



ELLOUGHTON PRIMARY SCHOOL
General Precautions and Prevention

All year groups are returning full time to school and will be in class and year group bubbles.

To minimise the risk we will:

- Ensure that pupils clean their hands regularly, including when they arrive at school and when they return from breaks.
- Ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach.
- Continue enhanced cleaning, including cleaning frequently touched surfaces often.
- Minimise contact between individuals (where possible)
- Adults should still maintain social distancing between themselves. We have limited numbers permitted in staffroom/communal areas, virtual staff meetings taking place.
- No large gatherings e.g. whole school assemblies and events.
- Have staggered breaks, lunch, start and end of the day along with different entry/exits.
- All pupils are kept in their bubbles including wrap around care.
- Staff to wear a face covering on the school site at all times apart from in the classroom and when eating/drinking.
- Parents/carers are asked to be prompt but not to arrive too early.
- Parents have been advised to wear face coverings on the school site.
- Only one parent/carer per child to enter the school site.
- Secondary aged pupils should not enter with a parent, though if old enough, may be the sole carer at pick up.
- Parents requested to wait on the playground (yet socially distanced) if they have other siblings to drop off/collect. NB Due to the state of the field we can no longer use this as a 'waiting area' for parents so will just ask parents to use their common sense and keep apart on the playground.
- The shelter in the front playground outside Mrs Fulstow's office will be the designated drop off and collection area for external childcare providers.
- Siblings/toddlers must stay at their side at all times and not be running around.
- The large play equipment on the front and back playground must not be used before or after school.
- If a parent is late for pick up, their child will be taken to the office to wait for collection. Similarly, if a parent is late for drop off, the child will be brought to the office.

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.** ['Stay at home: guidance'](#)

If a child or staff member presents symptoms during the school day, isolate them to a separate room - the Hygiene Suite). Ensure that PPE is worn when in close proximity and the guidance is followed in relation to Cleaning Activities (Following Suspected or Confirmed Case.)

We have Covid-19 test kits available for pupils and staff who have Covid-19 symptoms. Testing must not be done on the school site.

If a positive test is received they must self-isolate for 10 days and their household for 14 days should they well enough to do so.

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 'Bubble' 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.

Template letters 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-19
- Household member of a child confirms they have tested positive for COVID-19

Visitors in School

Visits by professionals, supply teachers, parents or contractors will be kept to a minimum. Service and Maintenance visits can continue where social distancing can be effectively implemented.

All visitors must sign the school's 'Track and Trace' Agreement.

All visitors will be provided with the schools Covid-19 Prevention Safe System of Work.

The school have a Covid-19 risk assessment in place for The Music Box.

Potential Hazards and Injuries:	Do:	Don't:
<ul style="list-style-type: none"> ■ Spread of infection due to poor practices. 	<ul style="list-style-type: none"> ✓ 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 ✓ Face covering must be worn by all visitors ✓ Clothing only needs to be changed if it has become contaminated by bodily fluids 	<ul style="list-style-type: none"> ✗ 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

Minimising Contact and Social Distancing (2 metres)

Social Distancing

- Keep each 'Bubble' in their own dedicated room
- Designate a specific seat for each child. 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
- [The latest Department for Education Guidance](#) says that singing in schools is now permitted providing social distancing or other mitigations can be put in place. Mitigations recommended by the DfE include:
 - 2 metres social distancing between singers
 - using larger, well ventilated spaces/outdoors
 - back to back or side to side singing (not face to face)
 - will not take place in large groups such as choirs

<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">✓ 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	<p>Don't:</p> <ul style="list-style-type: none">✗ Complete activities that involve 'Bubbles' 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
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Premises

- 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

<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"> ✓ 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 	<p>Don't:</p> <ul style="list-style-type: none"> ✗ Allow walkways to become cluttered or obstructed ✗ Wedge internal fire doors open if possible. Use hold-open devices if fitted.
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Staff Wellbeing

- 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

<p>Potential Hazards and Injuries:</p> <ul style="list-style-type: none"> ■ Compromised mental health and wellbeing. ■ Social isolation. ■ Fatigue. ■ Adverse impact on work life balance. 	<p>Do:</p> <ul style="list-style-type: none"> ✓ 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 	<p>Don't:</p> <ul style="list-style-type: none"> ✗ Suffer in silence ✗ Be afraid to ask for help and support.
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Personal Care Activities where a child presents NO symptoms (such as toileting, supporting with managing medical conditions etc)

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.*

- ✓ Wash hands thoroughly following hand hygiene regime.
- ✓ 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 **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 if contaminated with bodily fluids. 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

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)

- ✓ Wash hands thoroughly following hand hygiene regime.
- ✓ Put on all the required PPE **BEFORE** entering the isolated area.
- ✓ 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 **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 if contaminated with bodily fluids. 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:

- Spread of COVID- 19.
- Contact with bodily fluids.
- Unpredictable behaviours leading to scratches and bites etc.
- Spread of infection due to poor practices.

Do:

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

Don't:

- ✗ 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

- ✓ 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.
- ✓ Daily washing of microfiber cloths at 90 degrees
- ✓ Avoid creating splashes or sprays when cleaning
- ✓ Hands **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 if contaminated with bodily fluids. Avoid shaking clothing before placing in the washing machine.

Potential Hazards and Injuries:

Don't:

- Contact with bodily fluids and 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)

- ✓ 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:

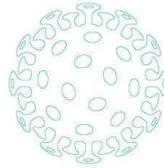
- ✓ Wear appropriate Footwear.
- ✓ Wear appropriate Clothing.
- ✓ Wear appropriate PPE.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands and forearms

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.

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>



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 Safety Instructions:

- 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