



General Precautions

Schools must devise ‘class groups’ of no more than 15 children, and an appropriate number of teaching staff. These class groups must remain as a group throughout the school day and on consecutive days where appropriate. They must only mix within their designated group, maintaining distance from other class groups and individuals wherever possible.

Learning Activities within groups should be planned around maintaining 2 metres distance where possible.

Lists of Class Groups must be documented.

Class Groups will include Foundation, Year 1, Year 6, Keyworkers’ Children and Priority Children.

If a member of staff or child at school is concerned they have COVID-19 they must follow the latest NHS guidance and if advised to self-isolate at home they must follow the guidance from Public Health England. **They must not attend the school.**

If a child or staff member presents symptoms during the school day, isolate them to separate room or ensure they are situated 2 metres from others if isolation is not possible. Ensure that PPE is worn when in close proximity and the guidance is followed in relation to Cleaning Activities (Following Suspected or Confirmed Case.)

School staff and children who attend school are eligible for testing. If a positive test is received they must self-isolate for 7 days and their household for 14 days.

If they are confirmed through testing to not have COVID-19 they can return to school.

If a member of staff or child tests positive, children and teaching staff within that ‘class group’ must be notified and advised to self-isolate for 14 days in line with Public Health guidance. Households of the children or staff need not self-isolate unless the person from the ‘class group’ with whom they live develops symptoms.

Templates for Communication have been prepared to provide to staff and parents in the following scenarios:

- Child presents symptoms whilst at school
- Child/staff member from a particular ‘class group’ has displayed symptoms of COVID
- Household member of a child confirms they have tested positive for COVID

Visitors in School

You should be mindful that visits by professionals, parents or contractors are to be kept to a minimum. Service and Maintenance visits can continue where social distancing can be effectively implemented.

Preparing for the Task:

- Arrange appointments for contractors, parents and visitors
- Arrange staggered start and finish times for year groups
- 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 also

Completing and Finishing Task

- Ensure that social distancing is implemented during any pre-arranged visits by parents, professionals or contractors
- Monitor compliance by visitors

Potential Hazards and Injuries:

- Spread of infection due to poor practices.

Do:

- ✓ Communicate with parents and use signage to reinforce messages
- ✓ Arrange appointments with visitors and only allow access where necessary
- ✓ Remind parents to use online payment methods and communicate issues via telephone or email where possible

Don't:

- ✗ Allow access the school building if someone has symptoms of COVID-19
- ✗ Allow groups of parents to congregate in the school reception area
- ✗ Allow contractors on site if social distancing measures cannot be effectively implemented

Social Distancing (2 metres)

Social Distancing

Preparing for the Task:

- Devise Class Groups and make a record (maximum 15 children, 1 teacher and TA if necessary)
- Make use of electronic communication to staff and parents
- Where staff can work from home, they should
- Arrange classrooms, offices and other shared spaces to have 2 metres distance between furniture, side by side if possible rather than facing one another
- Timetable class changes, lunch and break times to avoid Class Groups mixing with others

Completing and Finishing Task

- Keep each Class Group in their own dedicated room
- Designate a specific seat for each child (you could ask children to create a name card as a creative activity)
- Ensure activities are completed at 2 metres apart wherever possible, and not mixing with other class groups
- Make use of outdoors for activities as much as possible

Potential Hazards and Injuries:

- Contact with bodily fluids & droplets.
- Spread of infection due to poor practices.

