

Covid Contingency Plan

This provides general guidance for staff, students and parents about St Anthony's Covid contingencies. Much of the information is operational information which will allow everyone to have a better understanding of how the school will manage a Covid outbreak.

Introduction

Given our requirement to minimise the risk of transmission, every member of staff and all students will be required to create and uphold practices to ensure that all members of the school's community are able to work and learn safely. Staff must model correct behaviour, such as observing one-way systems and upholding hygiene procedures. Classroom must maintain distancing from others outside their 'bubble'. Parents/carers should read through this document to ensure they understand how the school will operate. Then share info with their children discussing the content and reinforcing the need to follow the guidance provided in this document.

This guidance is a 'live' document; it may be necessary to update it regularly, particularly after opening when everyone returns. Changes will be communicated to staff, students and parents.

Government Guidance

This document has been drawn up in response to the United Kingdom Government's [guidance](#)

In order to minimise the transmission of Coronavirus, Government advice is to:

- clean hands thoroughly, more often than usual;
- ensure good respiratory hygiene by promoting the 'Catch It, Bin It, Kill It' approach;
- introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
- minimise contact between individuals and maintain social distancing wherever possible;
- where necessary, wear appropriate personal protective equipment (PPE)

The Government have advised to keep students in Year Group 'bubbles.' St Anthony's is small enough to be considered a single bubble. Though we will work mainly in smaller primary and secondary bubbles during the school day.

Face Coverings

Guidance from the government is that students in England do not need to wear face covering at school (they are now part of a bubble) and neither do staff (where possible they are maintaining a 2-metre distance from everyone else).

- However, the school has considered this carefully and because the layout of the school will make distancing between staff and students difficult, staff will be expected to wear a face covering. Face coverings need to be worn outside the classroom at all times. Children are exempt from wearing masks but can if they want to.

Anyone who travels on public transport must wear a facemask - see next section.

Transport To and From School

Students on school transport will need to wear a face covering on transport and will be assigned a seat. Transport staff will wear face coverings and windows will be open to ensure good ventilation. **Buses will be cleaned ...**

Parents/carers driving children to school should stay in their vehicles at all times. Staff will come and support pupils from and to vehicles. Please as far as possible inside the gates so other cars can also come in.

Parents/carers who walk to school will follow the one way system at the school gates. Using the in entrance and going out via the out exit. Please maintain social distancing with other adults and children.

Classroom Hygiene

Staff will have a store of the wipes which are needed for cleaning desks / chairs in classrooms. Teaching staff must make sure that wipes and the bin are accessible at the start and end of the lesson. Staff and students must minimise the number of wipes they use; wipes are expensive, and we must all do what we can to minimise the environmental impact of their use. Further classroom management arrangements are detailed in Guidance for Lessons (below).

Ventilation

As often as possible, doors and windows should be open to reduce risk of transmission. Doorstops will be provided to staff and it is their responsibility to close doors after leaving a room or when evacuating the building during an emergency.

Toilets and Handwashing Facilities

There is no stipulation that students from different year groups cannot use the same toilets.

The school has arranged more regular, enhanced cleaning. Toilets, common circulation areas and regular contact areas (for example door handles) will be cleaned at least three times per day. A cleaner will undertake enhanced daily cleaning across the whole school with classrooms being cleaned every day. Classroom cleaning will include wiping down all surfaces including teachers and students' desks and chairs. Cleaning will take place each day after pupils leave. Catering staff will wipe down dining tables and chairs after each sitting. It is important that staff and students support our cleaners by reducing unnecessary contact with surfaces, placing all rubbish in bins and allowing them space to complete their jobs effectively. It is hoped / expected that students will place all their rubbish in bins and not drop litter.

Wellbeing / Pastoral Care

We are very aware that a number of members of our community will be anxious about these changes. It is hoped that reassurance will be gained from the detailed planning that has taken place to minimise the risk of transmission of COVID-19 amongst the community. We invest heavily in providing comprehensive support mechanisms for staff and students. It is important that staff and students who require additional support are able to come forward and request help. Support for staff can be obtained through approaching any colleague, a line manager, a member of the Senior Leadership Team.

Students can approach any adult if they need support.

Guidance for School Staff and Teachers

This section provides guidance for staff and teachers. Students and parents/carers should read this section as it will enable them to better understand the roles and responsibilities of school staff. The closer we are able to work towards the guidance below, the lower the risk of transmission. However, very brief, isolated breaches should not present a serious additional risk.

