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| Area of Control | Control measures | Additional notes | To be implemented by: | Date to be completed by: |
| Building Management / readiness  Cleaning of the premises | Thorough cleaning is not required if no-one has been into the premises during the time of closure. It is recommended a '**standard cleaning schedule 010620**' refer to attachment is undertaken. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces. | Deep clean will take place w/c 22/06/2020  **COVID cleaning schedule** to be followed from Thursday 25th June | MS and KG | 26/06/2020 |
|  | If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening (refer to '**standard cleaning schedule 010620'** ) | as above | MS and KG | 26/06/2020 |
| Supplies | Ensuring you have adequate supplies of alcohol hand sanitiser, tissue, bins in each room, soap and hand towels / drying facilities in kitchens, toilets, changing facilites and at sinks. | Some supplies have been ordered- awaiting further information from county | MS, SH and KG | 26/06/2020 |
|  | Ensuring you have adequate supplies of cleaning materials and any identifed PPE. | Supplies as above  County say they will source PPE. Staff to inform SH when they use an item of PPE so she can inform county. | MS, SH and KG | 26/06/2020 |
| Assessing staff and pupil numbers to assist in plans for opening | Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are about ‘working towards’ the re-integration of pupils. Allowing time to review plans and carrying out regular review means that schools can judge how pupils can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing provision. | Two days per week set aside for teachers to support distance learning and PPA and to clean between ‘bubble’ groups.  ‘Bubble’ groups in school for Mondays, Wednesdays and Fridays.  SLT and staff to review provision and capacity at the end of the first week. | MS, SLT and staff | 03/07/2020 |
|  | Contact parents / carers of relevant pupils and staff to ascertain who will be coming into school / be available for work so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.  Any reasonable adjustments you'll need to make to enable everyone to follow the measures, including pupils with Statements or EHC plans who should have their own individual risk assessments already (e.g. having signs written in Braille, designing approaches to help children with challenging behaviour who may struggle to follow the rules) | All staff have contacted parents/carers- they have relationships with families and a good understanding of need.  Individual staff need has been assessed and roles modified where needed.  RBSC will support pupils with EHC plans. | All teachers  RBSC | 15/06/2020 |
|  | Consider if it is possible to have all eligible year groups back in school at all times dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days. For example some schools are looking at shift patterns; others at 2 days in for one year group and two for another; others at half days per year group. | Safe ratios have been discussed with all teaching staff. | All teachers | 15/06/2020 |
|  | Consider that staff are likely to be still be supporting remote learning of pupils not attending school for whatever reason and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans. | Two days per week set aside for teachers to support distance learning and PPA. | All teachers | 15/06/2020 |
|  | Consider that if there is a positive case in school that staff and pupil numbers may be affected. | All communications with parents has made it clear that provision may be affected if there is a positive case in school. | MS | ongoing |
|  | Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, Bus transport, school uniform etc. | Notice to parents to offer dates in school will state that at least a weeks’ notice will be required and that extra places will depend on capacity. | MS | By 6pm 19/06/2020 |
|  | Review ratios, rotas, medical and first aid needs on an ongoing basis.  Point of contact for First Aid arrangements. | First Aid trained staff above recommended ratio and in date.  Name of trained staff on all first aid boxes.  All staff to inform SH if First Aid equipment needs replacing. | MS SLT teachers & SH | Staff to check first aid box and inform SH by 26/06/2020  ogoing |
| Updating pupil and staff details | Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible. | Updated termly by SH  SH to message parents/carers requesting information via Facebook. | SH | Termly |
|  | Re-assess if Individual Pupil Resourcing Agreement (Statement) are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc…Control measures and risk ratings may need to be altered to reflect the current situation. | ALN provision reviewed through on-going communication between ALNCo and RBSC staff | MS,  RSBC | ongoing |
|  | Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. | List of pupils with medical needs updated termly.  Health care plans updated at least annually or as needed. | SH, MS | Ongoing |
|  | Schools should continue to adhere to their medical needs policy regarding the administration of medication taking into consideration social distancing and PPE requirements. | SH continue to follow administration of medication as per guidance, observing social distancing and using PPE if required.  If pupils need help to use an asthma inhaler, or if a member of staff is required to administer CPR then PPE should be worn.  NB: there are new Covid guidelines for CPR- compression only should be used. | SH | ongoing |
| Assess  activities /  lessons  which  can take  place | Teaching and play activities which require close direct supervision or contact should cease e.g gymnastics and football in PE, use of machinery in D&T and higher level / risk science experiments. | All staff to read this document before re-opening. | MS | Before 25/06/20 |
|  | Indoor and outdoor equipment that cannot easily be cleaned after each user or kept for one user at a time should be taken out of use e.g trim trails, climbing frames, indoor and outdoor gyms. | MS to label equipment. | MS | Before 25/06/20 |
|  | Reduce the use of shared resources e.g stationary, books etc . and allocate individual resources to pupils wherever possible that is for their sole use. | Teachers to ensure that every pupil has their own pencil, rubber, ruler etc on their own desk. | MS | Before 25/06/20 |
|  | Remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. | Staff return to school by 25/06/20 at latest to prepare classrooms. | Staff | From 25/06/20 |
|  | Shared materials and surfaces should be cleaned and disinfected more frequently as per standard cleaning schedule | Cleaning staff to follow COVID cleaning schedule, KG to deliver training. | KG | From 25/06/20 |
|  | Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely. | Not applicable for first 4 weeks when focus in on wellbeing. Timetables to be prepared by SLT before return in September. | SLT | Before Sept |
|  | Areas of the school not in use on any one day will be logged to make cleaning more manageable. Teachers to use notices on the doors to indicate that they have used a room.  Flushing of water outlets for rooms not in use must continue in accordance with the Water and Legionella risk assessment. | Signage to be produced and in place before re-opening. | MS  All staff  KG | Before 25/06/20 |
|  | Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary. | When school reopens staff meetings will continue virtually (Tues)  All teachers to designate at least one virtual meeting with their support staff per week to check wellbeing and COVID procedures. Teachers to feed this back during staff meetings.  Where physical meetings are necessary, for example SLT (Mon) we will limit the number of people physically attending the meeting and, in all cases, social distancing measures will be observed. | All staff | ongoing |
| Information to pupils, staff, parents / carers, visitors and contractors. | Clear communication with parents / carers is essential from the school and the LA  so they understand what schools can offer safely to their children. | The local authority will ensure that, regular communication will be provided to parents/carers via schools.  This will include letters to parents prior to re-opening, outlining routines and expectations about social distancing, hygiene, and cleaning.  Our school will continue to provide information to parents via newsletters, emails, signs (sign-posted on school Facebook page) etc. | All staff | ongoing |
|  | All persons likely to come onto the school grounds must be informed they must **not** attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms. | Our school will continue to provide information to all visitors via signage. | SH | By 25/06/20 |
| Clinically extremely vulnerable and vulnerable staff and pupils | Staff and pupils who are classed as clinically extremely vulnerable should not come into school and should continue to shield themselves.    Where a pupil's plan indicates that they need specialist care or medication, schools must ensure that there are plans in place.  Whether attendance is appropriate for children with existing medical conditions led by Welsh Government guidance, medical advice sought by parent/carer and parental/carer preference. ALN team and other professionals are available to provide additional advice.  The local authority recommends that health care plans (HCP), and Individual Education Plans (IEPs) where appropriate, are adjusted before a learner with existing significant medical issues or complex special educational needs returns to school | All clinically extremely vulnerable staff will not return to work. We have received letters from GPs and shared these with county.  All other vulnerable staff to consider whether they need to write a risk assessment with MS before returning to work.  Health care plans (HCP), and Individual Education Plans (IEPs) where appropriate will be reviewed and adjusted before a learner with existing significant medical issues or complex special educational needs returns to school. | All staff  MS  RBSC, MS | Before 25/06/20 |
|  | Living with a clinically extremely vulnerable person – if a pupil or staff member lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.  This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing.  If stringent social distancing cannot be adhered to, those pupils and staff should continue to learn / work from home. PCC Community and VC schools must have regard to the government guidance issued in Coronavirus (COVID-19). | All staff to consider whether they need to write a risk assessment with MS before returning to work.  These pupils have been identified and parents/carers communicated with. Staff have worked with parents to follow medical advice if their child is in this category. | MS,  All staff,  RBSC | Before 25/06/20 |
|  | Staff - Clinically vulnerable staff (including staff who are pregnant) who are at higher risk of severe illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If clinically vulnerable staff are on site settings must carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment. PCC VA and VC schools must have regard to the government guidance issued on Coronavirus (COVID-19) . | Status of all staff has been collected.  All clinically extremely vulnerable staff will not return to work. We have received letters from GPs and shared these with county.  All other vulnerable staff to consider whether they need to write a risk assessment with MS before returning to work.  Virtual meetings to be arranged for all staff to review this document. | MS | Before 25/06/20 |