Do:

- ✓ Make use of outdoors for activities where possible
- ✓ Ensure that class groups do not mix with one another for prolonged periods of time
- ✓ Clearly remove furniture that is not to be used to allow safe distancing
- ✓ Implement a one way or 'keep left' arrangement in corridors

Don't:

- ✗ Complete activities which involve Class Groups mixing, or close contact (such as assemblies, contact sports or school events.)
- ✗ Compromise supervision levels, but do use the fewest number of staff as possible to a class group to ensure safety
- ✗ Forget to use electronic communication rather than face-to-face where possible

Infection Control

Preparing for the Task:

- Access to handwashing facilities OR hand sanitiser should be available at all times, throughout the school, including in toilets and each classroom if possible.
- Tissues should be readily available at all times
- Ensure lidded bins are available in each classroom and other key locations
- Request parents provide their children with a pencil case and writing equipment which can be taken home and wiped clean each day
- Remove any items that are likely to be handled but cannot be wiped clean with disinfectant, such as textiles, or soft toys, or items with small components/intricate parts.
- Prepare a cleaning regime that includes shared spaces (such as toilets and kitchens), regularly touched surfaces (such as door handles) and equipment (sports equipment, IT equipment)

Completing and Finishing Task

- Handwashing (including forearms) **must** be completed more frequently than usual. Where possible, use warm water and hand soap. If this is not practical, hand sanitiser should be used instead.
- Staff and children should wash their hands upon arrival at school, before and after eating and after coughing or sneezing, and at frequently throughout the day
- 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>Potential Hazards and Injuries:</p> <ul style="list-style-type: none"> ■ Contact with bodily fluids & droplets. ■ Spread of infection due to poor practices. | <p>Do:</p> <ul style="list-style-type: none"> ✓ Wash hands frequently throughout the day ✓ Use tissues to capture coughs and sneezes – Catch It, Bin It, Kill It ✓ Ensure bins are emptied regularly, double bagged ✓ Clean regularly touched or shared surfaces and equipment | <p>Don't:</p> <ul style="list-style-type: none"> ✗ Use equipment or toys that cannot be easily cleaned (such as trim trail, soft toys, textiles, playdough or equipment with intricate parts.) ✗ Share equipment or resources wherever possible |
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Premises

Preparing for the Task:

- Ventilate the building – open doors and windows where possible
- Ensure walkways are unobstructed – remove furniture or anything that creates ‘pinch points’
- Display posters throughout the school:

[POSTERS LINK](#)

Completing and Finishing Task

- Maintain good ventilation throughout the school at all times
- Use external doors for access and egress to classrooms if possible
- Adopt a one way, or ‘Keep Left’ system, on corridors
- Monitor the site to ensure walkways remain clear and unobstructed

Potential Hazards and Injuries:

- Contact with bodily fluids & droplets.
- Spread of infection due to poor practices.

Do:

- ✓ 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
- ✗ Wedge internal fire doors open if possible. Use hold-open devices if fitted.

Staff Wellbeing

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

Preparing for the Task:

- Arrange how staff can raise concerns regarding their health and wellbeing with you
- Plan and agree staff expectations, workload and flexible working arrangements to support and reassure staff
- Familiarise yourself with support measures, such as the Employee Assistance Programme, available through BHSF so you can share this with staff
- Timetable regular breaks for staff
- Ensure staff welfare arrangements are in place and they are included on a regular cleaning regime

Completing and Finishing Task

- 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

Potential Hazards and Injuries:

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

Do:

- ✓ Maintain communication, through for example MS Teams, WhatsApp Groups
- ✓ Access online wellbeing support if necessary through the Employee Assistance Programme (BHSF).
- ✓ Take regular breaks
- ✓ Seek advice from colleagues within the Local Authority

Don't:

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

New PPE **MUST** be used for each episode of individual care delivery as per standard infection control procedures.

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:

- ✓ Wash hands and forearms thoroughly following hand hygiene regime.
- ✓ Put on the required PPE in the immediate area you are working in.

Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training and in accordance with the care plan.
- ✓ Remove and double bag PPE in the immediate area before going on to the next task.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Hands and forearms **MUST** be washed immediately after removing PPE
- ✓ Door handles must be cleaned before entering and leaving the affected area.
- ✓ 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 & droplets.
- Unpredictable behaviours leading to scratches and bites etc.
- Spread of infection due to poor practices.

Do:

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

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.

