



# Coronavirus Safety Plan

ST JOHN'S C.E PRIMARY SCHOOL: THE SPIRE ACADEMY TRUST  
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### Safety measures for pupils, staff and parents

Pupils
<ul style="list-style-type: none"> <li>• Children will thoroughly wash their hands when entering school in the morning, before and after break and lunchtime and at the end of the day. If they have a PE lesson, they will wash hands before and after the lesson and at other points where required.</li> <li>• Children will be encouraged to wash their hands after sneezing or coughing.</li> <li>• Daily education of how to stay safe, with a particular focus on social distancing for younger children.</li> <li>• Children will be regularly reminded of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>• Tissues and hand gel available in every classroom for children and staff to use and stocks replenished on a daily basis as required.</li> <li>• Daily reminders of the expectation for conduct with regards to high standards of hygiene during register and then when required throughout the school day. Additions within the behaviour policy to show consequences of wilful neglect of health and safety rules, will be shared with all pupils and consistently reinforced.</li> <li>• Children will work within an identified zone of the school for the duration of the school day.</li> <li>• Children will work within the same group of pupils on a daily basis alongside the same team of staff.</li> <li>• Seating in the classroom will be arranged so they are seated at separate desks to enable social distancing.</li> <li>• Rooms will be well ventilated and where there is opportunity for learning outdoors, this will be implemented.</li> <li>• Break times and lunchtimes will be staggered and the outside area zoned for each group of children.</li> <li>• At lunchtimes, tables will be cleaned before and after the children have eaten.</li> <li>• When lining up, the children will socially distance themselves in the line.</li> </ul>
Staff
<ul style="list-style-type: none"> <li>• Hand gel is available in the entrance to use on the way into school and when leaving at the end of the day.</li> <li>• All staff are provided with masks and visors to use in school.</li> <li>• First aiders will use masks, gloves and aprons where required when administering first aid.</li> <li>• Staff, who are deemed clinically vulnerable, extremely clinically vulnerable, or have members of their household who fall into this category, appropriate plans will be implemented for this staff in line with DfE guidance.</li> <li>• Staff will work on a rota basis with the same group of staff.</li> <li>• Any meetings that they need to attend with outside agencies can be done remotely.</li> <li>• Staff meetings can be delivered via zoom unless it is with a small number of staff where social distancing is assured.</li> <li>• Cleaning staff to wear appropriate PPE.</li> </ul>
Parents and carers
<ul style="list-style-type: none"> <li>• If their child or member of their household is showing symptoms of coronavirus or they are awaiting the results of a test for coronavirus, they are to keep their child off school for 14 days/wait for the results of the test.</li> </ul>

## CORONAVIRUS SAFETY PLAN

- When taking or collecting their child from school, they must line up in the appropriate zones, standing 2 metres apart.
- If they need to speak with a member of staff, an appointment can be arranged via telephone or they can email into school.
- Parents should avoid congregating outside school gates and doors.

### **Cleaning**

- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- Daily cleaning using recommended products by cleaning staff.
- Additional cleaning every Friday afternoon in preparation for second set of children on Monday.

## What happens if a pupil becomes unwell whilst at school?

If a child becomes unwell with a new, continuous cough or high temperature whilst at school, they must be sent home and the parents advised to follow the COVID-19: guidance for households with possible coronavirus infection.

Take the child to wait in the conference room with door closed and supervised by a member of SLT from a safe distance (at least 2metres). Open windows for ventilation.

PPE should be worn by the member of staff caring for the child while they await collection

If the child's condition worsens at any point, call 999.

If the child needs to go to the bathroom while waiting to be collected, they should use the disabled toilet in reception area. This should then be cleaned and disinfected using standard cleaning products afterwards.

After the child has been collected from school, the member of staff looking after the child should wash their hand thoroughly for 20 seconds.

The member of staff who has helped the child, does not need to go home unless they develop symptoms themselves (and in which case a test is available) or the child subsequently tests positive.

In the classroom:

- All children and staff are to wash their hands thoroughly for 20 seconds.
- Children removed from the classroom whilst child's workstation is sanitised. If feasible, children can relocate in adjoining classroom for the remainder of the school day.
- Equipment that was used by the unwell child to be removed by a member of staff wearing PPE and either sanitised and stored safely away or bagged and disposed of.
- At the end of the school day, a full deep clean of the area accessed by the child will be carried out.

**What happens if a member of staff becomes unwell whilst at school?**



If a member of staff becomes unwell with a new, continuous cough or high temperature whilst at school, they must go home immediately and will be advised to follow the COVID-19: guidance for households with possible coronavirus infection.



If the member of staff's condition worsens at any point, call 999.  
Contact next of kin.

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If a member of staff has supported the staff who has become unwell, they should wash their hand thoroughly for 20 seconds.



The member of staff who has provided support, does not need to go home unless they develop symptoms themselves (and in which case a test is available) or if the member of staff subsequently tests positive.



**In the classroom:**

- All children and staff are to wash their hands thoroughly for 20 seconds.
- Children removed from the classroom whilst child's classroom is sanitised. If feasible, children can relocate in adjoining classroom for the remainder of the school day.
- Equipment that was used by the member of staff to be removed by another member of staff wearing PPE and the equipment either sanitised and stored safely away or bagged and disposed of.
- At the end of the school day, a full deep clean of the areas accessed by the member of staff will be carried out in addition to normal cleaning.

## What happens if there is a confirmed case of coronavirus in school?

If a child or member of staff develops symptoms compatible with coronavirus, they must be immediately sent home and the parents advised to self-isolate for 14 days.

Follow the COVID-19: guidance for households with possible coronavirus infection.



Implement flow chart on page 1

Is the case confirmed positive?

No

Yes

Where the child or member of staff tests negative, they can return to school and end self-isolation.

Where the child or member of staff tests positive, the rest of the class should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child or member of staff within the group subsequently develops symptoms.



If other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take.

This could include larger numbers of children and staff being asked to self-isolate at home as a precautionary measure.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.