|  | Living with someone who is clinically vulnerable – pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting providing the risks have been assessed and discussed with them / their parents / carers about whether this involves an acceptable level of risk. PCC Community and VC schools must have regard to the government guidance issued in Coronavirus (COVID-19). | All other vulnerable staff to consider whether they need to write a risk assessment with MS before returning to work.  School has contacted all parents/carers of vulnerable pupils to advise.  Newsletter for parents/carers to highlight importance of informing school if circumstances change so risk can be assessed with school. | MS | Before 25/06/20 |
| Persons who are already displaying Coronavirus symptoms | All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating. | Ongoing information to parents included in newsletters, emails, signs etc.  SH to check all visitors.  All staff to inform MS immediately if they suspect they have symptoms of COVID. | MS, SH | Before 25/06/20 and ongoing |
|  | Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating. | Newsletter for parents/carers to highlight importance of informing school if circumstances change. | MS | Before 25/06/20 |
| Persons developing Coronavirus symptoms whilst on site | All persons who develop Coronavirus symptoms, however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing.  They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days.  All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. | Staff should use personal, protective equipment (PPE) to care for the child.  The toilet should be cleaned using standard cleaning materials.  The child should be moved to a room where they can be isolated – and for that to be a room other than the usual medical room.  If the child is unwell, parents/carers should be called to collect the pupil. It is strongly advised that school staff should not seek to transport a child to their home.  All employees are able to access Covid-19 testing.  In line with official guidance, employees must self-isolate for seven days if they have any of the following symptoms:   * a high temperature; * a new continuous cough; and/or * loss of smell or taste (anosmia).   Welsh Government has released [self-isolation advice](https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus).  If an employee is fit enough to work even in isolation, employees should be supported to work at home to support remote learning.  However, it is important to note that this must be agreed with the employee’s headteacher.  **If an employee lives with someone who is displaying symptoms, what do they need to do?**  In line with official guidance, employees must self-isolate for 14 days if a member of their household displays any of the above symptoms.  Testing is also available for all symptomatic household members – further information below.  Even if self-isolating, employees should be supported to work at home to support remote learning, there must be a discussion with the headteacher.  **If an employee is contacted by a contact tracing team, what do they need to do?**  Any employee who is contacted by a contact tracing team they must follow guidance and self-isolate for 14 days.  If an employee is fit enough to work and able to work from home, they are expected to do so even if self-isolating and support with remote learning.  **If an employee self-isolates, who do they need to inform?**  Employees who self-isolate need to contact their line manager/headteacher at the earliest opportunity.  The line manager/headteacher must email [hrabsence@Powys.gov.uk](mailto:hrabsence@bridgend.gov.uk) immediately following notification from the employee to confirm the following:   * the first day of self-isolation; * the reason for the self-isolation (eg displaying symptoms, advice from GP or a member of the household displaying symptoms); and/or * If the employee is fit enough and is able to work from home.   The manager needs to notify [hrabsence@Powys.gov.uk](mailto:hrabsence@bridgend.gov.uk) even if the employee is working from home while self-isolating.  **When should an employee end their period of self-isolation?**  Employee is personally symptomatic:   * Self-isolation ends after seven days, as long as the person feels better and no longer has a high temperature.   The seven-day period starts from the day when the person first displays symptoms.  Employee is self-isolating due to household member being symptomatic:   * All household members who remain well may end household-isolation after 14 days. The 14-day period starts from the day illness began in the first person to become ill. * If any household members become unwell during the 14-day household-isolation period, they should self-isolate for 7 days from the onset of their own symptoms. * Should a household member develop coronavirus symptoms late in the 14-day household-isolation period (eg on day 13 or day 14) the isolation period does not need to be extended, but the person with the new symptoms has to stay at home for 7 days.   Employee is required to self-isolate under the ‘Test, Trace and Protect’ scheme:   * Self-isolation ends after 14 days in line with official Test, Trace and Protect guidance.   **What if an employee continues to display symptoms beyond their self-isolation period?**  The employee must contact their line manager at the end of the initial seven-day isolation period to confirm whether they intend to return to work.  If an employee has to self-isolate for longer than seven days due to continued symptoms of Covid-19, the employee should follow NHS guidance and keep their line manager/headteacher informed.  Where it is confirmed that an employee has contracted the virus the line manager must notify [hrabsence@Powys.gov.uk](mailto:hrabsence@bridgend.gov.uk).  The employee’s absence transfers to sickness absence leave and the usual sickness absence process applies.  **What if an employee has symptoms that are not linked to Covid-19?**  If an employee is not fit enough to attend work but is not displaying the symptoms outlined above, usual absence management procedures will apply. | MS | ongoing |
|  | Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. | Deputy office to be left available for potential isolation of staff and pupils. When waiting with a child, staff to wear PPE and sit outside room, on chair in corridor, leaving the door ajar.  Refer to PCC '***COVID-19 isolation process 020620***’ document | MS | Before 25/06/20 |
|  | An (Fluid Resistant Surgical Mask) FRSM face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | PCC to arrange ordering of PPE. SH to complete order and update as equipment is used. Staff MUST inform SH if they use PPE..  PCC will make on-line training in correct use of PPE available and this to be shared with all staff. | PCC, SH  all teachers | Before 25/06/20  When training is made available |
|  | Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Parent to confirm in writing date when self-isolation ends to school. | Ongoing information to parents included in newsletters, emails, signs etc. | MS | Initial information to parents/carers before 25/06/20then ongoing |
|  | 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. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. | Ongoing information to parents included in newsletters, emails, signs etc. | MS | Initial information to parents/carers before 25/06/20 then ongoing |
|  | As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health Wales’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.  Anyone with symptoms of the virus can apply for a home test kit or make an appointment at a drive-through test centre.  An online portal is available for anyone who has symptoms in Wales to book an appointment. See hyperlink to access testing: https://www.nhs.uk/ask-for-a-coronavirus-test  If you get a positive test, you will be contacted by a contact tracer. That person will ask for details of all the individual has had contact with while they had had symptoms. Those contacts will then be followed up and asked to self-isolate for 14 days as a precaution to prevent the virus spreading further. Who counts as a contact? A contact is defined as: § someone you have been within one metre of and had a face-to-face-conversation, had skin-to-skin contact with or have coughed on, or been in other forms of contact for a minute or longer § someone you have been within two metres of for more than 15 minutes  § someone you have travelled in a vehicle with or sat near on public transport  If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. | Any pupil, member of staff, school governor, contractor or visitor will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this. Anyone self-isolating with symptoms will be encouraged to access testing.  Ongoing information to parents included in newsletters, emails, signs etc. | MS | Initial information to parents/carers before 25/06/20then ongoing |
|  | A deep clean will take place in the areas of the school where the symptomatic person has been in accordance with and the Powys CC deep cleaning schedule document ‘**SWP 11.70 Deep Clean 060420**’. PPE must be disposed of properly, following decontamination guidance. | Cleaners to follow PCC Corporate PPE guidance | KG | ongoing |
|  | One staff toilet to be available for individuals who display symptoms (window open). This will be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in. | Cleaners to follow PCC Corporate PPE guidance | KG | ongoing |
|  | Where a member of a group displays symptoms, member to isolate as above and rest of group to move to gym until the area has been cleaned and disinfected.  If this is a member of staff MS to take responsibility for group until other cover can be found. | Gym is designated as additional space to be used. | MS | Before 25/06/20 |
|  | **Follow the government guidance below if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school** | <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | MS | ongoing |
| Controlling access into the school for staff, pupils and members of the public. | Start and end of session protocol and playtime exits/entrances organised by MS and CR to ensure social distancing wherever possible and shared with staff and parents/carers before school re-opens.  All access points into the school open, during drop off and pick up, to assist with social distancing.  Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. | See annex F | MS, CR | Share with all stakeholders by 19/06/2020 |
|  | Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. | See annex F  Start and end of session protocol and playtime exits/entrances organised by MS and CR to ensure social distancing wherever possible and shared with staff and parents/carers before school re-opens.  Fire procedures to be reviewed by MS and SH and shared with staff.  New fire procedures used in fire drill during w/c 29/06/2020. | MS, CR, SH  SH | Before 25/06/20  during w/c 29/06/2020. |
|  | Parents and carers should be advised that only one adult should accompany their child to / from school. Avoid drop off and pick up by older family or community members (e.g. grandparents)  Parents and carers should be informed they should not come into the school building unless by prior arrangement and an appointment. | Start and end of session protocol and playtime exits/entrances organised by MS and CR to ensure social distancing wherever possible and shared with staff and parents/carers before school re-opens. | MS, CR | Share with all stakeholders by 19/06/2020 |
|  | Staff should access and exit through the carpark door and immediately use hand sanitiser stored on the ‘Bili bookcase’ | KG to ensure hand sanitiser is available on ‘Bili Bookcase’ | KG | Before 25/06/20 |
