



# Coronavirus Safety Plan

ST JOHN'S C.E PRIMARY SCHOOL: THE SPIRE ACADEMY TRUST

MAY 2020 – REVISED JULY 2020 FOLLOWING GOVERNMENT GUIDANCE FOR FULL REOPENING OF SCHOOLS IN SEPTEMBER 2020

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The following systems of control will be in place across the school:

1. **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the setting.**
2. **Clean hands thoroughly more often than usual**
3. **Ensure good respiratory hygiene**
4. **Introduce enhanced cleaning**
5. Minimise contact between individuals and maintain social distancing where possible. *(for younger children and those with complex needs, it's acknowledged that social distancing is unlikely to be maintained and so points 1 – 4 are key to minimising risk)*
6. Where necessary, wear appropriate PPE.

### Safety measures for pupils, staff and parents

| Pupils   |
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| <ul style="list-style-type: none"> <li>• If a child arrives in a mask, this will need to be safely removed following government guidance.</li> <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. Children will be encouraged to sanitise their hands after sneezing or coughing.</li> <li>• Children will be regularly reminded of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>• Regular education of good hygiene practice and how to stay safe, with a particular focus on social distancing for younger children.</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. This will also be available in other key areas around the school.</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.</li> <li>• Review of Behaviour Policy, including child friendly version to reflect consequences of wilful neglect of health and safety rules. This will be shared with all pupils in September and consistently reinforced.</li> <li>• Children will work within their bubble with minimal contact from other children in the school i.e occasional passing in corridors</li> <li>• Entrance and exit points into and out of the building will be organised to avoid pupils within different bubbles meeting wherever possible.</li> <li>• Seating in the classroom will be forward facing in rows.</li> <li>• Rooms will be well ventilated and where there is opportunity for learning outdoors, this will be implemented.</li> <li>• Interventions and focus group work can take place but children will be sat side by side and avoid directly facing each other.</li> <li>• Social distancing will be encouraged at all times where possible.</li> <li>• Break times and lunchtimes will be staggered and the outside area zoned for each group of children.</li> </ul> |

## CORONAVIRUS SAFETY PLAN

- Children will eat in the classroom at lunchtimes and the tables will be cleaned before and after the children have eaten.
- When lining up, the children will socially distance themselves in the line.
- Daily worship will be held in the classroom to avoid large gatherings.
- Where possible PE will be taught outside.
- Children will have their own set of pencils and regularly used equipment.
- Using resources kept within the bubble will minimise risk. Where resources are used across the school, i.e. PE equipment, this is meticulously cleaned if it can't be left for 48hours (72hours for plastic).

### Staff

- If a member of staff travels to work in a mask, this will need to be safely removed following government guidance.
- Hand gel is available in the reception area to use on the way into school and when leaving at the end of the day.
- For staff, who are deemed clinically vulnerable, extremely clinically vulnerable, the measures put in place significantly mitigate risk.
- Individuals who are extremely clinically vulnerable and received a letter advising them to shield are now advised they can return to work from 1<sup>st</sup> August as long as they maintain social distancing.
- Any meetings that they need to attend with outside agencies can be done remotely or if socially distancing in a well ventilated room. This would be decided on a case by case basis in agreement with the Headteacher or Deputy Headteacher in her absence.
- Staff meetings can be held in the hall whilst social distancing. All belongings to be brought to the meeting so cleaning can continue and staff can exit via the main entrance of the school.
- PPE is available if required (DfE Guidance for Full Opening: schools p.12)
- The signing in machine can be used by staff but ensure hand gel is used before signing in.

### Parents and carers

- 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.
- When taking or collecting their child from school, they must follow one way system and maintain social distancing at all times.
- Where possible, one parent to drop off and collect their child.
- If they need to speak with a member of staff, an appointment can be arranged via telephone or they can email the class teacher. If it is a matter regarding Health and Safety procedures, their query **must** be directed to the Headteacher and Leadership Team.
- Parents should avoid congregating outside school gates and doors.

### Cleaning

- Cleaning frequently touched surfaces often using standard products during the day
- Daily cleaning using recommended products by cleaning staff.
- Additional cleaning every Friday afternoon.

## 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 can be worn by the member of staff caring for the child while they await collection if social distancing cannot be maintained or member of staff feels it is appropriate to do so.

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.