

## Fairburn View Primary School

### Covid 19 safety Plans and Arrangements September 2020

Fairburn View Primary School opened to all pupils on 7<sup>th</sup> September 2020.

#### **Overarching Government Guidance:**

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

### **1. Briefing staff and pupils on procedures**

All staff and pupils will be briefed on the relevant parts of this guidance on the first day back on site through staff meeting and school assembly via Zoom. Key messages will be reinforced throughout the following weeks through PSHCE time and staff briefing notes.

### **2. Our priorities in reducing the risk of infection**

Handwashing and hygiene

Distancing where possible

Year group and minimal mixing of year groups

### **3. Symptoms of Covid-19**

You MUST isolate for 10 days if you develop any of these, and your household must isolate for 14 days. Book a test.

-Fever

-New continuous cough

-Loss of sense of smell or taste

### **4. Handwashing and hygiene**

Pupils must be regularly reminded to wash hands for 20 seconds or more with running water and soap and to dry them thoroughly. Pupils should be reminded not to touch their mouth, nose and eyes. Posters should be displayed in classrooms in toilets to remind children of this.

### **5. Enhanced cleaning provision**

Disinfectant sprays and wipes are available to staff if requested with safety instructions to avoid eyes and skin

Hand sanitiser available in every classroom and in areas around school

Tissues in classrooms for children

Extra cleaning throughout the day by caretaker and building hygienists to provide frequent cleaning of contact surfaces and communal areas

PPE is available for staff : gloves, masks, visors and aprons.

Staff who change pupils must wear PPE and first aiders must wear PPE if working with someone who is symptomatic.

### **6. Shielding vulnerable people**

Shielding measures were paused on the 1<sup>st</sup> August 2020 which means that the majority of clinically vulnerable and clinically extreme pupils and staff will be able to return to school. Children who are anxious about returning to school should be supported with the transition by the pastoral system, with the aim of all healthy children being back in school as soon as possible.

## **7. Travel, arrival and home-time**

If using public transport ensure you wear a mask at all times and sit in the designated seats. We encourage walking or cycling to school following the school rules re. riding on the school premises.

On arriving at school parents are encouraged not to wait in groups. The school building is open from 8.15am so children can enter the building quickly and not wait around outside. Parents are encouraged to follow the one-way system and keep 2m distance apart. On entering the building pupils are encouraged to hand sanitise straightaway and go straight to their classroom. Home time is staggered. Years 6,1,2 and UFS leave school at 2.45pm from their designated door. Years 3,4,5 and LFS leave from their designated door and taken to the playground where parents are waiting for them in designated areas.

## **8. Clothing and bags**

Normal school uniform should be worn and, on the days, children have PE lessons they may come to school in their PE kit as they cannot change in school. Pupils can bring bags to school in order to carry homework, diaries and reading books. Staff should be dressed appropriately for school.

## **9. Attendance**

All children are expected to be in school and attendance is now tracked and managed as normal in lines with LA policy and guidance.

## **10. Use of building**

Children should remain in their year group for lessons and movement around the building is limited. Assemblies are held twice a week by Zoom. PE and Music lessons are the only lessons which they may leave the classroom for escorted by the member of staff. Outside has year group zones where children are based with a member of staff from their year group for break time and lunchtime. Office staff are to sit side beside not facing each other, no staff to enter the office are unless necessary and there is no hot desking unless all equipment is cleaned thoroughly prior to use. Toilets to be avoided crowds of children waiting to use the toilet, but to manage queuing carefully. The staff room is not to be used for meetings just the preparation of personal food and if possible eaten in your own classroom area. Windows should be left open as much as possible. Pupils should bring their own drinks and not use the water fountains.

## **11. Lessons and activities**

Shared equipment must be wiped down or sprayed regularly after each use and kept within the classroom not shared across school. Pupils to use their own designated equipment and stationery – no sharing of pencils or pens.

Teachers should not mark books 'over the shoulder'. Assessments and books which are to be marked should be marked and then the teacher wash their hands thoroughly or wear gloves while marking.

In PE any sports equipment must be wiped down before the next class group use them. Surfaces should be wiped down between each class lesson. In Music lessons there should be no sharing of instruments and any instruments used must be wiped down at the end of each class.

If a child is sent home due to isolation, home-learning provision should be made available quickly.

#### **12. Pupil behaviour**

Any negative behaviour by pupils which results in detention will be held within the child's class not in a large detention group.

Pupils are to be encouraged to think about how they treat and behave towards each other for their safety.

#### **13. Children with Special Educational Needs or behavioural needs**

Pupils who require one to one support must continue as normal. Staff can wear visors while working closely with a child and full PPE is required to be worn if changing a child in the hygiene room or class toilet area.

#### **14. Visitors to school**

Meetings with external agencies are encouraged to virtually as much as possible. Any visitors to the school will be asked on entrance if they have any symptoms of covid and their temperature will be tested. Meetings are held at a safe distance.