General

- If you are feeling unwell (it is vital that we protect others and ourselves from COVID-19), you must stay at home if you have symptoms and follow all self-isolation and testing guidance here
- All members of the school community must carry a face-covering so they can be used as required.

- Adults should aim to keep a 2-metre distance from all other people at all times
- Windows and doors kept open to improve ventilation
- Students will be reminded that they will need to have the following equipment since sharing / borrowing from the teacher is not allowed:
 - Water bottle
 - Pencil case with pen, pencil eraser, ruler, glue stick, scissors, coloured pencils

The Start of Lessons

- Classroom staff should ensure there are sufficient wipes in the classroom, or on your person, for each student to sanitise their working area at the start of each lesson - this includes any area likely to be touched by students while sat at their desks: table top, sides, underbar, sides of chairs. Students are far more likely to be diligent cleaning an area they are about to use than cleaning for someone else
- Make the bin accessible for students to dispose of wipes
- Apply hand sanitiser at the start of each lesson
- **Reminder: there is to be no sharing of equipment between students at all**

Additional General Information

- Staffroom use to be reduced / avoided, if possible

Parent Meetings

Parents will only be able to arrive at school to meet with a member of staff if it has **been pre- arranged and is absolutely necessary**. The preference would be that meetings will be held remotely via Microsoft Teams. Any face-to-face meeting would be held in a location where social distancing is adhered to.

Aims

This protocol aims to provide information to staff on the management of suspected and confirmed cases of Covid-19 within the school community, including the measures the school will take to reduce the risk of cross-infection.

Symptoms of Covid-19 There can be multiple and varied symptoms associated with Covid-19, however Government guidance identifies the following as main symptoms, indicating a need to be tested as soon as possible and isolation until the results are received. The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (a fever of 37.8 or above)
- **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)
- **a 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 (anosmia)

Most, but not all people with Covid-19 have at least 1 of these symptoms.

Symptomatic staff/students

All members of the school community (staff, student, parent/carer, Governor, visitor) are instructed not to come into school if they are displaying any of the above symptoms.

Masks/face coverings

All members of the school community will be asked to carry their own face covering on them, for immediate use should the need arise.

Staff

Staff displaying any Covid symptom(s) should follow the School's usual staff absence reporting procedure and furthermore inform the School's Covid reporting Point of Contact (Abi Cranson), of the exact reason for a Covid-related absence giving the date of onset of any symptoms. **A lateral flow test should be taken and a PCR test should be ordered.**

If a member of staff becomes unwell with Covid symptoms whilst onsite, they must stay in their location, don their facemask immediately and advise their line manager (ideally by phone/email or, if in person, whilst maintaining a 2m distance). In order to limit the chance of transmission, staff should not go to the Medical Room but follow Government Guidance independently and without delay;

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> , going directly home, without diverting through other school areas en route. **A lateral flow test should be taken and a PCR test should be ordered.**

Staff awareness

The school will keep staff up-to-date on national guidance Covid-19 along with the prevalence of infection across the school. Staff will be notified individually where we are aware of a confirmed case with whom staff may have come into close contact.

Students

If a student develops Covid symptoms whilst onsite, they should don their facemask and report immediately to their teacher. Who will support the pupil by following the school guidelines.

The area the student has just vacated must be appropriately cleaned with disinfection of floors, surfaces etc and any waste (eg tissues) appropriately disposed of without delay with staff using the appropriate PPE. The area should also be well-ventilated. The member of staff within that location must arrange this without delay either through Robert Page or Abi Cranson.

Staff who have assisted a student with symptoms do not need to go home unless they go on to develop symptoms themselves. Staff must wash their hands thoroughly after they have had contact with anyone who is unwell in any way, irrespective of the nature of their symptoms.

