

## Covid Contingency Plan

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

### 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 associated with Covid-19 can be multiple and varied, however Government guidance identifies the following as main symptoms, indicating a need to complete LFTs 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/carers, Governor, visitor) are instructed not to come into school if they are displaying any of the above symptoms.

### 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, changes will be communicated to staff, students and parents as and when required.

#### Government Guidance

This document has been drawn up in response to the United Kingdom Government's guidance <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

In order to minimise the transmission of Coronavirus, Government advice remains 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,
- minimise contact between individuals and maintain social distancing wherever possible;
- where necessary, wear appropriate personal protective equipment (PPE)

The Government has not advised to keep students in Year Group 'bubbles.' However, St Anthony's is small enough to be considered a single bubble and we will work mainly in smaller primary and secondary groups during the school day.

#### Face Coverings

Guidance from the government is that students and staff in England should wear face coverings at school.

The school has considered this carefully and because most of our pupils are exempt from being required to wear face coverings and the layout of the school supports social distancing we have made the following arrangements

- All staff are expected to wear a face covering as they move around the school
- Secondary pupils will decide if they wish to wear a Face Covering in school and will be supported to do so
- Face coverings will need to be worn on all school transport for school trips and activities

#### Transport To and From School

Students on school transport will need to wear a face covering on transport and will be assigned a seat by staff. Transport staff will wear face coverings and windows will be open to ensure good ventilation. Buses will be cleaned after each trip by a member of staff.

We will encourage parents/carers driving children to school to stay in their vehicles.

Staff will come and support pupils from and to vehicles. Please park as far as possible inside the gates so other cars can also come into the school entrance.

Parents/carers who walk their child 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. Please see the site manager for supplies. Further classroom management arrangements are detailed in Guidance for Lessons (below).

### **Ventilation**

The school has been provided with 13 CO2 monitors, which have been placed around the school site. These will be monitored regularly to identify areas with poor ventilation in school, if areas are identified with poor ventilation a plan will be made to address.

Current guidance is to provide good ventilation so as often as possible, doors and windows should be open to rooms to reduce the risk of transmission. Doorstops will be provided to staff by the site manager, if requested, and it is then staff 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 to not use the same toilets.

The school has arranged daily 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 provide 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 school 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 work towards the guidance below, the lower the risk of transmission. However, 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. School has plenty please ask if you need them.
- Adults should aim to keep a 2-metre distance from all other people at all times
- Windows and doors kept open to improve ventilation
- Staffroom use to be reduced / avoided, if possible
- Students will be reminded that they will need to have the following equipment since sharing / borrowing is not recommended -

- 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

### 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.

### Staff

Staff displaying any Covid symptom(s) should follow the School's usual staff absence reporting procedure and furthermore inform the Schools' 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 have been taken and result recorded.

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.

**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](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: [dfecoronavirushelpline@education.gov.uk](mailto:dfecoronavirushelpline@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/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=4%20January%202022%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=4%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)



## January 2022 RISK ASSESSMENT

Issues	Control Measures and Considerations	RISK
<b>Pupil Arrival</b>	<p>School will maintain normal starts/finishes.</p> <ul style="list-style-type: none"> <li>• KCC transport routes – arrive 8:50 depart 2:36</li> <li>• School routes arrive 9:00 depart 2:36</li> <li>• Parents arrive 8:50 and collect 2:36</li> </ul>	
<b>Entry into School</b>	<p>Please follow social distancing measures implemented at front of school.            Parents/carers driving to remain in vehicles staff in hi vis will support.            Parents/carers/pupils walking to follow the one way system            Staff to come in and leave via the main reception entrance.            Use hand sanitiser. Sign in – use own pen            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 a single room, unless it is absolutely necessary to leave the room.

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

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 choose to eat in their classrooms.

Break time – primary and secondary are in separate areas.

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

Assemblies will be remote.

Staff briefing and meetings will now be remote

Visitors will be allowed in school to support our children and young people. They will confirm become into school that they are symptom free. If meetings can be held remotely this is still the preferred method.

Having the proper staffing ratio is vital to maintaining good safety and management of pupils.

**Maintaining  
Quality of  
Education**

Normal staff absence will be covered internal as per normal, with central class LSAs stepping up and leading groups with cover work. If additional LSAs are available they will be asked to support these classes.

If the teacher will be off with Covid or other illness for more than two days, the class will move to remote learning or work packs.

If teacher is isolating and willing and able, they can teach remotely to children at home.

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

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

Subject specialist teachers can cross bubbles but will work keeping a distance from the class and follow the agreed protocols to reduce spread.

Food and Art room must be fully wiped down between classes. PE equipment will be cleaned after use and before new classes come into the sports hall.

Forest school can go ahead as it is outside.

**Staff and  
Administration**

Staff room is available for use but we would ask that staff wipe down areas after 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.

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.

**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 in school during the day, cleaning touch points etc.
- We prefer parents to test children at home but we can support children with testing in school if they ask, though check we have consent with DSL and SENCo.

**External Play and  
Sports**

Pupils to attend school in PE kit on days when they have PE so that changing rooms are not in use removing the risk of a smaller environment.

Large spaces used for PE such as the school sports hall is large enough to maximise distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport 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.

All 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 so consider carefully before using. 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.

**Teaching Room  
and Surface  
Cleaning**

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

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.

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

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

- The person must be supported from a safe distance, in the designated waiting area, until collected and taken home.
- Masks should be worn where possible to avoid any possible transmissions.
- The waiting area, additional areas and equipment used, must be cleaned thoroughly after the person has left.
- As symptoms are being displayed a PCR test is required to confirm if they have Covid-19 or not.
- The person must stay home and isolate until these results are returned.
- If a negative result is returned and they feel well, they can return to normal.
- If a positive result is returned, they are to inform Abi Cranson or Robert Page, isolate and follow the guidance given by United Kingdom Health Security Agency (UKHSA).

Current guidance from the DfE, is to isolate for 7 days and carry out an LFT on day 6 and day 7, 24 hours apart. If these are both negative and the person feels well, they can return to normal. If these tests are returning a positive result the person must continue isolating until day 10. If they then receive a negative LFT and feel well, they can return to normal.

It is advised that young people aged 11 and over and staff, test twice weekly on LFT to support with stopping the spread of Covid-19. This is to be done at home via the home test kits. If a routine LFT returns a positive result and you have no symptoms, you must presume you have Covid-19 and isolate immediately following the current guidance mentioned above.

PCR tests are only required if you have one or more of the 3 main symptoms of Covid-19.

Close contacts of people with Covid-19.

If you have been informed you are a close contact of someone with Covid-19 you can continue as normal but are advised to test daily on LFT's for 7 days. This applies for all aged 5 years and over. If you have not been vaccinated against Covid-19 you must isolate for 7 days and continue to test daily on LFT's.

If a Teacher within St Anthony's is off due to Covid-19, that class will continue their learning remotely.

St Anthony's will support with testing children on their return to school from half terms. We can also support with daily testing of close contacts in certain cases.

We will seek advice from UKHSA if 2 children, young people and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.

The UKHSA can be reached:

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

Out of hours: 0844 967 0085

Email: [KPU-Kent@phe.gov.uk](mailto:KPU-Kent@phe.gov.uk)

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