

Fosse Primary School

Coronavirus Protocols for re-opening on 1/9/2020

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<p>Moving around school protocol</p> <p>Government guidance quote – “While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.” Our situation should negate the need for children to pass each other internally.</p> <p>Guidance to start from September 1st until further notice</p>	
<p>Social distancing measures at entry gates / arrival times and home times</p> <p>Notice given to parents of this – text / email sent out.</p> <p>Signage in place on all gates directing parents to the correct gate.</p> <p>Signage to inform parents to keep social distancing when approaching the gate.</p>	<p>Gate 1 – EYFS gate, Central Road Gate 2 – Car park gate Gate 3 – Electronic gate Central Road Gate 4 – Balfour Street double gate Gate 5 - Balfour Street small gate at the bottom of the Year 5 stairs</p> <p>All children to enter school at GATE 1 (with no more than 1 adult with them)</p> <p>Children (EYFS to Y5) to walk round school in a clockwise manner – (Foundation – Y4 – Y3 – Y1 – Y2 – Y5) are to enter appropriate classes as they reach them, or moving upstairs in the case of Years 4 and 5)</p>
<p>Parents at dropping off / collecting times</p>	<p>Parents to receive information about drop off and pick-up. Parents will need to discuss the need for maintaining distancing with their children.</p> <p>Parents / carers to drop off at appropriate class, continue walking and leave by GATE 5. SLT available, especially at the beginning to reinforce this adherence to the routine with parents.</p> <p>Those staff who have children in school are to arrive as a family unit and remain together in the adult’s classroom until the children start their school day.</p>
<p>Entry and Exit times</p>	<p>MORNING: There will be a 20 minute window for children to access classes in the morning, between 8.40 and 9.00</p> <p><u>GATE 1</u> Foundation to Year 5 enter via this gate</p> <p><u>GATE 3</u> Year 6 – 8.50am entrance and exit using this gate</p> <p><u>GATE 5</u></p> <ul style="list-style-type: none"> • Foundation to Year 5 to exit through this gate • If parents drop off late, they will need to use the “old” one way system to enter the site via GATE 4 and then enter reception, drop off their child/ren and then leave via GATE 3. The doors in reception are to remain open at this time to avoid touching of door handles. <p>AFTERNOON: There will be a 20 minute window for parents to pick up children.</p> <p><u>GATE 1</u> 3.10 – 3.20, parents/carers who are only picking up one child to enter site at this gate and move clockwise to the appropriate door, pick up child and exit by Gate 5</p>

	3.20 – 3.30 , parents/carers who are picking up more than one child to do so between these times. As above, enter by Gate 1, Exit by Gate 5				
Staggered break and lunch times – only 2 bubbles to be on the playground at a time	Year group Bubble	AM	30 min eating time	30-minute slot outside	PM
	1 and 3	10.20am	12.00 - 12.30	12.30 - 1.00	2.20pm
	4 and 5	10.40am	12.30 - 1.00	12.00 - 12.30	
	2	10.00am	12.00	11.30 - 12.00	2.00pm
	6		12.00	11.30 - 12.00	2.00pm
	<p>All movement to the playground to be through the classroom external doors.</p> <p>From the mobile, children to access the main playground by walking through the foyer, exiting from the main door.</p>				
Moving to toilets - children	<p>Children to use the closest toilet to their base.</p> <p>Children are to wash their hands in class before they go to the toilet, after they have used the toilet and then return to class.</p> <p>Clear signage in all toilets re hand washing</p> <p>ONLY 1 child to use their bubble toilet at a time.</p>				
Internal building - staff movement	<p>Reasons for movement:</p> <ul style="list-style-type: none"> • Arriving/ leaving work – Observe social distancing rules and cleaning protocols. • Staffroom break: <ul style="list-style-type: none"> ○ Maximum 5 adults in the staff room at one time – achieved through staggered lunch times. ○ Alcohol hand gel and tissues will be available. ○ Staff to bring own cup from home for refreshments and take home each day. ○ Please take your cup back to class base when you leave the room. ○ Staff to bring own water bottles and can use the water cooler to refill these at break times only (in order to minimise internal movement through the day). ○ No microwave will be available – please bring a cold lunch. ○ Staff to wipe down surfaces they have touched using surface wipes. Especially the kettle! • Collecting resources – ALL resources for the days teaching & learning should be ready in the class base before the start of the school day to minimise internal movement. • Only 1 staff member to use the photocopier room at a time. Doors to be kept open so handles do not need to be touched. Wipe down where you have touched the photocopier after use. 				
Internal building - staff movement (cont)					
Moving to toilets - staff	<p>All staff to use the hand sanitiser stationed outside of the staff toilets before entering.</p> <p>To check if a toilet is in use, speak loudly and ask “occupied?” If the toilet is occupied the person inside responds with either A or B and then the person waiting for the toilet retreats into the atrium.</p>				

