be really useful if another cleaner has to come in to help.

To make sure cleaning is done in line with government guidance, systems will need to in accordance with the following:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Personal Protective Equipment:



When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

Appropriate footwear (enclosed, flat and non-slip tread) should be worn.

Completing and Finishing Task:

- ✓Wear your face covering when moving around the site. Once you are working in your assigned area AND are 2 metres away from others you can remove this. You should store your face covering safely (ideally in a little bag or purse) so that it doesn't become dirty.
- ✓Use only equipment that is assigned to you.
- ✓Clean and disinfect regularly touched objects and surfaces (particularly door handles, hand rails, desks and shared/communal areas such as toilets) using a cleaner sanitiser which is effective against enveloped viruses (such as Dymasan Peach or Selgiene Extreme) in line with your training
- ✓Use disposable cloths or paper roll and disposable mop heads if possible. Cloths must be washed if you are not using disposable.
- ✓Avoid creating splashes or sprays when cleaning.
- ✓DO NOT enter a room where someone is working unless 2 metres distance can be maintained.
- ✓Hands MUST be washed immediately after completing the activity
- ✓Clean any equipment you have used using antibacterial cleaner (such as brush and mop handles, vacuum cleaner, etc)
- ✓Make sure you know where the safety data sheet is in case of a first aid incident or spillage. Actions to take will be included on that.
- ✓Thoroughly wash all your clothing as soon as you arrive home on a normal wash cycle. Avoid shaking clothing before placing in the washing machine.
- ✓Decontaminate your vehicle or bike regularly. Disinfectant cleaner should be used to clean down door handles, gear sticks, steering wheel, handle bars, seat, etc.
- ✓A contingency plan for cleaning to be put in place to cover a cleaner who is not available for work, without breaking the cleaning protocols.

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| <p><b>Potential Hazards and Injuries:</b></p> <ul style="list-style-type: none"><li>■ Contact with bodily fluids and droplets.</li><li>■ Spread of infection due to poor practices.</li></ul> | <p><b>Do:</b></p> <ul style="list-style-type: none"><li>✓ Wear appropriate footwear.</li><li>✓ Wear appropriate clothing and PPE.</li><li>✓ Wear your face covering when moving around the site.</li><li>✓ Maintain good hygiene and infection control standards.</li><li>✓ Regularly and thoroughly wash your hands</li><li>✓ Use only equipment that is yours.</li><li>✓ Clean all surfaces carefully and thoroughly using an appropriate disinfectant cleaner.</li></ul> | <p><b>Don't:</b></p> <ul style="list-style-type: none"><li>✗ Gather with other staff either when arriving, collecting/putting equipment away, or when leaving.</li><li>✗ Use dirty cloths.</li><li>✗ Touch your eyes, nose and mouth.</li><li>✗ Consume food and drink until you have removed all washed your hands.</li><li>✗ Forget to clean equipment once you have finished it.</li></ul> |
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## Cleaning Activities (FOLLOWING SUSPECTED OR CONFIRMED CASE OF COVID-19)

### IN THE EVENT THAT PERSON IS CONFIRMED AS HAVING COVID-19, SPECIFIC GOVERNMENT GUIDANCE IN RELATION TO DECONTAMINATION CLEANING MUST BE FOLLOWED:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

With the correct precautions, this will not increase the risk of you catching COVID. You must therefore follow the instructions below which are in line with the government guidance.

#### Personal Protective Equipment:



Appropriate footwear (flat, enclosed and good non-slip tread)



Disposable Gloves



Disposable Apron (or apron which can be cleaned and disinfected after use)



Fluid Repellent Surgical Mask\*



Eye Protection (either goggles or a face visor)\*

*\*If the area to be 'deep cleaned' is heavily contaminated with bodily fluids or where the nature of the setting means there may be a higher level of virus (such as sleeping accommodation) additional PPE to cover your eyes, nose and mouth may be needed. This would include eye protection and a fluid repellent surgical mask.*

#### Preparing for the Task:

- ✓ Make sure you know exactly where needs to be 'deep cleaned'
- ✓ Gather your Personal Protective Equipment as above.
- ✓ Wash your hands with soap and water before putting on PPE
- ✓ Put your PPE on before you enter the area to be cleaned using the guidance overleaf:-

## Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



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Put on eye protection if there is a risk of splashing.



Put on gloves.



You are now ready to enter the testing area.

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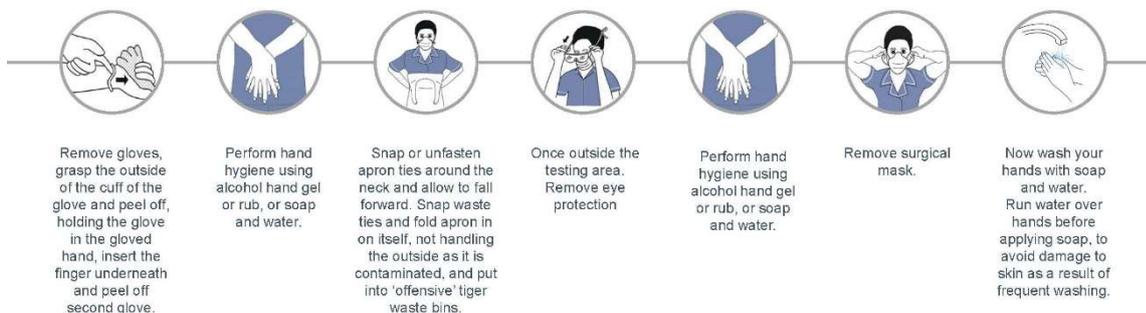
- ✓ Prepare the correct cleaning solution in a well ventilated space. This must be a 10% bleach solution. **DO NOT MIX CLEANING SOLUTIONS** – this can create toxic fumes.
- ✓ Gather disposable cloths, paper towels and disposable mop heads.
- ✓ Make sure you have a bin bag available so you can discard cleaning materials and PPE after completing.

### Completing and Finishing Task:

- ✓ All surfaces that the symptomatic or positive case individual have come into contact with must be cleaned and disinfected. This includes all hard surfaces and frequently touched surfaces including floors, chairs, desks, door handles, and sanitary fittings.
- ✓ If contaminated items cannot be cleaned using detergent either launder (warmest wash cycle, do not shake before placing in the washing machine, and allow to air dry completely) or steam clean.
- ✓ When you have finished the 'deep clean' put all cleaning materials (cloths, disposable mop heads, tissues etc) and your worn PPE in a bin bag. Tie when full. Put this full bag in a second bag and tie up (ie double bag). Follow the advice below on how to remove PPE:-

## Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger) This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



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- ✓ Put in a secure place, away from children and not in the communal waste area.
- ✓ Mark for storage until test result is known.
- ✓ If negative test result is received, place in normal waste stream.
- ✓ If positive test result is received, store for a further 72 hours before placing in the normal waste stream.
- ✓ If urgent disposal is required before the 72 hours it must be discarded as clinical waste.
- ✓ Ensure all staff are aware of the location of cleaning substances and equipment. The Safety Data Sheet for the cleaning substance must be accessible in the event that spillage or first aid incident should occur. Directions on the safety data sheet must be followed in such a circumstance.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Decontaminate your vehicle or bike. This includes frequently touched surfaces such as gear stick, hand brake, door handles, steering wheel, handlebars or seat.

### Potential Hazards and Injuries:

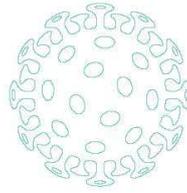
- Contact with bodily fluids and droplets.
- Unpredictable behaviours leading to scratches and bites etc.
- Spread of infection due to poor practices.

### Do:

- ✓ Wear all the PPE required and put it on/take it off correctly.
- ✓ Maintain 2m distance from others at all times.
- ✓ Use the correct cleaning solution.
- ✓ Use disposable cleaning materials.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands and forearms

### Don't:

- ✗ Mix chemicals – this can cause toxic fumes
- ✗ Deliver care without wearing PPE.
- ✗ Use the same PPE for more than one task.
- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all PPE and washed your hands.



## COVID-19 Safe ways of working

# A visual guide to safe PPE

**General contact with confirmed or possible COVID-19 cases**

- Eye protection to be worn on risk assessment
- Fluid resistant surgical mask
- Disposable apron
- Gloves

**Aerosol Generating Procedures or High Risk Areas**

- Eye protection eye shield, goggles or visor
- Filtering facepiece respirator
- Long sleeved fluid repellent gown
- Gloves

**General instructions:**

- Clean your hands before and after patient contact and after removing some or all of your PPE
- Clean all the equipment that you are using according to local policies
- Use the appropriate PPE for the situation you are working in (General / AGPs or High Risk Areas)
- Take off your PPE safely
- Take breaks and hydrate yourself regularly

**For more information on infection prevention and control of COVID-19 please visit:**  
[www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control](http://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control)