|  | Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed. Before any visitor enters the school they are to be thermal scanned with an infra- red thermometer, ensure the person scanning has appropriate PPE.  It is assumed the mitigation and controls must be in place at all times when the school: 1. Is occupied by pupils, school staff and catering and cleaning staff 2. Has school transport of pupils by Powys CC Transport staff and Transport assistants 3. Takes delivery of school or catering goods. 4. Receives waste bin collection. 5. Has visitors including school governors, parents or public visitors, Local Authority or Local Health Board staff and emergency services staff. 6. Has contractors visiting to undertake repairs, maintenance or improvement works to the premises and statutory compliance testing and inspections. | SH, in school office, to be responsible for allowing safe access to school building in line with advice from WG and PCC.  SH to refuse entry to any visitor with a high temperature:  A fever is a **high temperature**. As a general rule, in children a temperature over 38C (100.4F) is a fever.  In adults a **fever** is usually when your body **temperature** is 37.8C or **higher**.  If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly deep cleaned prior to admitting other persons / being used. | SH | ongoing |
|  | CR has created plan of school and marked on any entry or exit routes to provide a visual document for staff, pupils and parents / carers. | Photo shared with all stakeholders | CR | Share with all stakeholders by 19/06/2020 |
|  | Communicate with ‘bubble’ parents / carers that their child’s teacher will require a week’s notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, bus transport etc. | Ongoing information to parents included in newsletters, emails, signs etc. | MS, SH | Share with all stakeholders by 19/06/2020 |
| Handwashing and hand sanitisers | Alcohol hand sanitiser points for staff (Billi bookcase), visitors (office) and pupils (in their classrooms. )  Alcohol hand sanitiser to be used on arrival and departure. | KG to plan sanitiser points.  Ongoing information to parents included in newsletters, emails, signs etc.  SH to remind visitors to use hand sanitiser.  Staff to remind pupils. | KG  SH,  All teachers | Staff training Before 25/06/20  then ongoing |
|  | Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands where practicable. | Virtual staff meetings to continue for all staff to remind everyone of the importance of these routines and to review risk assessment.  Staff to make a point of reviewing these routines with pupils (first taught in March) and to continue to reinforce the message. | All staff | Staff training before 25/06/20  then ongoing |
|  | All classrooms except hall, Y4 and RBSC have sinks. Allocated toilet area or hand sanitiser to be used instead. | KG to plan sanitiser points.  Ongoing information to parents included in newsletters, emails, signs etc.  SH to remind visitors to use hand sanitiser.  Staff to remind pupils. | KG  SH,  All teachers | Staff training before 25/06/20  then ongoing |
|  | All persons should wash their hands with soap and water for at least 20 seconds before leaving the premises. | Staff to make a point of reviewing these routines with pupils (first taught in March) and to continue to reinforce the message. |  |  |
|  | Tissues will be available in all group areas and should be single use only and disposed of in a dedicated bin after use. Follow government guidance for disposal. | SH to order boxes of tissues.  Dedicated bins for tissues in every classroom, emptied daily. | SH  KG | Before 25/06/20  then ongoing |
|  | Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed in the school bin store. N.B. the virus cannot survive on a surface for more than 72 hours according to current guidance. | Waste products used by staff or pupils that start to show symptoms whilst in school double bagged and kept (securely) for 72 hours in a dedicated yellow waste bin, located in the deputy office, before being disposed in the school bin store. | KG  All staff | Staff training before 25/06/20  then ongoing |
|  | In addition staff are to wash hands on entry to staff room, before and after preparing food and drinks, and before leaving. | Virtual staff meetings to continue for all staff to remind everyone of the importance of these routines and to review risk assessment. | All staff | Staff training before 25/06/20  then ongoing |
| Cleaning | Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays in accordance with '**standard cleaning schedule 010620**'. | Refer to PCC 'Standard Cleaning schedule 010620' document  KG to train all cleaning staff. | KG | Staff training before 25/06/20  then ongoing |
|  | Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. | SH and KG to ensure that supplies of hand sanitisers, anti – viral wipes / sprays, paper towels, soap and tissues are kept at an adequate level.  Teachers are responsible for asking KG or SH for more supplies if they run low.  Virtual staff meetings to continue for all staff to remind everyone of the importance of these routines and to review risk assessment. | SH, KG  MS | Staff training before 25/06/20  then ongoing |
|  | Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant. | Refer to PCC 'Standard Cleaning schedule 010620' document  KG to train all cleaning staff. | KG | Staff training before 25/06/20  then ongoing |
|  | 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. | Refer to PCC 'Standard Cleaning schedule 010620' document  KG to train all cleaning staff.  The local authority also expects all staff (and learners) to take reasonable steps to ensure the working environment is as clean as possible.  Where appropriate (according to the age/stage of the child), pupils can be encouraged to clean their own personal spaces for example a cloth that a child uses in their own area. | KG  All staff  Older pupils | Staff training before 25/06/20  then ongoing  Teachers to work with pupils to raise awareness and develop routines. |
|  | Shared materials and surfaces should be cleaned and disinfected more frequently. | Refer to PCC 'Standard Cleaning schedule 010620' document  KG to train all cleaning staff. | KG | Staff training before 25/06/20  then ongoing |
|  | Staff undertaking wider cleaning should wear disposable non-latex gloves and aprons and change these after cleaning each separate area. | “ | “ | “ |
|  | Rooms used for isolating pupils or staff who display symptoms of Coronavirus then undertake deep clean of that room. | Refer to deep cleaning schedule 'SWP 11.7 Coronavirus deep clean 060420' and isolation process 'COVID-19 Isolation process 020620'. | “ | “ |
|  | It is recommended that clothes be washed at the end of every day in school (staff and pupils). | Pupils and staff encouraged to wear clean clothes every day- uniform **does NOT need** to be worn.  No item should be worn by pupils that requires staff to adjust, eg lace-up shoes. | MS | Share with all stakeholders by 19/06/2020 |
| KG and MS to consider the following before 25/06/2020 … | …additional / alterations to cleaning may be available on request – for example PCC Cleaning Service / Contract cleaning may be able to provide:-  Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:-  Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.  **Subject to Welsh Government grant availability**, PCC will provide schools with additional funding to support additional cleaning requirements.  The local authority continues to identify costs associated with Covid-19 and is working with Welsh Government to recover those costs where possible. | | | |
| Cleaning of hard surface toys such as plastics, wood, sports equipment etc. | In order to reduce transmission, the local authority recommends that as few items as possible are brought between home and school. Guidance will be issued over the coming weeks, prior to the reopening of school sites. However, learners and staff will be expected to bring their own food into school to keep them going for the whole of the day. | Pupils will need to bring fresh fruit snack and packed lunch and a filled water bottle every day they are in school.  Pupils to take all items, including packaging, home at the end of the day.  No toys can be brought from home into school.  No pencil cases/ PE kits/ wellies to be brought into school. | MS  SH | Share information with all stakeholders by 19/06/2020 |
| Social Distancing | Appropriate areas of building marked out with 2m indicators as a visual aid for social distancing.  The marked areas will provide guidance on safe social distancing requirements for pupils and staff. | Use CR’s plan to design ‘flow’ of traffic around school.  Indicate clearly marked areas using chalk (initially- to see if system works) then yard paint or tape.  Areas marked outside to ensure pupils line up 2m apart. | MS, CR | Share information with all stakeholders by 19/06/2020 |
|  | A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy. | Use CR’s plan to design ‘flow’ of traffic around school.  Indicate clearly marked areas using chalk (initially- to see if system works) then yard paint or tape.  Areas marked outside to ensure pupils line up 2m apart. | “ | “ |
|  | Keep cohorts together wherever possible. | Teachers have planned ‘bubble’ groups to keep cohorts **and families** together.  Parents/carers informed of groups by Tuesday 16.06.2020  NB: this is not possible for the Key Worker hub groups. | All teachers | By 16.06.2020 |
|  | Classes and groups of pupils should be kept to a minimal size to allow 2m social distancing. The Government recommends no more than half the size of the normal class however this is likely to be smaller if 2m social distancing cannot be achieved. As a starting guide measure the usable m2 of the space available and divide by 4 (this allows for 2m social distancing space) to determine a maximum occupancy for that space (including staff and pupils) e.g 48m2 space = 12 persons maximum.  It is difficult for the local authority to provide definitive guidance due to the range in shape and size of the various classrooms across the county. As a guide, the square meterage of a space should be divided by 4 to give an approximation for how many people the space can accommodate (e.g. 20m2 divided by 4 equals 5 people).  However, it is for schools to determine safe social distancing in line with available guidance. | Max group size (including staff) currently 10. | SLT and all teachers | By 16.06.2020 |
|  | Classrooms desks (if in use) should be laid out to allow a 2m distance between each person (measured from where they are likely to be seated) and the location of the members of staff in that room. Chairs / desks surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. Tables / furniture not in use could potentially be used as physical barrier to separate areas of the classroom if suitable. | All staff to be in school organising classrooms by 25/06/2020 at the latest. | Teachers and TAs | By 26/06/2020 |
|  | Reception and early years rooms may need ‘play areas’ removed / altered to allow more space in the room and to aid with social distancing. As these classes may need to be split to allow social distancing the furniture / play areas could be split between two or more areas. | “ | “ | “ |
|  | Avoid cross contamination of ‘bubble’ groups **wherever possible.** However on Tuesdays and Thursdays this will be unavoidable.  Administration of emergency first aid is an exception to this. | If other members of staff need to speak to / visit a different area e.g SLT they should avoid entering into the room wherever possible e.g stand in the doorway, as entering the area will affect occupancy.  Hub children will only be able to see their cohort in social distanced outdoor activities. | All staff | Staff training before 25/06/20  then ongoing |
