

DUNNINGTON CE PRIMARY SCHOOL



CORONAVIRUS (COVID 19) PROTOCOL

INTERNAL USE ONLY

| Signed by the Headteacher | Signed by Chair of the Local Governing Body | Date disseminated to staff |
|---------------------------|---|----------------------------|
| | | 22 nd May 2020 |

CORONAVIRUS (COVID 19) Protocols for Pupils and Adults

At Dunnington CE Primary School we have created protocols for safer working to seek to minimize the risk from Covid-19 as well as outlining procedures to follow after any known exposure or suspected exposure to this infection.

We know that COVID-19 has an incubation period of 2 – 14 days and the main symptoms¹ of Covid-19 are a **fever** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); a **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); or **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. Most people with coronavirus have at least one of these symptoms.

More severe symptoms can develop in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. Current evidence suggests that children and young people are less affected than other age groups, however, **all people** must, where possible, follow the safe working guidance in operation in this school.

We thank you for reading through this document and for playing your part in keeping our community safe.

BEFORE ARRIVAL AT SCHOOL:

Hands should be washed in accordance with health guidance before leaving home and on arrival at school. Hand washing² is the most effective to prevent any virus transmission, thorough hand washing using soap and water for at least 20 seconds³ should be observed.

Clothes worn to school, PE kits and any lunch boxes or bottles carried must be subject to regular and thorough cleaning. This can be with normal household detergents and cleaning products.

Those using public transport should consider government advice on wearing face coverings. These, if worn, should be removed carefully and stored securely upon arrival in school. Non disposable masks must be washed before repeat use in order to limit any potential spread of infection. If you choose to wear a face covering, please avoid touching the mask or your face

¹ <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

² <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

³ <https://www.youtube.com/watch?v=bQCP7waTRWU&feature=youtu.be>

while wearing it. Face coverings⁴ are suggested for use in very specific circumstances to reduce the risk of an individual transmitting the virus if they are unaware that they have e.g. not displaying symptoms.

Please note that face masks/coverings are not recommended for primary age children, for children unable to wear them safely, or for those who have respiratory problems.

If the weather forecast recommends using sun cream, please apply this to your child at home prior to them entering school. Children can also bring and apply their own sun cream during the school day. Unfortunately, members of staff are not able to assist children in doing this. You may wish to consider applying a 'once a day' protection before school if your child is unable to apply their own cream.

Please **do not bring** any additional items into school beyond the minimum outdoor clothing needed for the school day. Pupils should bring clean PE kit for any days this is needed and a packed lunch and bottle of water if required. This is to ensure we can conduct our cleaning effectively. The school will supply other equipment for pupils. Pupils bringing in a packed lunch should use a hard, plastic container that may be wiped down if needed. No food should be passed around, swapped or shared in school at any time. Staff should also seek to minimize items and equipment brought into school.

ON ARRIVAL AT SCHOOL:

We ask you all to respect the social distancing measures advised by the Government, as well as the ones we have put in place. Where necessary, we will have visual prompts around the school site, to remind everyone to keep the safe distance of 2 metres.

The small groups we will work with will help keep people safe. We will use the outdoor spaces we have as much as possible and will seek to keep rooms well ventilated.

In order to support social distancing, we have made the following changes for arrival and departure at school:

- We will designate different arrival/departure areas and time slots, so that we reduce the number of people in any one place. (See information letter for parents)
- A maximum of one non-staff adult may accompany each child/family group to/from school. All children including year 6, should be accompanied by an adult to ensure that social distancing is maintained prior to handover to staff.

⁴ <https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>

- Social distancing must be observed at the school gates and in the school playgrounds at drop off and collection times
- We ask that no adults, other than staff, enter the building unless in an emergency or for a pre-arranged appointment with staff and that social distancing is observed throughout any visit on site

Social distancing needs to be observed when leaving the school via the main door.

Please follow government advice and walk or cycle to school where possible to minimize use of public transport. Social distancing should be observed when entering or leaving vehicles.

OUR SCHOOL PROCEDURES:

- We will operate a daily review of the operation of our risk assessments and operating protocols to ensure we optimize the health and safety of those on site.
- We will discuss our operating arrangements with staff, parents, pupils and governors and will seek to answer any queries arising.
- We will also explain that we will aim to observe the 2 metre social distancing where possible but that there may be instances where this is difficult to observe e.g. dealing with reception age children.
- We will conduct hand washing regularly. This will always be at least on arrival at school; after toilet breaks; after activities; before and after any handling of food and prior to and following the use of any outdoor areas.
- Visitors will be asked to use the hand sanitisers at our main doors before coming into the main site. We use an alcohol based sanitizer as only this type of product will kill the COVID-19 virus.
- Hand sanitiser and tissues will be available in classrooms.
- Staff will regularly remind pupils that they must cover any cough or sneeze with a tissue, then throw the tissue in a bin in line with **Catch it, Bin it, Kill it.**
- Signage to support social distancing will be in use throughout the site and public health messages will be on prominent display throughout the school
- In the first instance, we are not looking to introduce our service system for hot food at snack or meal times. Grab bags will be provided or children can bring their own packed lunch. They could also bring a healthy snack for break times. We will return to this system when we assess that it is safe to do so.
- Initially pupils will eat their meals in their designated classroom without any mixing beyond their allocated teaching group during this time.
- Outdoor activities/break times will be within the teaching groups pupils are assigned to be in throughout the day and without any further social mixing during this time.
- We will explain to pupils that they have their own labelled bag of equipment to use while they are at school.

