

## Staff Health and Safety Advice and Actions to mitigate the spread of COVID-19 – gathering of all previous information and Pandemic Flu Policy.

May 2020

### Preparation Day – 1<sup>st</sup> June 2020

- Where possible 15 tables and chairs need to be arranged in the classrooms as far away as possible from each other; where children will be asked to sit for 'table work' and whole group sessions. If necessary children may need to be sat at the end of each table. It is advised that children are given tables for the week to sit at – their own place. It is still important to reduce contact between children and staff as far as possible although early years and primary age children cannot be expected to remain 2m apart from each other and staff.
- Children will need individual stationary packs. These should be stored in their class tray and left out on their table during learning time but put back in the tray cupboard at lunchtime and the end of the day. Please make sure there is a tray cupboard in each bubble's area with the appropriate trays within it. (You should suspend the use of communal items especially those prone to frequent hand and mouth contact (eg pencils, wind musical instruments).
- Remove any soft toys or soft furnishing from your bubble area.
- Please check that you know where the First Aid box is in your new bubble area and that it is fully stocked.
- You should be mindful to minimise the number of resources in order to make sure they can be wiped clean after use. You may want to consider what equipment you want available in each bubble area, remembering that each item will need cleaning after use, by teachers / TAs with warm soapy water or wiped with a cleaning solution.
- malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances.

### Talk to children about:

- The new classroom environment and the way that we will work in bubbles for the next few weeks, moving around the school always with an adult.
- Require children to clean their hands thoroughly for twenty seconds with running water and soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered. Staff should insist on hand cleaning:
  - As they arrive at school
  - before and after every play time/lunch time
  - if they have sat on the carpet for any activity
  - after using wheeled bikes, trikes and other large, movable toys
  - before and after eating
  - at the end of the day before going home.
- Remind children how to wash their hands. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Ensure that posters advising children how to wash their hands are still displayed by sinks.
- Remind children not to touch their mouth, eyes and nose
- Remind children to use a tissue and use the 'tissue bins' for tissue waste ('catch it, bin it, kill it') (See later note about this bin.)
- Encourage children to sneeze or cough into the crook of their elbow if a tissue can be supplied quick enough.
- Ask children to sit on chairs at tables more frequently than we would normally have done.

- Remind children to bring water bottles into school, please talk to parents at pick up if children do not bring a water bottle. Disposable cups are available if necessary but we would want to limit their use.

#### Staff actions:

- Observe children closely. Children with any symptoms of COVID 19 (new repetitive cough, high temperature, loss of taste or smell) must be sent home.
- Ensure that children do not come into contact with other children or staff or children from other bubbles where at all possible. (No school assemblies or gatherings at playtimes etc.
- Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use. Children should be discouraged from sharing these. You may want to consider wiping over reading books after their use.
- Physical education lessons may continue to take place providing they are strictly non-contact and do not involve more than any one 'bubble'.
- Marking and Feedback: We would expect the vast majority of 'marking' will be verbal feedback, especially with the staff ratio being very low. There is no expectation to mark books but if you feel it is appropriate – smiley faces, use of stamps etc. you may wish to be mindful of using hand sanitiser before and after handling children's work.
- Follow guidelines on the one way systems and corridor use in place
- Do not allow children to leave your bubble area without an adult.
- Limit the number of children visiting the toilet at any one time – one or two at a time, with an adult.
- Reduce movement around the school or building
- Office staff or SLT will collect registers from your classroom and deliver any sandwiches.
- No sending good work to SLT but please find ways of celebrating work in your bubble – perhaps a celebration show and tell assembly on a Thursday afternoon? Continue to use stickers and 'smiley faces'.
- Behavior issues are to be dealt with by lead bubble staff member - SLT support from a distance. There will be a zero tolerance to children refusing to social distance within the guidance that we will share with them. There will be a zero tolerance to spitting. Our Behavior and Exclusion policies do not need to be updated to accommodate this position as assault and threatening behavior is a key aspect within both policies.
- Doors will be wedged open during the day. If the fire alarm is sounded please try to close all fire doors that you can on your way out. Classroom doors, office doors, corridor doors will be propped open to reduce the need to touch surfaces.
- Work outside as often as possible with children – remembering to keep your 'bubble' group away from others.
- Open windows and doors as much as possible in the area that you are working. Please try your best to close these at the end of the day before leaving (– we might just keep a score of who's successful at this!).
- Each classroom will be supplied with rubber gloves, cleaning solution and blue roll for cleaning items within the 'bubble base'. Although the cleaners will be cleaning keyboards and work surfaces you are advised to also clean them yourself before use.
- All cleaning products must be kept out of the reach of children.
- You will be provided with a COSHH report and risk assessment for each bottle of cleaner.
- Each classroom will have a swing bin for the sole use of tissues. This will be emptied twice a day. The bin must have a bin liner in it. (If it is suspected that the bin has been used by a person with COVID-19 symptoms the contents of the bin must be double bagged and stored for 72 hours.) Please ensure that the Site Manager is aware that you think the tissue

bin has been used by a possible COVID carrier. If you feel that a bin in your area needs emptying more often, you are welcome to empty it directly into the bins in the compound area but you must wear rubber gloves while doing this.

- Report any shortages in tissues, soap, hand sanitiser, cleaner, bin liners for the tissue bin etc as necessary.
- The Site Manager will have an industrial carpet cleaner. If you feel that bodily fluids from a possible COVID carrier have come into contact with the any soft furnishing, please inform the Site Manager ASAP and keep children away from this area.
- Do not send reading books home - limit the amount of shared resources that are taken home and limit exchange of take-home resources between children
- Year R and 1 will take a daily register as normal. Key worker children and Vulnerable bubbles will need to record which children are in school (probably as we have previously done during the period of school closure – bear with us on this to see what is required of us from the DfE)
- We are hoping that children will be able to order sandwiches from Aspens. They will all eat their sandwiches in their classrooms.
- All staff are encouraged to wash clothing regularly. (You may wish to wash top layer clothing each day after being in school.)

#### Office staff, Premises and SLT:

- Will not form part of any bubble, they will need to practice self-distancing from all groups to protect the school from losing these roles from the school at any one time.
- Will endeavour to keep a distance from anyone else, remembering that it is deemed possible to be in closer proximity with others for up to 15 minutes without a heightened risk of catching the virus.
- Karen S will work at the back of the Main Office, behind Carly and Kay. (This is to social distance from Nicola P).
- Lindsay and Denise will be based in their own rooms unless required to support a 'bubble.'
- All must use hand sanitiser before using any keyboard – including their own.
- All must clean their keyboards with cleaning solution each morning before use – even though cleaners will still be carrying out this task.

#### Note:

- Wearing a face covering or face mask in schools or other education settings is not recommended. Wearing Face masks does not apply to schools. Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
- Staff and pupils will be eligible for testing if they become ill, as will members of their households
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.
- Brief, transitory, contact such as passing in a corridor is low risk.
- Children can wear non uniform. They are encouraged to wear trainers and jogging bottoms so that changing for PE is unnecessary. Children may wear Chawson jumpers and blue T-shirts but if parents do not have enough to get through the week, due to daily washing, non-uniform is acceptable.

- Staff will be back into our normal work clothes, not non-uniform, as school is now deemed open again.