|  | All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible. | SLT have organised staffing to try to keep groups of pupils with the same staff wherever possible. However this is not possible on Tuesdays and Thurdays.  Indoors, staff and pupils should stay in the same specified groups and sit at the same desks on consecutive days (if applicable and possible.) | SLT | Staff training before 25/06/20  then ongoing |
|  | Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a cleaning of the rooms at the end of the day.  The local authority advises against staff  physically marking pupil books.  It is recognised that providing learners with meaningful feedback is important. Therefore, schools are encouraged to use a range of methods (such as self-marking, verbal feedback, and digital/online comments) to provide feedback on learners’ work.  Students should not share devices and equipment, and staff should avoid issuing textbooks etc.  Due to social distancing guidelines, movement around classrooms will inevitably be limited.  However, in some cases (eg behaviour management or following an accident), school staff will need to move to address issues. | PCC 'Standard Cleaning schedule 010620' document  Discuss in staff meeting and during review of this document.  Ongoing information to parents included in newsletters, emails, signs etc. | All staff | Staff training before 25/06/20  then ongoing  Staff meetings, ongoing  Ongoing information to parents |
|  | The summer term should be used to provide opportunities for learners and staff to readjust to being back with their peers within a school environment.  The local authority strongly recommends that schools focus on the emotional health and wellbeing for the remainder of the summer term.  However, where learners are at the point of transition (eg Year 2, Year 6), schools are encouraged to provide opportunities to support the next phase in the learners’ journey, if they are able to. | Whole school wellbeing display planned. All school’s wellbeing strategies to be used as usual. Trauma training for 2 members of staff before school opens.  Xenzone councellors accessed as needed- staff to ask MS about this as usual.  Transition activities with Y2 and Y6 planned. | “ | “ |
|  | Take steps to minimise persons being closer than 2m | Pupils to keep bags and coats with them. | All staff | By 29/06/2020 |
|  | “ | Pupils and staff should maintain social distancing when outside and stay within their discrete learning group. Groups should not mix outside. | “ | By 25/06/2020 |
|  | School staff using hard surface equipment to enable sports activities with children - indoor and outdoor activities. | Wash hands with soap and water before and after activities, meals, toileting on arrival and departure from school | “ | “ |
|  | The local authority recommends that schools stagger break times in order that contact between learners is minimised and sufficient area is provided for outdoor activities.  Access to playground equipment should be limited to specific groups and cleaned after each use by separate groups. | Breaks and lunchtimes will be staggered to allow safe movement around the school, safe use of the play areas and dining halls.  Packed lunches will be eaten in the areas the groups are based in.  Ongoing information to parents included in newsletters, emails, signs etc. | SLT | Share information with all stakeholders by 19/06/2020 |
|  | Take steps to minimise persons being closer than 2m | Use of toilets has been organised so that individual groups use them where possible and as close to their learning base as possible.  Where toilets are shared, cubicles are allocated to individual pupils groups. | MS and CR | Share information with all stakeholders by 19/06/2020 |
|  | Pupils to use toilets ‘one at a time’ and not to use urinals.  Schools need to ensure that toilet use is managed appropriately. | All staff to limit the number of children who use the toilet facilities at one time and supervise numbers in and out and in the corridor. | All staff | “ |
|  | Schools need to consider how hand sanitisers and hand washing times are organized throughout the day, with a clear priority given to effective hand washing. | Warm water and soap are available at all times, in all cloakrooms/toilets for pupils and staff.  Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).  Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them. | All staff | “ |
|  | The local authority will work with schools to identify and procure PPE, signage, line marking and hand sanitiser (if required) on behalf of all schools.  The local authority will cover the costs until 27/07/20 before reviewing the situation.  This will support a consistent approach in all schools.  It is important to note that some younger learners and pupils with additional learning needs might find signage and markings difficult to observe. Therefore, schools are encouraged to consider this when deploying markings/signage. | Signage to the backs of toilet doors and above sinks to remind pupils and staff to wash their hands.  Bins organised for the disposal of wipes if not already in place. | MS, KG | “ |
|  | Physical assemblies should be suspended during this current period until further notice. | Collective worship to be carried out in the areas in which each group is based. Virtual assemblies to continue. | All teachers | “ |
|  | Staff should observe social distancing. | Staffroom and offices will be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time.  For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the **“If You Use It – Wipe It”** principle with anti-viral wipes.  Staff to bring their own provisions in (in a cool bag if food needs to be kept cold) wherever possible. | all staff | “ |
|  | If staff need to communicate outside their groups they should observe social distancing.  In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school’s acceptable use policy regarding the use of their own phones. | Staff share mobile phone numbers and communicate via these between groups where possible.  Walkie-talkies are used to minimise movement between groups. | All staff | By 25/06/2020 |
| First Aid | Ensure adequate first aid provision for the numbers of staff and pupils on site.  The local authority will work with Welsh Government and Health and Safety Executive to ensure existing policy and practice is update in due course.  It is important that all accidents continue to be reported via the online accident recording system. | Ensure there is PPE FRSM masks, non-latex gloves and eye protection available at First aid points.  PCC will make on-line training in correct use of PPE available and this to be shared with all staff.  All staff must tell SH when they use PPE so she can re-order.  We have appropriate numbers of first-aid trained staff.  Continue to ensure staff are aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the CYP is. Annual training is up to date.  If pupils need help to use an asthma inhaler, or if a member of staff is required to administer CPR then PPE should be worn.  NB: there are new Covid guidelines for CPR- compression only should be used. | All staff | “  As soon as training is made available |
|  | **Guidance on Level of Trained Personnel**   |  |  |  | | --- | --- | --- | | **Number of Persons Regularly On Site\*** | **Emergency First Aid at Work** | **First Aid At Work** | | **<25** | 1 | - | | **25-75** | 2 | - | | **75-200** | 2 | 1 | | Limit or cease activities more likely to result in injuries. | All staff | “ |
| General controls | Avoid contaminated surfaces. | IT equipment should be cleaned, by teachers and TAs NOT cleaners (for insurance purposes) with alcohol wipes/sanitiser sprays between users if it cannot be kept for the sole use of an individual. | “ | “ |
|  | Clean clothing should be worn daily. | Pupils will be encouraged to wear clean, appropriate, easily washable clothing and footwear. Uniform that cannot be machine washed should be avoided.  Staff members will be encouraged to wear appropriate, easily washable clothing and footwear. | Staff and pupils | Share information with all stakeholders by 19/06/2020 |
|  | Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. | Where possible open doors and windows to classrooms, offices, staff rooms etc. | All staff | “ |
|  | Avoid queues to fill water bottles | Parents encouraged to send full water bottles in with their child’s packed lunch.  Water bottles may be filled up from water dispensers by a member of staff Clean hands and bottle before and after. | “ | “ |
| Educational Visits | Government guidance is currently that all local, national and international educational visits are ceased for the time being. |  |  |  |
| PPE for staff and pupils | Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. | Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. | Pupils and staff | “ |
|  | Activities such as close intimate care e.g nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. | Staff carrying out these activities should wear disposable gloves and aprons and may need FRSM masks and eye protection. This would need to be assessed on a case by case basis.  PCC will make on-line training in correct use of PPE available and this to be shared with all staff. | RBSC and FP staff | “ |
|  | PCC to provide PPE  Schools to record usage so county can replace as needed. | All staff to inform SH if they use PPE. SH to record usage so county can replace as needed.  Reusable eye protection / face coverings should be thoroughly disinfected and cleaned between each individual person being assisted. | All staff,  SH | “ |
| Staff Wellbeing | Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment.  Staff encouraged to create their own individual risk assessments in conversation with MS, if they feel they are part of vulnerable, but NOT extremely vulnerable group. Extremely vulnerable staff to remain at home.  Continue to cheer each other up via Messenger chats! | MS to: discuss during training, provide risk assessment format to staff on request and arrange consultations. | MS  Individual staff’s responsibility to request paperwork as needed. | Before 25/06/2020 |
|  | Rotas have been constructed to ensure that staff have adequate breaks / fair allocation of workloads. | SLT have drawn up rotas in consultation with staff. | SLT | Before 25/06/2020 |