#### **15. If someone displays covid-19 symptoms in school**

If a person becomes seriously ill then dial 999 immediately. The person must wait in an isolated room until they can go home with the windows and doors open for ventilation. If the ill person uses a toilet this must then be made out of bounds until cleaned thoroughly. PPE should be worn if you are helping a symptomatic person and you have reason to be closer than 2m to them. All items are single use and must be disposed of correctly.

If the person with symptoms has sneezed or been sick the area must be cleaned immediately. Waste from areas where they have been should be put in a plastic rubbish bag and tied. This should then be put in a second bin bag and tied. It should be stored securely for 72 hours before being disposed of.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/911313/PHE\\_quick\\_guide\\_to\\_donning\\_doffing\\_PPE\\_standard\\_health\\_and\\_social\\_care\\_settings.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf)

All staff and pupils who have symptoms are encouraged to take a test as soon as possible.

#### **16. If a child or member of staff tests positive**

The school will notify the local health protection team when informed of a possible or confirmed case by NHS Test and Trace, staff, parent/carer of a pupil within the last 14 days. The HPT will work with school to carry out a risk assessment and identify appropriate steps. Close contacts of the symptomatic individual will be identified. Contact tracers will inform contacts that they need to self-isolate for 14 days in line with government advice. Any pupils who are isolating will have access to remote provision so that they can learn remotely. A template letter will be provided to school on the advice of the health

protection team to send to parents and staff if needed. If any member of staff or pupil is contacted by the NHS Test and Trace system and is told that they are at risk, they must notify the school immediately and self-isolate for 14 days, even if they do not have symptoms. They must continue to self-isolate for the full period even if they have a negative test, as per national guidance.

[Isolation and Testing Guide lines on pages 6 and 7.](#)

#### **17. Fire evacuation**

In the event of an evacuation, staff should remind children to try to remain 1m apart when exiting the building. However, this may be discarded in an emergency situation. Pupils must face forward when queuing at the fire assembly point. A fire drill will take place during the Autumn term.

#### **18. Wrap around care**

Breakfast and tea time clubs will resume in the small hall. Children will sit at tables in year groups, distancing measures will continue and accurate registers must be taken for Test and Trace purposes. Children may be escorted to classrooms at 8.15am from breakfast club when the building opens for all year groups.

#### **19. Daily checking of site**

Each day a member of the caretaking staff is to walk to the site to check for adherence to Covid-19 safety procedures and report any concerns to SLT immediately.

#### **20. Common sense**

At all times staff and pupils should be reflecting on thinking on safe practice and working together at this time.

## Isolation and Testing Guide lines

### **Route 1: Staff or pupil has been contacted by NHS Test and Trace and asked to self-isolate**

- 1) Staff or pupil must inform school
- 2) Staff or pupil **MUST** commence 14 day self isolation
  - a) If the staff or pupil remain well after 14 days they may return to work
  - b) If the staff or pupil develop symptoms they are now eligible for **testing**.
- 3) **POSITIVE TEST RESULT** – staff or pupil must self isolate for at least 10 days and will be contacted by NHS Test and Trace
- 4) **NEGATIVE TEST RESULT** – staff or pupil must keep isolating for the 14 days; symptoms may arise after testing.

### **Route 2: Staff or pupil has developed symptoms and is the first person in their household to do so**

- 1) Staff or pupil must inform school
- 2) Staff or pupil must self-isolate for at least 10 days before returning to work
- 3) Staff or pupil is eligible for **testing**
- 4) **POSITIVE TEST RESULT** – staff or pupil must self isolate for at least 10 days and will be contacted by NHS test and Trace
- 5) **NEGATIVE TEST RESULT** -staff or pupil may return to work if no-one in their household has symptoms OR everyone in the household who had symptoms has tested negative

### **Route 3: Someone in the staff or pupil's household has tested positive**

- 1) Staff or pupil must inform school
- 2) Staff or pupil must commence 14 day self isolation
  - a) If the staff or pupil remain well they can return to work after 14 days
  - b) If the staff or pupil develop symptoms they are now eligible for **testing**
- 3) **POSITIVE TEST RESULT** – staff or pupil must isolate for 10 days and they will be contacted by NHS Test and Trace
- 4) **NEGATIVE TEST RESULT** – Staff or pupil must continue to self isolate as part of the household for 14 days

**Route 4: Someone in the staff or pupil's household has got symptoms but has not been tested or is awaiting a test result**

- 1) Staff or pupil must inform school
- 2) Staff or pupil must commence 14 day self isolation
- 3) If the staff or pupil remain well they can return to school after everyone in the household who has symptoms tests negative or after 14 days
- 4) If the staff or pupil develop symptoms they are now eligible for **testing**.
- 5) **POSITIVE TEST RESULT** – Staff or pupil must self-isolate for 10 days and will be contacted by Test and Trace
- 6) **NEGATIVE TEST RESULT** – Staff or pupil may return to work if everyone in the household who has symptoms has tested negative or they must complete the 14 days isolation.

**Route 5: Staff or pupil has been advised to self-isolate for other reasons (eg contact of a confirmed case)**

Follow any local health protection team/PHE advice. Staff or pupil will need to self-isolate for 14 days if they are a contact of a confirmed case.