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Covid-19 Infection Control Policy

THIS DOCUMENT is a statement of the aims, principles and strategies for implementing Covid-19 Infection control procedures at North Downs Primary School.

IT WAS DEVELOPED using up to date government guidance and additional guidance from surrey county Council.

IT WAS APPROVED by the Governors in the Summer Term 2020.

THIS POLICY WILL BE REVIEWED during summer term 2020 as additional guidance is issued.

Context

North Downs is an all through Primary School with 430 children currently on roll, between the ages of 4 and 11 years, across 3 sites. At the Betchworth site there are 30 children in Year R, at the Leigh site there are 60 children in two classes (Years 1 and 2) whilst at Brockham there are 340 children. Physical contact between sites is limited, with most occurring as a result of staff movement to deliver teaching or leadership presence.

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1 INTRODUCTION

This policy has been written following guidance issued by the government in response to the current Covid-19 pandemic. Guidance can be read online at:

<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>

<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>

2 AIMS AND OBJECTIVES

This policy aims to provide the school community with guidance when preparing for and implementing the phased reopening of schools during the Covid-19 pandemic. It contains a checklist of actions to aid planning and preparing for the return of increased numbers of staff and pupils with the aim of minimising the risk of further infection amongst the school community. This policy will be reviewed as the planned re-opening of school progresses and new guidance is issued.

3. PRINCIPLES

Covid-19 is spread from person to person by close contact, for example:

- Infected people can pass a virus to others through large droplets when coughing, sneezing or even talking within a close distance.
- Through direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- By touching objects (e.g. door handles, light switches, pencils) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. The virus can survive longer on hard surfaces than on soft or absorbent surfaces.

4. COVID-19 INFECTION CONTROL MEASURES

i) *Hygiene Practice*

Pupils will be given the following advice about how to reduce the risk of passing on infections to others:

- Wash your hands for 20 seconds with soap and water upon arrival at school, before and after eating and after sneezing or coughing;
- Maintain social distancing. You must try to stay 2 metres apart from other people and you should not mix with children who are not in your small group;
- Minimise contact between your hands and mouth, eyes and nose.
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');
- Use your own equipment in the classroom. DO NOT share pencils, pens and other equipment with other children;
- You have been put into a small group of children. Play only with these children do not mix outside of this group;
- Do not attend school if you think you may have symptoms of Covid-19 infection. If you feel ill during the day go to the medical room. Parents will be contacted if staff feel you are not well enough to be in school.

SOCIAL DISTANCING AND HANDWASHING ARE KEY PARTS OF COVID-19 INFECTION CONTROL

In addition to the above advice, the following measures should be implemented:

- Cohorts will be split into 2 groups, with half attending school on Monday and Tuesday and half on Thursday and Friday. Wednesday will be used to deep clean classrooms and other areas where necessary;
- Pupils should be supervised when washing hands to ensure it is done effectively, and adult help is available for those who need it;
- Bins for tissues are emptied throughout the day;
- The use of shared equipment is limited, and these items are disinfected where shared use is unavoidable;
- Play equipment is cleaned between uses;
- Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed;
- Pupils will not be allowed to bring items from home to avoid cross-contamination;
- Doors and windows should be kept open where possible (bearing in mind fire safety and safeguarding) to limit the use of door handles and to increase ventilation;
- Additional alcohol-based sanitiser (min 60% alcohol) is provided in all classrooms;
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately. Staff should wear protective gloves and protective aprons when doing so, disposing of materials used in specified bins;
- Cleaners should carry out thorough, daily cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.

ii) Implementing Social Distancing

- Small classes will be organised as described in the 'class or group sizes' in DfE guidelines;
- Space between seats and desks is maintained where possible;
- The timetable is adapted to limit movement between areas;
- Outdoor learning is used as often as possible;
- Break and lunchtimes, drop off and pickups are staggered to reduce the number of people in the same area at one time;
- Small groups of children are together during the day and do not mix outside of this group;
- Small groups are based in the same classroom with the same members of staff during the day and where possible on subsequent days. Individual children work at the same designated desk when at school;
- Classrooms should be accessed directly from outside where this is possible;
- The number of children using the toilet at one time is limited;
- The use of shared spaces, including staffrooms, is limited, and these areas are washed between use by different groups.

iii) Ill Health at school

- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus;
- Any pupil or member of staff who display signs of being unwell is immediately referred to the school office;

- Pupils displaying symptoms of Covid-19 will be kept in an area where they can be at least 2 metres away from others and they should use different toilets to the rest of the school;
- Parents of ill children will be contacted as soon as possible;
- Areas used by unwell pupils are thoroughly cleaned once vacated;
- Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus;
- Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.

iv) *Parental Engagement*

- Parents are told that if their child needs to be accompanied to school then only one adult can attend;
- Parents are told their allocated drop off and collection times and the process for doing so, including which entrance to use;
- Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

v) *Communication*

- Pupils, parents, carers or any visitors such as suppliers, are told not to enter school grounds if they are displaying Covid-19 symptoms (following the COVID-19; guidance for households with possible coronavirus infection);
- The designated member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure;
- The Headteacher contacts the Area Schools Officer immediately about any cases of suspected coronavirus, even if they are unsure, and discusses if further action needs to be taken;
- The school will keep all stakeholders adequately updated about any changes to infection control procedures as necessary.