|  | Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Powys CC.  The key groups are outlined below:  <https://gov.wales/coronavirus-social-distancing-guidance>  We are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. This group includes those who are:   * aged 70 or older (regardless of medical conditions) * under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):   + chronic (long-term) respiratory diseases, such as [**asthma**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/a/article/asthma), [**chronic obstructive pulmonary disease (COPD)**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/ch/article/chronicobstructivepulmonarydisease), [**emphysema**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/e/article/emphysema) or [**bronchitis**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/b/article/bronchitis)   + chronic heart disease, such as [**heart failure**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/h/article/heartfailure)   + [**chronic kidney disease**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/k/article/kidneydisease,chronic)   + chronic liver disease, such as [**hepatitis**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/h/article/hepatitis)   + chronic neurological conditions, such as [**Parkinson’s disease**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/p/article/parkinsonsdisease), [**motor neurone disease**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/m/article/motorneuronedisease), [**multiple sclerosis (MS)**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/m/article/multiplesclerosis), a learning disability or cerebral palsy   + [**diabetes**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/d/article/diabetes)   + problems with your spleen – for example, [**sickle cell anaemia**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/s/article/sicklecellanaemia) or if you have had your spleen removed   + a weakened immune system as the result of conditions such as [**HIV and AIDS**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/h/article/hivandaids), or medicines such as [**steroid tablets**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/s/article/steroidtablets) or [**chemotherapy**](https://www.nhsdirect.wales.nhs.uk/encyclopaedia/ch/article/chemotherapy)   + being seriously overweight (a body mass index (BMI) of 40 or above) * those who are pregnant   If an employee believes they are within this vulnerable group, they should only attend an education or childcare setting if stringent social distancing can be adhered to. | Affected staff to complete the Risk Assessment and answer the associated questions where necessary and return it to their headteacher, so that appropriate advice can be sought and a safe approach agreed that is suitable to their individual circumstances.  Clear mechanism by which concerns can be raised shared with staff.  SLT to check regularly with staff on their wellbeing and any work/life balance concerns.  SLT have ensured that there are regular breaks, and a contingency, if employees need to step back from the provision if required to protect their wellbeing.  Additionally, SLT have planned so that staff can balance the needs for classroom teaching and the other aspects of distance learning for pupils at home.  Staff should also refer to the [COVID-19 Wellbeing](https://www.bridgenders.net/humanresources/Pages/COVID-19---Wellbeing-Support.aspx) support page on the Powys intranet site for additional information, resources and contact information.  We understand that some employees may require more support than others. It is important to discuss these concerns with SLT or headteacher to work through those issues.  Powys Council also has the Care First Employee Assistance Programme that all staff can make use of for counselling and mental wellbeing. Support is also available via Powys County Council’s Occupational Heath service, which can be accessed via referral by the line manager or Headteacher.  If an employee lives in a household with someone who is shielding, they should only attend an education or childcare setting if stringent social distancing can be adhered to. | SLT  HT  All staff | ongoing |
|  | Identify Mental Health First Aiders. | 2 staff to be trained in Trauma Informed Schools | MS and JW | On-line training 22/06/2020 |
|  | Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).  **Guidance on Staff Wellbeing is available on PCC** | Please note the guidance will be reviewed consistently, and updated on the council’s website. | PCC | ongoing |
| Pupil wellbeing | It is recognised that this will be a challenging task.  In many cases, learners will not have had opportunity to socialise with their peers for a significant period of time.  The schools and local authority have shared advice for supporting pupil wellbeing upon their return to school.  Powys Mental Health and Emotional Wellbeing in Schools community network on HWB <https://hwb.gov.wales/go/ylj281> | During outdoor play, arrange time to allow pupils to reacquaint themselves with their friends (observing social distancing requirements) and re-familiarise themselves with the school environment before any formal learning takes place.  Key worker hub pupils to check in with friends and staff at these times.  Bubble leaders to ensure that Key worker hub pupils are included in outdoor play. | All teachers | From 29/06/2020 |
| Contractors visiting site | Minimise visits to essential visits only e.g to carry out statutory testing, repair work or building works. | SH to check visits are essential. | SH | From 25/06/2020 |
|  | Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. | “ | “ | “ |
|  | Contractors must adhere to social distancing guidelines. | “ | “ | “ |
|  | Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site. | “ | “ | “ |
|  | If contractors need supervising this should be done following social distancing guidelines. | “ | “ | “ |
|  | Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms. | SH to confirm that they are not suffering symptoms. | “ | “ |
|  | If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly deep cleaned prior to admitting other persons / being used. | Refer to deep cleaning schedule | KG | “ |
|  | Inform contractors of the “**If You Use It – Wipe It**” principle. |  | SH | “ |
|  | Where practicable an access / exit point separate to that used by staff and pupils should be used. | School should still follow procedures for controlling access / security whilst contractors are on site. | “ | “ |
| Lettings / Meetings / Visitors | Lettings, visitors and on site meetings with external individuals / groups should cease unless they can only be conducted face to face and are vital / necessary. | Continue use of virtual meetings where possible. | All staff | “ |
|  | If they are for vital / necessary educational / health purposes e.g private nurseries, multi agency meetings, mental health sessions, meetings with parent / carers they should only go ahead if social distancing and hygiene rules can be adhered to. | Consider alternative arrangements via Microsoft Teams.  If physical meetings must take place, inform visitors of the “**If You Use It – Wipe It**” principle. | All staff | “ |
|  |  |  |  |  |
|  | School should still follow procedures for controlling access / security whilst visitors are on site. Before any adult enters the school they are to be thermal scanned with an infra- red thermometer, ensure the person scanning has appropriate PPE. | MS is still trying to get confirmation that PCC will provide an infra- red thermometer. | MS | “ |
| Fire safety | The local authority recommends that all non-fire doors are be locked/wedged in an open position (to minimise physical contact with surfaces).  Fire doors need to remain in ‘normal’ use. The local authority has consulted with the Mid and West Wales Fire and Rescue Service. They recommend:   * Not wedging open fire doors. Where fire doors are used regularly when people circulate around the site, hygiene/cleaning measures should be increased on and around that door, including providing a hand sanitiser station. * Where a fire door is to be wedged open, an alternative escape route must be identified and available. This is only to be during this four-week period. The decision and the provision of an alternative route must be recorded on a risk assessment, which should be regularly reviewed. * Any alternative measures as outlined above must be formally and fully reviewed at the end of the term and will not automatically carry over to September 2020. It is intended that more suitable longer-term measures be implemented from September. | Three separate fire drills to be carried out in first week to ensure all pupils can be included.  CR has planned nearest fire exits for each group to share with all staff w/c 29/06/2020  CR to organise on-line fire extinguisher training for teachers.  Staff to review individual evacuation plans for vulnerable pupils.  Cones used to line up at a safe distance at start and end of day will be left out and used as muster points.  Staff to ensure that children do not remove cones at playtime. | CR  SH  All staff | w/c 29/06/2020 |
|  | If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked “Interim Amendments to procedures in relation to COVID-19”.  **In the schools Fire Risk Assessment insert a page inset as an appendices for interim changes to be noted rather than rewriting sections.** | MS to update Fire Evacuation Management Plan  **Annex I: COVID Fire Evacuation Map** | MS | w/c 29/06/2020 |
| Supervision at Lunchtimes | Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks. |  |  |  |
| Catering | The local authority recognises that the provision of a hot meal in a canteen would be the preferred option.  However, given the current situation, the need to prioritise health and safety, and the limited number of days that any child will attend**, it has been decided that all learners will be required to bring their own packed lunch to school**.  Where a child is in receipt of free school meals, their parent/carer is receiving this allowance in the form of a payment or voucher. They are therefore able to provide a packed lunch. No food will be provided at break-time by the schools, therefore pupils and staff will be asked to bring their own food to school for the whole day.  The guidance that is usually given to pupils about the contents of packed lunches could be issued by schools.  However, it is important to note that any food/packaging brought from home must be taken back home by individual learners and schools should determine appropriate controls that will need to be in place to ensure that cross contamination is limited as much as is practical. | Catering suspended for duration. Pupils to bring packed lunches which will be eaten in ‘bubble’ classrooms. | MS | Share information with all stakeholders by 19/06/2020 |
| Staff Training | This is especially important for staff members who may not have been in school. | School staff will be made familiar with new working practices before opening the school. | MS | Before 25/06/2020 |
| Drop off of Essential Items Forgotten by Pupils. | SH to put system in place for the potential drop off of essential items a pupil may have forgotten e.g medication, packed lunch. | For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. She should thoroughly wash hands before and after handling the items. | SH | Before 25/06/2020 |
| Transport to School by Bus or School Buses (not public transport buses) | The local authority will provide guidance for schools to communicate to parents/carers/learners, reminding learners of social distancing requirements.  The local authority (or indeed transport providers) will be unable to demarcate or monitor bus stops.  However, escorts for pupils with additional learning needs will be prioritised but will be dependent on agreements between schools, parents, and transport operators.  The local authority is currently in the process of developing guidance in relation to this issue and will provide further advice shortly. | Learners who are eligible for home-to-school transport will continue to receive home-to-school transport.  Communicate to parents/carers/learners, The PCC School Transport Team’s step-by-step guide to offer advice for parents/carers/schools (not yet received by school.)  We have organised ‘bubble’ groups to avoid bus children travelling on the same days. | PCC | “ |
|  | Consider how to keep access to Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g cones, signage etc. | n/a | - | - |
|  | For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. | Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses. | MS | Share information with all stakeholders by 19/06/2020 |
|  |  |  |  |  |

