

COVID-19 TRANSMISSION REDUCTION MEASURES-ADVICE AND GUIDANCE

In Schools adults are more likely to contract and transmit the COVID-19 Virus.

Control Measure	Actions-Practical Considerations
<p>Staff/Pupil Awareness of how the virus is Transmitted</p>	<p>Transmitted through respiratory droplets (mucus), enters body through eyes/nose/ mouth, not through the skin - lives on surfaces (fomite) clothes 12 hours, hard surfaces including books 6 days – incubation period of 7 days often with no symptoms, sometimes asymptomatic –</p> <p>Additional signs around school – handwashing, symptoms Hygiene strips available for pupils. Staff complete Covid Training prior to returning to school. PHSE recovery curriculum, providing opportunities to discuss Covid.</p>
<p>Enhanced Cleaning Routines</p>	<p>Classroom checklist completed each day by classroom team ensuring cleaning practices are continually taking place (inc books, electronics, resources etc.) Lunchtime supervisors taking on additional cleaning responsibilities once numbers arise. Cleaning staff briefed by H+S lead prior to phase 1 reopening Cleaning utensils available in each classroom allowing cleaning to take place throughout the day. Shared area contact points cleaned at least once a day.</p>
<p>Enhanced Hygiene Routines</p>	<p>Hand Gel dispensers redistributed around school including front reception. Each classroom has hand sanitizer available Hygiene strips in each WC Ensure toilets (staff and pupils) have sufficient handwash daily. Staff asked to ensure pupils wash their hands as soon as possible</p>
<p>Social Distancing</p>	<p>Reduced adults in the reception area at any one time Pupils collected by staff from their 'Bubble' each morning</p>

One pupil entering school at a time

SLT member facilitating pupil arrivals and collections.

Pupils remain in taxi's before being collected by a member of staff.

- Cones and 1 way system in place for collecting pupils at the end of the day
- This system includes social distancing spots.

Break times for pupils continue as normal in all classrooms – segregated outdoor spaces in each classroom.

Lunch consumed in classroom and brought to classroom by catering staff.

Pupils remain in their classrooms throughout the school day – do not use any communal or shared spaces within the school building.

Staffroom emptied and limited to 3 persons.

Each Bubble has allocated room for staff to have their breaks and dinner in

- These rooms are allocated to this bubble ONLY
- Staff may use chairs located outside Class 8 to socialise outside during their breaks.

Review of Policies required

- Review of H+S policy
- Infection Control policy (for getting rid of waste).
- Behaviour policy
- Fire Safety Policy – adjustments may be required.
- Wellbeing Policy
- Home School Agreement

In the morning, doors into Bubbles will be propped open – to be closed once all pupils are in their classroom (may alter due to exceptional circumstances) – this does not include fire doors.

Ventilation is supported by staff throughout the day by opening windows/doors when it is safe to do so.
Only rooms with windows to be used.

Attendance Reporting	<p>SCC Prime reported each Monday afternoon by SLT. Daily return to DfE completed daily by SLT Await instruction from Authorities besides Stoke on attendance reporting for vulnerable pupils.</p>
Social Distancing	<p>Arrivals and departures managed (above) Parents drop offs managed (see letter to parents) and signage used. Classroom Bubbles established with high pupil to staff ratio. Each Bubble has its own WC Most Bubbles have their own outdoor space – those without, must coordinate break times to prevent pupils socialising with those from different bubbles. Lunch to be consumed within each classroom Bubble. Dinner to be brought to the Bubble by Lunch Staff. Individual resources labelled and stored appropriately within each classroom Bubble. Social distancing posters displayed around school – reducing numbers of staff in certain rooms. Distancing symbols and stop symbols in use in classrooms where this is necessary for individual pupils. Each office will have restricted access and signage to represent this.</p>
Transport	<p>Awaiting further transport guidance Minibuses will not be used during this time. Revised travel plans to be collected from Authority.</p>
Suspected Infection on Site	<p>Quarantine area – transport arrangements –communication to other stakeholders – cleaning implications – closure implications</p> <p>Pool Corridor allocated Quarantine Area PPE equipment to be available for staff dealing with suspected case. Limit contact to 1 staff member when a pupil is displaying symptoms. Pupil will be collected through the pool corridor Staff member will leave premises immediately to go home.</p> <p>Communication to all parents within this classroom Bubble immediately by SLT.</p>