	<p>Staff to practise social distancing, especially in the narrow corridor outside the toilets i.e. move back into the atrium rather than waiting outside of the toilet.</p> <p>Year 3 staff should walk quickly through the Year 1 class and photocopy room. Staff have agreed to wear face masks at this time.</p>
Hall movement	<p>Hall not to be used except for EYFS lunches and year group assemblies. Delivery space to be allocated so that any deliveries can be safely dropped off.</p>
Visitor movement	<p>From 8.30 – 9.30 and 3.00 – 3.40pm daily, there will be a one-way system in place in reception to allow parents to drop off their children if they are late. They will enter through Gate 4 and leave through Gate 3. Parents who need to speak to the office –</p> <ul style="list-style-type: none"> • Telephone / email contact is preferable • Appointments for those who need face-to-face – only one parent to come into office for appointment (unless another is required for translating / other support) <p>Deliveries received will enter through Gate 3 and then be let into the hall via the foyer.</p> <p>Sign on front door – ONLY 1 VISITOR AT TIME WILL BE ADMITTED. 2m markers put out in the external entrance area.</p> <p>Other visitors (ie: EWO / SEN support / Social workers etc) – would always ring prior to visit to notify / arrange times. These to be arranged in order to minimise number of extra adults in school at any one time.</p>
Internal building - child movement	<p>The need for this should not be required.</p> <p>The ICT suite will not be used, computing lessons will need to be taught in class with iPads.</p>
Suspected case of COVID-19 - Moving the child to the 'sick room'	<p>Move the child to the hall near the fire exit doors and open these. UNLESS IT IS EYFS LUNCHTIME IN WHICH CASE, USE THE STAFF ROOM. Member of the bubble staff use the PPE within the hall.</p> <p>Notify head teacher of suspected case as soon as possible.</p> <p>Staff member to stay in the room with them, but at as great a distance as can be maintained, bearing in mind the mental wellbeing of the child who is being isolated.</p> <p>Family to be contacted, child and <u>siblings</u> to be sent home.</p>
Fire drill routines	<p>Practise will need to be held close to the start of term to familiarise children with the exit route from their new class base.</p> <p>All children to leave by external door.</p>

Classroom Organisation Protocol									
Social distancing	All classroom bubbles to be arranged so that all tables are forward facing. Access to the sink and fire doors to be kept clear Any excess furniture in a bubble classroom is to be removed and stacked in the appropriate space (Hall)								
Hygiene	Pupils are to wash hands: <ol style="list-style-type: none"> 1. Upon entry to classroom 2. After touching face, sneezing or coughing 3. Before lunch 4. After lunch 5. Before and after going to the toilet Children are to be supervised when using hand sanitiser. Those in EYFS/ KS1 are to have it administered by an adult. Those in KS2 are to be supervised by an adult.								
Contact with equipment	Each child will have their own learning pack containing all equipment needed Brief and then frequently remind children that they are to only touch their own work station and learning equipment. Brief and then frequently remind children that they are NOT to bring anything in to school other than a lunchbox and water bottle, both of which must go home at the end of the school day. Lunchboxes and coats to be stored in the cloakroom and water bottles to be stored under desks Doors to be left open where possible and handles to be frequently sanitised Windows to be left open to allow maximum ventilation. Reading books are to be returned on a set day and then placed in a box for quarantine for 72 hours before returning into circulation. E.g. books must be changed on Monday and Thursday. (Other days work too!) If children are accessing books from the library, they need to wash hands or sanitise before they choose their book. TA's are to select 3 books from the appropriate level and then children choose from this smaller selection. iPads are to be cleaned after use by an adult and then returned ASAP for charging before the next group uses them.								
Equipment needed per child	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 x pencil</td> <td style="width: 50%;">1 x WB</td> </tr> <tr> <td>1 x WB pen</td> <td>1 x WB cloth</td> </tr> <tr> <td>1 x ruler</td> <td>1 x of colouring pencils</td> </tr> <tr> <td>1 x scissors</td> <td>1 x glue stick</td> </tr> </table> Any additional equipment required is cleaned before handing it to the child and then remains with the child's learning pack or is handed back to be cleaned or quarantined for 72 hours.	1 x pencil	1 x WB	1 x WB pen	1 x WB cloth	1 x ruler	1 x of colouring pencils	1 x scissors	1 x glue stick
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Cleaning Protocol	
Personal hygiene	<p>On entering school, hand sanitizer must be used by everyone</p> <p><u>Handwashing in bubbles.</u></p> <p>All members of the bubble to wash hands:</p> <ol style="list-style-type: none"> 1. Upon entry to classroom 2. After touching face, sneezing or coughing 3. Before lunch and after eating 4. After going to the toilet <ul style="list-style-type: none"> • Ensure social distancing measures are observed while washing hands. • Paper hand towels to be scrunched up as small as possible and disposed of in lidded bins. • Bins to be emptied at the end of a school day • Tissues to be available in all bubble rooms, and to be used for coughs/sneezes, binned immediately in lidded bin, and then hands washed. • Encourage children and staff to avoid touching their face, especially with unwashed hands
Resources and equipment	<ul style="list-style-type: none"> • Each Year group bubble needs its own cleaning kit to include: sanitizing spray, cloth / sponge wipe, spare hand wash and spare paper towels • Each classroom will contain: handwash, paper towels, tissues, rubber gloves and hand gel and anti-bacterial wipes • When cleaning, only use school approved products • Children to clean their own work station at the end of each teaching session, and before and after eating lunch, and clean iPads if used (with antibacterial wipes) • Children must only use their designated equipment and this MUST NOT be shared • PE/Sports equipment must be cleaned before and after use, and cannot be shared, each Year group bubble will receive their own playground equipment box, including a pack of wipes to enable cleaning of this.
General cleaning protocols PLEASE SEE ADDITIONAL CLEANING CHECKLIST	<p>A member of staff from each bubble will be assigned to:</p> <ul style="list-style-type: none"> • During the plenary of every lesson, clean door handles and toilet flush, light switches into toilets and tap heads. • Stair rails for access to the upstairs classrooms need to be cleaned frequently throughout the day. • Door handles, the screen and the inventory touch screen need to be cleaned frequently throughout the day by office staff. • During daily cleaning programme, cleaners need to give extra attention to frequently touched areas and surfaces, e.g. doors, toilets (including door handles, locks, toilet flush etc), taps, door handles, phones, light switches etc. • Cleaners are to wear disposable gloves or washing up gloves and aprons for cleaning. These should be double-bagged and then stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished. • Cleaners are to wash and dry their hands after removing PPE • Only cleaning products supplied by the school are to be used • Please ensure that the daily cleaning checklist is adhered to – Premises officer to monitor all cleaning activities.
Cleaning resources	<ul style="list-style-type: none"> • Paper hand towels, handwash, tissues and all other cleaning resources are to be checked and replaced as needed by Dom. Staff to inform Dom if supplies are running low so that these can be restocked for the following day, preferably a written list. • Dom to check stock daily – and ensure Angie is informed when stock begins to run low.