**Annexes to COVID risk assessment**

**Annex A: standard cleaning schedule 010620**

Cleaning Schedule for Schools

DAILY DUTIES of Cleaner – in – Charge/ cleaner

Replenish daily all paper towels, toilet paper and soap throughout school as and when required

Remove waste and recycling to designated areas

Ensure on a daily basis that any Health and Safety or Hygiene Issue take priority at all times

Secure school premises at the end of the day and set any alarms

To report any faults to Hub Manager / responsible person

Classrooms & associated stores

Frequency

Vacuum or sweep floor and Empty waste / recycling bins Daily

Mop all floor, clean sink and damp wipe tables with suitable multipurpose hard cleaner\*\* 3 x daily

Fully mop floor/ (Scrub 1 area at a time) with suitable multipurpose hard surface cleaner\*\* Weekly

Damp wipe all high touch\* surfaces with disinfectant wipes 3 x daily

Remove cobwebs/dust up to 2 metres Weekly

Clean door handles with suitable multipurpose hard surface cleaner\*\* or disinfectant wipes or similar 3 x daily

Office & associated storerooms

Vacuum floor and Empty waste / recycling bins 3 x weekly

Damp wipe all high touch\* surfaces with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x weekly

Clean door handles with disinfectant wipes 3 x daily

Toilets and Washrooms

Sweep and mop floor with suitable multipurpose hard surface cleaner\*\* 3 x daily

Empty waste bins into secure bin sacks and into bin store Daily

Clean toilets and urinals with an acid based descaler (suitable for all toilet pans and urinals\_

Clean washbasins, and showers with suitable multipurpose hard surface cleaner\*\* 3 x daily

Damp wipe door handles, dispensers and hand-dryers with disinfectant wipes 3 x daily

Damp wipe all high touch\* surfaces with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x daily

Hall & associated storage rooms

Sweep Daily

Spray buff floor 3 x weekly

Damp wipe all high touch\* surfaces with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x weekly

Clean door handles/push plates with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x daily

Entrance and all Corridors

Sweep and mop floor or vacuum if carpet Daily

Damp wipe all high touch\* surfaces with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x daily

Clean door handles/push plates with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x daily

Cooking Kitchen, Staff room and Staff Kitchen

Vacuum or Sweep and mop floor and Empty waste / recycling bins Daily

Clean sink and wipe worktops with suitable multipurpose hard surface cleaner\*\* 3 x daily

Damp wipe all high touch\* surfaces with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x daily

Clean door handles/push plates with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x daily

Cloakrooms

Sweep and mop floor or vacuum carpet Daily

Empty waste / recycling bins Daily

Damp wipe all high touch\* surfaces with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x daily

Clean door handles/push plates with suitable multipurpose hard surface cleaner\*\* or disinfectant

wipes 3 x daily

Frequency of 3 x daily clean is recommended at the following times subject to safeguarding pupils:

· 10am to 10-30am

· 2pm to 2-30pm

· 6pm

\*High touch area includes (but not limited to):

· Pens at reception for signing into school / Classrooms / Offices

· Doorbells and light switches

· Hand dryer push buttons

· Door opening push buttons (automatic doors) and lift control push buttons

· Door, door handles and push plates

· Desks

· Reception desk

· Teaching aids

· Tables

· Chairs

· ICT laptops, mouse and key boards

· Cupboards

· Medical room bed and cabinets

· Container(s)

· Fridges and freezers

· Telephone receiver, radios and mobile phones

· Sanitary areas including washbasins, sinks taps, hand dryers, cubicle door locks and all dispensers

· Sports equipment

· Hard surface toys

· Telephones

· Fingerprint scanners

· Handrails

\*\*Multipurpose hard surface cleaner - Virucidal, bactericidal and fungicidal Disinfectant.