- Pupils, parents or staff who feel unwell with related symptoms must stay at home and not come to school. Coronavirus testing⁵ is now available in England for anyone who has symptoms. This can be accessed via NHS 111. Please note that testing is only of use if you are displaying symptoms.
- Pupils, parents or staff must avoid close contact with people who are unwell.
- We are always vigilant about the health of our pupils and staff and we react quickly if we note any rise in temperature or changes in behaviour.
- If we need to take a temperature of a pupil or staff member, we will use the ‘no touch’ thermometers on site.
- We will advise pupils about not touching their eyes, nose, and mouth with their hands and we ask parents/carers to repeat this advice at home. Pupils will be told to inform staff if they feel unwell and we will respond accordingly.
- We are stocked with PPE and will continue to use it as dictated by the latest DfE guidance.

If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment.

COVID testing is now available for school staff and their families and for all those over the age of five.

A coronavirus test can be booked here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK. A coronavirus test can be booked here:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

CLEANING PROCEDURES:

Our cleaning staff, and school staff, are on a continuous cycle of cleaning and disinfecting the setting in line with PHE guidance for non-healthcare settings and DfE guidance. We pay particular attention to items such as phones, keyboards, door handles, banister rails, toilet flush handles etc.

- All bins are emptied at least twice/day, with food bins always emptied after meals.
- Tablets, devices and phones used by our staff are cleaned before and after use

⁵ <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

USE OF PPE:

DfE guidance states that PPE is only needed in a very small number of cases where:

- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

DfE guidance states that any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. This is to avoid this item becoming damp via longer term use and therefore potentially increasing the risk of infection.

PUBLIC HEALTH ENGLAND (PHE) GUIDELINES

TRAVEL:

All staff and families with children attending the school are required to follow the latest government guidance on travel.

What we will do if children or staff become unwell and we/they believe they have been exposed to COVID-19 either through travel to a specified country or area or contact with a confirmed case:

We will call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), and if appropriate, explain which country they have returned from in the last 14 days. Whilst we wait for advice from NHS 111 or an ambulance to arrive, we will keep that person sitting somewhere safe and at least 2 metres away from other people, isolated from others. Parents will be contacted at the earliest opportunity. Staff dealing with this pupil, once referred, will wear PPE in line with government guidance. We will clean the room once the pupil leaves according to PHE guidelines.

What we will do if a case of COVID-19 (pupil or staff) is suspected in our school:

We do not need to close or send other pupils home. The pupil concerned will be eligible for testing and, while we wait to hear about results, we will clean any area he/she has been in and dispose of any waste as advised by PHE. The pupil or staff member that develops the

symptoms compatible with coronavirus, are advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. If the test results are negative, they can return to their setting and the fellow household members can end their self-isolation.

****What we will do if a case of COVID-19 (pupil or staff) is confirmed in our school:***

We will be contacted by the local PHE Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of the school will be undertaken by the PHE Protection Team with relevant staff and advice given on cleaning rooms and toilets. If the pupil or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.

PHE say that “in most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision.”

****What we will do if pupils or staff are contacts of a confirmed case of COVID-19 who was symptomatic whilst attending school where contact is defined as:***

- any pupil or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any pupil or staff member living in the same household as a confirmed case, or equivalent setting

Contacts are not considered cases and, if they are well, they are very unlikely to have spread the infection to others. However:

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case
- they will be actively followed up by the PHE Protection Team
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending school, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

PHE say that “outside those that are defined as close contacts, the rest of the setting does not need to take any precautions or make any changes to their own activities, unless they become unwell. If they become unwell they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and pupils in the rest of the school who are not in a close group. The decision as to whether pupils and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the school and the family. Advice should be given as follows:

- if individuals become unwell with a cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if individuals are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

***This approach is based on government guidance as of 22/5/20. Please note this may be subject to change.**

Linked Publications

Opening Schools for more young children and young people: initial planning framework for schools in

England. <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Safe working in education, childcare and children's social care settings, including the use of personal

protective equipment (PPE) <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Actions for education and childcare settings to prepare for wider opening from 1 June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020> (Updated 12 May 2020)

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Conducting a SEND risk assessment during the coronavirus outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

Planning guide for primary schools <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Coronavirus (COVID-19): guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Critical workers who can access schools or educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidancefor-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Remote education during coronavirus (COVID-19) <https://www.gov.uk/guidance/remote-education-duringcoronavirus-covid-19>

Managing school premises, which are partially open, during the coronavirus outbreak

[https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)

[managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](https://www.gov.uk/government/publications/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)

Overview of scientific information on coronavirus (COVID-19)

<https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19>

What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak

<https://www.gov.uk/government/publications/closure-of-educational-settings-informationfor-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

[parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers)

Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers

[https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june)

[reopening-schools-and-other-educational-settings-from-1-june](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june)

Rebooting Behaviour after Lockdown

<https://www.dropbox.com/s/f1mdjnzd70w9ciz/Lockdown%20Behaviour%201.pdf?dl=0>

Staying alert and safe (social distancing)

<https://www.gov.uk/government/publications/staying-alert-and-safesocial-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Latest Travel advice

<https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=2ahUKewjHyeTZgMXpAhXNbsAKHRbIBtkQFjABegQICxAE&url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Ftravel-advice-novel-coronavirus&usq=AOvVaw096o1ZjCduWASlqQIMDB08>