Personal Care Activities where child IS presenting symptoms (such as toileting, supporting with managing medical conditions etc)

Should a child start to display symptoms whilst at school then they must be isolated in their own room following similar precautions for other infectious conditions such as influenza.

New PPE **MUST** be used for each episode of individual care delivery as per below for aerosol generating procedures where the child is in a highly infective state (persistent coughing).

Personal Protective Equipment:



Appropriate footwear



Disposable Gloves



Disposable Apron



Disposable Fluid Repellent Face Mask



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

Preparing for the Task:

- ✓ Wash hands and forearms thoroughly following hand hygiene regime.
- ✓ Put on all the required PPE **BEFORE** entering the isolated area.

Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training and in accordance with the care plan.
- ✓ 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.
- ✓ Hands and forearms **MUST** be washed immediately after removing PPE
- ✓ Door handles must be cleaned before entering and leaving the affected area.

- ✓ 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: | Do: | Don't: |
|---|---|---|
| <ul style="list-style-type: none"> ■ Spread of COVID- 19. ■ Contact with bodily fluids. ■ Unpredictable behaviours leading to scratches and bites etc. ■ Spread of infection due to poor practices. | <ul style="list-style-type: none"> ✓ Wear appropriate Footwear. ✓ Wear appropriate Clothing. ✓ Wear all specified PPE. ✓ Maintain good hygiene and infection control standards. ✓ Regularly wash your hands and forearms | <ul style="list-style-type: none"> ✗ Deliver care without wearing all specified PPE. ✗ Use the same PPE for more than one task. ✗ Touch your eyes, nose or mouth ✗ Consume food and drink until you have removed all PPE and washed your hands. |

GENERAL CLEANING ACTIVITIES

Personal Protective Equipment:



Personal Protective Equipment is NOT required unless stated as a requirement for safe usage on the manufacturer's instructions and/or product COSHH Assessment

Completing and Finishing Task:

- ✓ Clean and disinfect regularly touched objects and surfaces (particular door handles, bannisters, toys and equipment, and shared/communal areas such as toilets) using appropriate disinfectant cleaning products to reduce the risk of transmission.
- ✓ Use disposable cloths or paper roll if possible.
- ✓ Avoid creating splashes or sprays when cleaning
- ✓ Hands and forearms **MUST** be washed immediately after completing the activity
- ✓ 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.

Potential Hazards and Injuries:

- Contact with bodily fluids & droplets.
- Spread of infection due to poor practices.

Do:

- ✓ Wear appropriate Footwear.
- ✓ Wear appropriate Clothing.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands and forearms

Don't:

- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all washed your hands.

Cleaning Activities (FOLLOWING SUSPECTED OR CONFIRMED CASE OF COVID-19)

Personal Protective Equipment:



Appropriate footwear



Disposable Gloves



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

Completing and Finishing Task:

- ✓ Clean and disinfect regularly touched objects and surfaces (particular door handles, bannisters, and shared/communal areas) using appropriate disinfectant cleaning products to reduce the risk of transmission.
- ✓ Use disposable cloths or paper roll if possible.
- ✓ Avoid creating splashes or sprays when cleaning
- ✓ Steam clean any surface which cannot be cleaned using detergents or laundered
- ✓ Suitable footwear, disposable gloves and a disposable apron must be worn when cleaning.
- ✓ Once the cleaning task has been completed, personal protective equipment and cleaning items must be double bagged, secured for 72 hours, and then disposed of.
- ✓ Hands and forearms **MUST** be washed immediately after removing PPE
- ✓ 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.

Potential Hazards and Injuries:

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

Do:

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

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.

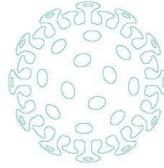
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IN THE EVENT THAT PERSON IS CONFIRMED AS HAVING COVID-19, SPECIFIC GOVERNMENT GUIDANCE IN RELATION TO DECONTAMINATION CLEANING MUST BE FOLLOWED:

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



Public Health
England



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 PPE Guidelines:

- 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