A suitable disinfectant with an ability to control infections within schools.

**Annex B: COVID cleaning schedule**

**CORONVIRUS DEEP CLEAN**

**1.0 Preparation**

The person responsible for undertaking the cleaning with detergent and disinfectant and cleaning equipment should be familiar with these processes and procedures:

* collect any cleaning equipment and waste bags required before entering the room. Assemble all required correct colour coded equipment for the specified area and check for safety and all required replenishable consumables.
* any cloths and mop heads used must be disposed of as single use items
* before entering the room, perform hand hygiene then put on a disposable personal protective equipment. (disposable coveralls, disposable gloves, and safety glasses, plastic apron

**1.1 On entering the room**

* Keep the door closed with windows open to improve airflow and ventilation whilst using detergent and disinfection products.
* Place and erect Warning signs.

**1.2 Cleaning process**

Use disposable cloths/paper roll/disposable mop heads, to clean and disinfect all hard surfaces/floor/chairs/internal and external door handles/reusable equipment/sanitary fittings in the room.

Any cloths and mop heads or wipes used **must be disposed of as single use items.**

* Bag any disposable items that have been used for the care of the child or member of staff as clinical waste.
* Curtains or blinds must be opened and check for evidence of contamination evident, if not contaminated these can be left in situ. Otherwise, remove any fabric curtains or screens and bag as infectious waste.
* Prepare Floor Cleaning Solution:
  + (Selden Selgiene – 4 x 30 ml pumps/500 milli litres) in one colour coded mop bucket following manufacturer dilution rate and obtain Selden Selgiene 750 ml trigger spray bottle.
* Identify wastes to be cleared.
* Collect wastes from bins and place into correct plastic sacks/receptacles for disposal into Hub school waste bin store on leaving the room.
* Suction vacuum clean area thoroughly and dispose into Hub school waste bin store on leaving the room. Wipe down the vacuum cleaner before leaving the room and dispose of waste wipes in waste sack.
* Carpeted flooring and soft furnishings:
  + For carpeted floors/items that cannot withstand chlorine-releasing agents, consult the manufacturer’s instructions for a suitable alternative to use following, or combined with, detergent cleaning.
* Starting from top of any washable wall, apply Selden Selgiene Spray Solution to cloth and apply downwards. With each swipe down fold cloth and use each side, once all sides have been used, dispose and use fresh cloth and repeat the process until job is complete. Dispose of each used cloth in waste sack.
* Following the Wall clean, repeat Selden Selgiene spray & damp wipe process for all Wall level cupboards
* Clean all reusable equipment systematically from the top or furthest away point.
* Then undertake Selden Selgiene spray & damp wipe process with all worktop levels. Damp wipe all notice Boards, ventilation grilles, mirrors, wall lights, radiators, shelves and any fixings on the walls. Damp wipe any window frames.
* Wash down the desks, tables, chairs, cupboards, cabinets, computer monitors, computer mouse’s, computer keyboards, units, medical bed, container(s), external of fridge, external of telephone receiver etc. Then undertake Selden Selgiene spray & damp wipe process with all High touch area includes (but not limited to):
* Pens at reception for signing into school / Classrooms / Offices
* Doorbells
* Door opening push buttons (automatic doors)
* Door, door handles and push plates
* Desks
* Tables
* Chairs
* Cupboards
* Medical room bed and cabinets
* Container(s)
* Fridges and freezers
* Telephone receiver, radios and mobile phones
* Sanitary areas, washbasin sinks taps, hand dryers and all dispensers
* Handrails (internal/external)
* Damp wipe washbasin sinks tap and all dispensers with Selden Selgiene.
* Damp wipe lower level cupboards with Selden Selgiene systematically from the top or furthest away point.
* Damp wipe Skirtings with Selden Selgiene
* Damp wipe external of toilet and internal Damp wipe with Selden Selgiene
* Damp wipe waste bins with Selden Selgiene and return
* Reline waste bins, with appropriate colour coded sack.
* Single solution mop hard floor with a 5-litre solution of Selden Selgiene in the appropriate colour coded mop and bucket.
* Place all cloths and materials used in clinical waste receptacle as advised by the customer for disposal, it will need to be bagged and tied and bagged again, nothing is to be reused. and dispose into Hub school waste bin store on leaving the room.
* Return Suction vacuum equipment to store and Damp wipe down with Selden Selgiene and check for safety.

**1.3 On leaving the room**

* discard detergent/disinfectant solutions safely at disposal point
* dispose of all waste as per guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
* clean, dry and store re-usable parts of cleaning equipment, such as mop handles
* remove and discard PPE as clinical waste as per guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
* perform hand hygiene and wash Hands thoroughly following current government health guidance.

**1.4 Cleaning of communal areas**

If a possible case spent time in a communal area for example, a waiting area or toilet facilities, then these areas must be cleaned with detergent and disinfectant (as process 1.2 above). If there has been a blood/body fluid spill which should be dealt with immediately (guidance is in the National Infection Prevention and Control Manual available via Public Health Wales website). Once cleaning and disinfection have been completed, these areas can be put back into use immediately.

**Annex C: *COVID-19 isolation process 020620*’**



**Annex D: supply spreadsheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Order Form - Cleaning** | | |  |
|  |  |  |  |
| **Account No:** | **C00404** | |  |
| **Deliver To: Postcode:** |  | |  |
| **Date:** |  | |  |
| **Name:** |  | |  |
| **ORDER TO BE EMAILED to cleaning@powys.gov.uk** | | |  |
| **Arrow Product Description** | **Arrow Code** | **Pack Size** | **Quantity** |
|
| **Washroom Products** | | | |
| **2 Ply Single Sheet Toilet Roll** | **01-006** | **Pack 6** |  |
| **Andarta Mini Jumbo toilet roll** | **01-018** | **Pack 6** |  |
| **Andarta 2Ply 250 Sheet Bulk Pack Toilet Tissue** | **01-016** | **Box 36** |  |
| **Andarta System 600 Plus Toilet Roll (New Dis)** | **01-066** | **Pack 12** |  |
| **Katrin Classic System Toilet Roll** | **01-033** | **Box of 36** |  |
| **Andarta System 600 Premium toilet roll** | **01-063** | **2000** |  |
| **Andarta 1Ply Blue V/Fold Hand Towel** | **02-019** | **Box 5000** |  |
| **Andarta 2Ply White Z/Fold Hand Towel** | **02-043** | **Box 3000** |  |
| **NXT Deluxe Lotion Soap Cartridge (GoJo)** | **10-001** | **8x1Ltr** |  |
| **Andarta Peach Hand Soap** | **10-041-2** | **2x5Ltr** |  |
| **Andarta System 300 Luxury Hand Wash Cartridge** | **10-030** | **6x800ml** |  |
| **Andarta Blue Centre Feed roll** | **21-001** | **Pack 6** |  |
| **Bactericidal Foam Soap** | **12-018** | **6x800ml** |  |
| **Cleaning Chemicals** | | | |
| **Selgiene Extreme Bacterial & Viricidal Solution** | **33-455** | **6x750ml** |  |
| **Andarta MP Hard Surface Cleaner** | **40-107** | **5ltr** |  |
| **Selgiene Extreme Bacterial & Viricidal Solution** | **33-4555L** | **2x5ltr** |  |
| **Andarta 5% Bleach** | **33-455** | **5ltr** |  |
| **Andarta Piine Disinfectant** | **33-114** | **5ltr** |  |
| **Andara Extra Strength Toilet Cleaner & Descaler** | **33-406** | **1ltr** |  |
| **Cleaning Equipment** | | | |
| **Trigger Spray Bottle - Green** | **33-206** | **1** |  |
| **5Ltr Pelican Pump** | **33-208** | **1** |  |
| **Toilet Brush & Holder** | **33-218** | **1** |  |
| **Toilet Brush Single** | **33-218-SB** | **1** |  |
| **All Purpose Disposable Cloths - GR** | **34-092** | **Pack of 50** |  |
| **All Purpose Disposable Cloths - RD** | **34-092** | **Pack of 50** |  |
| **All Purpose Disposable Cloths - YL** | **34-092** | **Pack of 50** |  |
| **Microfibre Cleaning Cloth Green** | **34-017-GN** | **Pack 10** |  |
| **Microfibre Cleaning Cloth Red** | **34-017-RD** | **Pack 10** |  |
| **Microfibre Cleaning Cloth Yellow** | **34-017-YL** | **Pack 10** |  |
| **9"x6" Scourers Green** | **34-029-GN** | **Pack 10** |  |
| **Andarta 18x29x39 140g Black Refuse Sack** | **35-005** | **Box 200** |  |
| **13x23x30 60g Swingbin Liner on Roll** | **35-014** | **5x100** |  |
| **NVM-1CH Hepaflo Vacuum Bags** | **39-012** | **Pack 10** |  |
| **Vacuum Bags for Sebo BS36** | **39-034** | **Pack 10** |  |
| **Vacuum Bags for Sebo Dart** | **39-044** | **Pack 10** |  |
| **15Ltr Mop Bucket Green** | **40-087-GN** | **1** |  |
| **15Ltr Mop Bucket Red** | **40-087-RD** | **1** |  |
| **10Ltr Plastic Bucket Green** | **40-088-GN** | **1** |  |
| **10Ltr Plastic Bucket Red** | **40-088 RD** | **1** |  |
| **Aquasorb Socket Mop Red** | **40-092-RD** | **1** |  |
| **Aquasorb Socket Mop Yellow** | **40-092-YL** | **1** |  |
| **Caution Wet Floor Warning Cone** | **40-154** | **1** |  |
| **Dustpan & Brush Green** | **41-165-GN** | **1** |  |
| **Dustpan & Brush Red** | **41-165-RD** | **1** |  |
| **Gloves** | | | |
| **Rubber Gloves Small green** | **50-030-GN-02** | **12 Pairs** |  |
| **Rubber Gloves Small Red** | **50-030-RD-02** | **12 Pairs** |  |
| **Rubber Gloves Medium Green** | **50-030-GN-02** | **12 Pairs** |  |
| **Rubber Gloves Medium Red** | **50-030-RD-02** | **12 Pairs** |  |
| **Rubber Gloves Large Green** | **50-030-GN-02** | **12 Pairs** |  |
| **Rubber Gloves Large Red** | **50-030-RD-02** | **12 Pairs** |  |
| **Arrow County Supplies, Arrow House, Longden Road, Shrewsbury, SY3 9AE** | | | |
|  |  |  |  |
| **ALL ORDERS WILL BE DELIVERED ON EITHER A MONDAY OR TUESDAY** |  |  |  |

**Annex E: PPE supply spreadsheet**



**Annex F: Letter to parents re detailed provision**

**COVID 19.**

* All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating.
* Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating.
* All persons who develop Coronavirus symptoms, however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing.
* They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days.
* All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.
* Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
* Anyone with symptoms of the virus can apply for a home test kit or make an appointment at a drive-through test centre.  
  An online portal is available for anyone who has symptoms in Wales to book an appointment. See hyperlink to access testing: https://www.nhs.uk/ask-for-a-coronavirus-test

**Start and end of the day.**

General information

* Parents and carers should be advised that **only one adult** should accompany their child to / from school. Avoid drop off and pick up by older family or community members (e.g. grandparents)
* Parents and carers **should not** come into the school building unless by prior arrangement and an appointment
* Parents and carers are requested not to congregate in playgrounds / outside school and to observe social distancing.
* Mrs Strong to meet taxi and bus pupils
* For primary school pupils - where there is a need for parents to board a school bus to buckle their children in, as drivers will not be allowed to do this, the expectation is that parents/carers will wear a face mask and **leave the vehicle as soon as possible.**
* Parents/carers must ensure that their children observe a 2m distance from other children and adults while waiting for a bus/ taxi.

**Arrival/ departure of Key worker hub groups** **(8.30am – 4.30pm) :**

**Start and end school day**: hub staff to pick up/ drop off pupils at car park door. Parents/carers **may** be able to park in Sports Centre car park at the moment, as it is not currently open, however we have not asked permission for parents/carers to do this. Parents/carers and pupils to wait for entry whilst strictly observing 2m distancing, as marked out on ground.

**Arrival/ departure of Class bubble pupils (8.45am – 3.15pm) :**

* From 8.45am parents/carers to line up OUTSIDE school’s small gate, observing strict 2m distancing
* SH to allow parents/carers through small gate from 8.45am to direct parents/pupils to designated waiting cone near their bubble teacher
* Staff waiting with 2m distance cones to receive pupils from 8.45am
* Once parents/carers have taken their child to the child’s cone they will leave via the large gate

Staff and pupils will enter and exit the building as follows (at all times including playtime) :

* Reception through ‘FP’ playground door
* Y1 and Y2 will walk around to the back of the building and use Y1/2 door
* Y3 will use FP playground door
* Y4 will use Y4 side door
* CR bubble to use Y1/2 door
* JW bubble to use KS2 door
* RBSC to use KS2 door

**Break, lunch and toilet locations:**

**Key worker hubs**

**Breaks and lunch time**: groups to use FP area of playground and eat packed lunch in hall.

**Toilets**: boys’ toilets

**Reception bubble**

**Breaks and lunch time**: use quad and eat packed lunch in classroom.

**Toilets**: disabled toilet adjacent to classroom

**Y1 and Y2**

**Breaks and lunch time**: use field and eat packed lunch in classroom.

**Toilets**: one dedicated toilet by gym

**Y3**

**Breaks and lunch time**: use FP end of playground and eat packed lunch in classroom.

**Toilets**: Reception toilets

**Y4**

**Breaks and lunch time**: use KS2 end of playground and eat packed lunch in classroom.

**Toilets**: Girls’ toilets, with dedicated cubicles.

**Y5 and Y6**

**Breaks and lunch time**: use ‘hedgehog area’ and eat packed lunch in classroom.

**Toilets**: Girls’ toilets with dedicated cubicles.

**RBSC**

**Breaks and lunch time**: use KS2 playground.

**Toilets**: dedicated disabled toilet adjacent to classroom.

**Request to return to school after29th June:**

Parents/carers of pupils who are not currently planning to attend ‘bubble’ groups must give at least a week’s notice to their child’s class teacher if they decide they would like their child/ren to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, bus transport etc.

**Clothing:**

* It is recommended that clothes be washed at the end of every day in school.
* Pupils are encouraged to wear clean clothes every day- uniform **does NOT need** to be worn.
* To maintain 2m distancing, no item of clothing can be worn that needs adjusting during the day by staff, eg lace-up shoes.

**Lunch and break-time snack:**

* The local authority recognises that the provision of a hot meal in a canteen would be the preferred option.
* However, given the current situation, the need to prioritise health and safety, and the limited number of days that any child will attend**, PCC has been decided that all learners will be required to bring their own packed lunch to school**.
* No food can be provided at break-time by schools, therefore pupils and staff will be asked to bring their own fruit and a filled water bottle to school every day.
* Where a child is in receipt of free school meals, their parent/carer is receiving this allowance in the form of a payment or voucher. They are therefore able to provide a packed lunch.
* However, it is important to note that any food/packaging brought from home must be taken back home by individual learners and food must not be shared to ensure that cross contamination is limited as much as is practical.

**Coats and equipment:**

* A 'quarantine area’ will be set up outside our school office. Items delivered by parents can be left there before being cleaned / wiped with anti-viral wipes and delivered to the pupils’ bubble classroom.
* In order to reduce transmission, the local authority recommends that as few items as possible are brought between home and school. P.E. kits, wellies and toys should not be brought into school.

**Activities:**

* The summer term will be used to provide opportunities for learners and staff to readjust to being back with their peers within a school environment.
* The local authority strongly recommends that we focus on the emotional health and wellbeing of pupils for the remainder of the summer term.
* However, where learners are at the point of transition (Year 2, Year 6), we will provide opportunities to support the next phase in school.

**Annex G: signage (notes for doors to record if a room has been used**

(awaiting document from PCC)

**Annex I: COVID Fire Evacuation Map**