Coronavirus Cleaning checklist

MEASURES TO TAKE	✓
<p>This needs to be completed during the day as well as once again at the end of the day</p> <p>Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks, plastic chairs • Bathroom facilities (including taps and flush buttons) • Door and window handles • Light switches • Teaching and learning resources (iPads) • Computer equipment (including keyboards and mouse) • Playground equipment • Telephones • Signing in screen 	
<p>Remove rubbish daily and dispose of it safely.</p>	

Cleaning if there's been a suspected case in school

Use this list to make sure you're following government guidance.

MEASURES TO TAKE	✓
<ul style="list-style-type: none"> • Clean and disinfect surfaces the person has come into contact with, including: <ul style="list-style-type: none"> ○ Objects which are visibly contaminated with body fluids ○ All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids</p>	
<p>When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> • Disposable cloths, or paper rolls and disposable mop heads 	
<p>Dispose of any items that are heavily soiled or contaminated with body fluids.</p>	
<p>Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.</p>	

Catching/spreading/suspected case protocol

<p>Catching / Spreading</p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>If anyone is living with/been in contact with anybody who has a confirmed case of Covid-19 they should inform the Head teacher immediately or the deputy in his absence so that steps can be taken to ensure the safety of all others</p> <ul style="list-style-type: none"> • Contact with personnel suspected of having caught COVID-19 will be avoided. • Persons will be told to self-isolate for 10 days should they find they have a new, persistent cough and/or a high temperature and/or loss or change of sense of smell/ taste. • Members of your household must also self-isolate, but for 14 days. • Individuals will be advised to be tested if they present with symptoms. • Individuals are to follow up-to-date Government guidance. • SLT will brief staff appropriately on any significant changes to guidance.
<p>Suspected case whilst working on site STAFF MEMBER</p>	<p>If a staff member displays symptoms - A high temperature and/or a persistent cough and or loss or change in sense of smell and taste, they should:</p> <ul style="list-style-type: none"> • Inform RS immediately (Or ET/MF in his absence) (Staff member to phone/message -no unnecessary 'travel' around the building) • Do not touch anything • Go home straight away • Book a test, this can be done online. • Self-isolate at home for at least 10 days or until test results come back. • Dependent on result, please follow government guidance.
<p>Suspected case whilst working on site CHILD</p>	<p>If a child displays symptoms - A high temperature and/or a persistent cough and or loss or change in sense of smell and taste, they should:</p> <ul style="list-style-type: none"> • Bubble staff member to escort child to staffroom, informing RS of the situation. Please use PPE provided • RS to then inform office that the child's parents need to be contacted immediately. • Whilst a child is waiting to be collected, they will be in the staffroom which will be well ventilated. • Should they need the toilet they will use the adjacent toilet to this room and this will be thoroughly cleaned after • PPE should be worn by staff caring for the child while they await collection and a distance of 2 metres to be maintained (such as for a very young child or a child with complex needs). • When collected, advise the parent/ carer to book a test as soon as possible and definitely within 5 days. • Depending on the results, follow government guidance