	<p>SLT to contact Public Health England for further guidance.</p> <p>Further communication with governors and staff completed on the Friday of each week.</p> <p>Additional cleaning measures can be directed by Health and Safety lead to cleaning staff.</p> <p>If a student or staff member develops symptoms they should be sent home and advised to self isolate for 14 days and have access to a test. When these symptoms develop, all pupils/staff within this Bubble should be sent home and are required to remain at home until test results return for the person initially showing symptoms.</p> <p>If the result is positive, the entire bubble (pupils and staff) must self-isolate for a period of 14 days. If negative, they can return to school.</p> <p>Disposing of PPE directions are issued below – in event of PPE being used to deal with a suspected case, the H+S lead will contact both cleaners and the site supervisor by the end of that day, to inform them that PPE has been used and remains stagnant in the allocated area, within the Pool Corridor.</p> <p>Please note school nurses should <u>not</u> respond to health situations.</p>
Parental Contract	<p>Clear expectations for parents outlined in letter home.</p> <p>Teachers have regular contact with all parents via letters and phone calls</p> <ul style="list-style-type: none"> - Twice weekly Safe and Well checks continue - SLT informed of all contact each Friday - Any concerns are dealt with by DSL each Monday. <p>Expectation that parents receive home learning from classroom staff remains.</p> <p>This document shared with parents online</p> <p>Home school agreement amended for parents sending their children to school</p> <p>Behaviour policy amended to include process for dealing with pupil non-compliance</p>

PPE	<p>Schools current PPE practices for personal care and feeding remain in place.</p> <p>Additional PPE for anyone working with a suspected Covid case in the quarantine area will be available.</p> <p>Visors will be made available for staff who wish to request these – used during personal care.</p> <p>Hand sanitizer continues to be available throughout the school.</p> <p>Stock take of PPE completed on a Weekly basis by First Aid Lead.</p> <p>Used PPE should be disposed of as normal domestic waste in bins within each classroom.</p> <p>PPE used whilst working with someone with suspected Covid symptoms must be doubled bagged and tied, placed in the bin located in the Pool Corridor for 72 hours.</p>
Local infection data awareness	<p>Useful to have data of locality infection rate to review strategy</p> <p>Updates received from DfE daily SLT to check infection rates weekly.</p>
Staff Training	<p>Incremental reopening will ensure staff adapt to practices slowly. Letter explaining new measures sent to all staff (29.06.20) Member of SLT on site daily to enforce new practices. Guidance provided to staff on a weekly basis. Online training provided for staff and requires completion before reopening phase begins.</p> <p>Reviews of practice weekly by SLT members at Thursday Meetings Staff recommendations welcomed at certain times during the reopening phase.</p>
External Contractors	<p>H+S lead along with site supervisor will support in inducting external contractors Similar guidance will be available and similar expectations that they socially distance and do not come into contact with any Bubbles if this can be avoided. If contact within a bubble is necessary, a risk assessment will be completed. Request copies of companies risk assessments for dealing with Covid-19.</p>

Review Processes	COVID 19 Response Group will be set up prior to reopening. Measures and practices will be reviewed on a weekly basis at SLT meeting and Covid response group

LEADERSHIP – COVID-19 /FURTHER SUPPORTING GUIDANCE

Theme	Actions-Practical Considerations	Resources
Staff Wellbeing	<p>Regular staff communication on Fridays – informing them of evolving circumstances and plans.</p> <p>Staff who are working from home have expectations from SLT.</p> <p>Staff will complete relevant training</p> <p>Minimum 2 on call staff on rota daily.</p> <p>Think-Well service available for all staff</p> <p>Reduced time in school planned initially during this reopening phase, to support staff wellbeing – flexible working practices to promote work/life balance.</p> <p>Performance Management to continue, with suitable expectations given the circumstances.</p>	
Pupil Wellbeing	<p>Curriculum will be more PHSE based and focus on emotional wellbeing.</p> <p>Transition social stories completed by Pupil Mentor, explaining that classrooms and teachers may be different in Merryfields.</p> <p>High staff ratios in each bubble/classroom.</p> <p>Handwashing and hygiene practices included in curriculum.</p> <p>Pastoral activities completed to renew and develop new peer groups.</p> <p>School day expected to be incrementally more structured for all pupils within their new Bubbles.</p>	

	Pupil Mentor (JH) will continue to support students and families where necessary.	
Safeguarding	All staff have access to DSL – personal number All staff have access to DDSL – personal number Continue to follow KCSIE as a school Follow new guidance regarding safer recruitment and DBS checks – if necessary First Aider on site at all times and highlighted on the rota so everyone is aware of who to contact in the event of an emergency. Safe and Well checks completed (detailed above).	