Cleaning of areas where suspected or confirmed cases of Covid-19 have been isolating

- Staff to advise Robert Page of areas where suspected or confirmed Covid-positive students have spent more than 15 minutes in the past 24 hours
- Cleaners to pay heed to areas/rooms and take appropriate action in terms of PPE and required cleaning regime
- Cleaners will follow Government guidance (see above) in their cleaning of these areas, paying particular attention to the cleaning of hard surfaces such as desk, computers, keyboards, key pads, phones etc.
- Waste bins to be emptied at least daily (see below)
- Spillages of bodily fluids (eg sputum and nasal discharge) should be cleaned up immediately with staff using the appropriate PPE and disposed of in line with waste guidance

- Appropriate cleaning materials will be provided to allow staff to regularly clean areas/objects of high use (such as door handles and door fob pads) to augment regular cleaning routines
- Where possible, all rooms to be aired daily (windows to be left open in bedrooms whilst unoccupied)

PPE

Although the school encourages everyone to wear face masks Government guidance suggests that the majority of school staff will not require PPE beyond what they would normally require for their work role, even if they are not always able to maintain a distance of 2 metres from others. PPE is therefore required in only a limited number of situations;

- If a student becomes unwell with symptoms of Covid-19 while in school, needing direct personal care until they can return home, in which case;
- A facemask should be worn by the affected student
- A facemask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained
- If prolonged, close contact (either >15 minutes within 2 metres or > 1 minute within 1 metre) with the symptomatic student is necessary, or direct contact with a confirmed case, then a facemask, gloves and apron should be donned by the staff member
- Where there is a risk of the staff member coming into contact with the respiratory secretions of the symptomatic student (ie from coughing, spitting or vomiting), then full PPE PLUS eye protection should also be worn.
- Staff needing to wear PPE must follow the correct procedure for donning/doffing Public Health England – Putting on and removing PPE https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be

Supplies of PPE Will be located in the medical room.

Personal Hygiene

All staff and students must maintain good personal hygiene and will be educated on how to achieve this;

- Hand hygiene
Frequent thorough handwashing with soap and water, remembering to dry hands thoroughly, ideally with paper towels. Hand hygiene is particularly important when hands are visibly dirty; after nose blowing, coughing or sneezing into the hand; on arrival at school/work/home; after using the toilet; before and after eating or handling food; after touching surfaces used by more than one person (eg door handles, light switches, school equipment).

Sanitising gel may be used to clean (only visibly clean) hands as an alternative, where soap and water are not available. NHS effective handwashing tutorial; <https://www.youtube.com/watch?v=bQCP7waTRWU&feature=youtu.be>

- Respiratory Hygiene

Catch it, Bin it, Kill it; Coughing or sneezing should be into a tissue which is then disposed of immediately in a bin, with hands washed afterwards. Where no tissue is to hand, coughing/sneezing into the elbow crook is an acceptable alternative.

NHS Catch it, Bin it, Kill it video

DfE coronavirus helpline

Email: dfc.coronavirushelpline@education.gov.uk Telephone: 0800 046 8687

Relevant national guidance;

Coronavirus (COVID-19): implementing protective measures in education and childcare settings. Department for Education

<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>

Guidance for schools: coronavirus (Covid 19). Department for Education

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

Covid-19: cleaning of non-healthcare settings outside the home. Public Health England

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

Guidance for non-clinical settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#guidance-for-non-clinical-settings>

COVID-19 contain framework: a guide for local decision-makers

www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-

[makers?utm_campaign=1974581_Plan%20B%3A%20the%20government%27s%20new%20lockdown%20plans&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=3OT7,16BLH,1D7VEE,46FFU,1#annex-3-tiers-of-national-restriction](#)

SEPTEMBER 2020 OPENING RISK ASSESSMENT

Issues	Control Measures and Considerations	RISK
--------	-------------------------------------	------

Pupil Arrival	<p>KCC transport not able to support staggered starts/finishes.</p> <ul style="list-style-type: none"> • KCC transport routes – arrive 8:50 depart 2:36 • School routes arrive 9:05 depart 2:36
Entry into School	<p>Please follow social distancing measures implemented at front of school. Parents/carers driving to remain in vehicles staff in hi vis will support. Pedestrians to follow the one way system</p> <p>Staff to come in and leave via the main reception entrance. Use hand sanitiser. Sign in – use own pen</p> <p>One-way system around the school. If not possible i.e. areas or corridors when they are too narrow, allow people to pass. Where external paths and roads are wide enough, a two-way walking system is in place but try to avoid pupils and staff walking near each other. Temperatures of all children will be taken in the morning.</p>

**Movement around
the School and
General
Mitigations**

The overriding principle is to reduce pupil movement around the school as much as possible and the best way to achieve this is to keep pupils in the same room, unless it is absolutely necessary to leave the room.

Although considered to be low risk, the principle is to avoid passing another group, or staff on a circulation route. Considerations include:

Break time

Lunchtimes

Timing changes to reduce the chances of groups meeting each other when moving around the school.

- Lunches will change. Primary can get lunches at 12.20 and finish by 12.35, hall will then be cleaned- then secondary to come in for lunch 12.40-12.55.
- Primary classes can eat in their classrooms.

Reviewed our Fire Plans and Risk Assessments to ensure they reflect all new measures that have been implemented.

Pastoral support are going to set up a primary and secondary base using the meeting room, staffing TBC.

Reward trips to stop as they cross bubbles.

Most interventions are cancelled.

Speech and Language therapists, counsellors, play therapist will all be on hold for the rest of the term.

**Maintaining
Quality of
Education**

Assemblies will now be remote.

Staff briefing and meetings will now be remote

No visitors in school, these should be changed to remote meetings or cancelled, this includes students, annual reviews etc.

If the teacher is off unwell, due to Covid or other illness, the class will be sent home to do remote learning or work packs.

If teacher is off but well enough, they can teach remotely to children at home.

Free School Meal vouchers will be sent out again for children that are off.

There will not be any cover for Teachers or TAs as we can't move staff around, on top of this we are already short staffed, if staff are off the class will work at home

We will be making decisions based on risk of transmission, and these may be different depending on the specific situation.

Specialist teachers can cross bubbles but will work keeping a distance from the class.

Food room and Art room must be fully wiped down between classes.

Forest school can go ahead as it is outside.

**Staff and
Administration**

Staff room is not available for use.
Equipment that is used by several staff communally, such as photocopiers, walkie-talkies, etc, must be wiped down with alcohol wipes before and after each use.
Arrange for wipes to be placed near to where communal items are stored.
Check that alcohol wipes can be used on each item, and if not, you should withdraw it from use.
Ensure that adequate provision is made for staff to wash their hands.
The staff room will be closed until further notice.

**Teaching Room
Configuration**

Children within a group should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.
Allocate sufficient space and distance for the teaching staff in the classroom.

- Bubbles need to try and stay separate as much as possible. Primary do not mix with secondary and vice versa.
- Classes will be given cleaning products again, to be used as regularly as possible.
- Cleaner will be reinstated during the day, cleaning touch points etc.
- We can support children with testing in school if they ask, check we have consent with Jordan.
-

**External Play and
Sports**

Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.
Sports and break times are essential for children and young people. It is accepted that pupils will congregate during break times and at lunch.
Staff will be needed to reinforce the social distancing message during breaks.

Considerations:

Sufficient staff members should be nominated to remind children that they should not be in too close contact with each other.

Toileting and Hand Washing

Staff need to build in toileting time, bearing in mind the need to maintain social distancing and avoid overcrowding.

Children should be encouraged to wash their hands, on arrival, after every activity, when handling food and just before they leave the room.

Picking up from School

As with arrival at the school, every effort must be made to avoid close queuing.

Clear signage, and marker points painted have been painted on to the ground to keep queuing parents apart.

**Cleaning of toys,
books and
equipment**

Small items, soft toys and machinery may be difficult to clean. By far the best way to manage this is to avoid using them.

If this is not possible, their use should be restricted to one group of children, preferably one individual child. Children should be discouraged from exchanging or taking classroom aids from each other and it is expected that this will be easier due to smaller class sizes.

Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside.

Pupils will be made to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.

Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

**Teaching Room
and Surface
Cleaning**

Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. This can be achieved using regular detergent.

The additional daytime cleaner will be reinstated.

If a person becomes unwell, especially with COVID-19 symptoms

If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in school:

Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching.

Below are the contact details for the Kent Health Protection Team:

In hours: 0344 225 3861 (option 0 then option 1)

Out of hours: 0844 967 0085

Email: KPU-Kent@phe.gov.uk

The person must be supported until they can be collected and taken home. They should not be left unattended.

A room must be set aside for use as an isolation room. Ideally, the room should be equipped with a sink, towel and hand soap. There should either a bed or a chair.

A chair for a member of staff needs to maintain a safe social distance as the person cannot be left alone.

A face mask should be worn by the supervising staff member if social distance cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member.

A toilet needs to be allocated nearby, for the sole use of the unwell person and must not be used by anyone else until it has been thoroughly cleaned.

The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff.

Other members of staff should ensure that no other personnel are on the route of the person as they exit the building.

After the sufferer has been collected:

- If the school is closed, initiate a cleansing, with your usual contractor as directed by Public Health England. If your contractor is unable to do a full clean, contact client.services@kent.gov.uk for support.
- If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway.