

## Covid-19 Health and Safety Policy Addendum

This addendum sets out the additional procedures that our schools may follow as advised by Government Guidelines under our Health and Safety policy to reduce the spread of COVID 19.

### MEASURE TAKEN

Ensuring we have the right number of staff in attendance every day to maintain an appropriate ratio with pupils and to cover any essential staff roles identified (keep class sizes as small as possible no more than 15 pupils)

Identifying parts of the school we will be using and closing off unused parts, to reduce the amount of touch points and cross contamination. Keeping flows of traffic one way where possible.

Stagger the beginning and end of the school day, so not all pupils enter and leave school at the same time using the same entrances and exits.

Discourage parents picking up their children from gathering at the school gates.

Parents coming to school to collect children:

- Stagger pick-up times so they're not all coming in at once
- 2-metre markers set on the ground for them to stand on outside the school
- Alcohol-based hand sanitizer available at entrances /exits if they need to enter

A room that symptomatic sick pupils has been identified in each school where pupils can be kept until parents come to collect them with:

- A door that is closed
- A window we can open for ventilation
- A separate bathroom has been identified and clearly marked which they can use
- Guidance on how and when to use PPE is on display in all rooms – each school has received boxes which contain the following; masks, goggles, face visor shield, fully fitting apron, temperature strips, infra-red thermometers, sick bags, Dettol wipes, tissues, hand sanitizers, sick bags and disposal bags, gloves.
- Advising staff/pupils in the room to avoid touching hard surfaces
- Promote catch it, bin it kill it government guidelines

Staff have been made aware to:

- Move pupils to this room if they're sick
- Wash their hands for 20 seconds after making contact with the ill pupil

- Advise office staff to make contact with the parents of children at school if they need to pick their child up
- Alert social worker if the pupil is a vulnerable child

### During the school day

#### MEASURE TO TAKE

We keep pupils at their desks, away from each other, for as much of the school day as we can, ideally 2 metres (3 steps) apart –keeping class sizes small so we can achieve this more easily.

Avoid any group activities that require pupils to be in close physical contact with each other, such as:

- Assemblies –we could deliver these online, even for pupils in school
- Certain sports and playground games

When serving meals we ensure to:

- Stagger lunch times so fewer children are eating in the same area at once
- Queues, set out 2-metre markers on the ground for them to stand on
- Only one pupil to be served at a time
- Hand sanitizer is available in halls, service areas
- Floor markings mark the flow with relevant signage where appropriate directing pupils

Ensuring all staff /pupils are washing their hands with soap and water for at least 20 seconds across the school day, particularly:

- After coming into school
- After sneezing or coughing
- Before and after handling or eating food
- After going to the toilet
- Before and after staff hand out food packages

All classrooms and offices have an alcohol-based hand sanitizers at the entrance of each room including near toilets, classrooms and halls. Soap bars and additional hand washing in playgrounds has been implemented. We encourage pupils and staff to avoid touching their face with unwashed hands.

All classrooms have tissue boxes in rooms that they are using, and pupils and staff are trying to catch sneezes and coughs in these and binning them afterwards, or using their elbow if they don't have a tissue available. Bins with lids are in classrooms.

When possible, we will open windows to increase air flow and ventilation.

### Daily cleaning

#### MEASURE TO TAKE

We are using standard disinfectant cleaning products to clean and disinfect frequently touched objects and surfaces, including:

- Banisters
- Classroom desks and tables
- Bathroom facilities (including taps and flush buttons)
- Door and window handles
- Furniture
- Light switches
- Reception desks
- Teaching and learning aids
- Computer equipment (including keyboards and mouse)
- Sports equipment
- Toys
- Telephones
- Fingerprint scanners

All schools have an additional cleaning operatives on site during the day. The schools cleaning contractor has issued full RA and guidance on their Covid 19 legislation and staff training.

Remove rubbish daily and dispose of it safely.

### Cleaning if there's been a suspected case in school – see Deep Clean checklist

#### MEASURE TO TAKE

When cleaning hard surfaces and sanitary fittings, use either:

- Disposable cloths, or
- Paper rolls and disposable mop heads

When cleaning and disinfecting, we use either:

- A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine
- A household detergent, followed by a disinfectant with the same dilution as above
- An alternative disinfectant, that's effective against enveloped viruses

Cleaning staff to:

- Wear disposable gloves and apron
- Wash their hands with soap and water once they remove their gloves and apron

If there's a higher level of contamination (e.g. the individual/pupil has slept somewhere) or there's visible contamination with body fluids, cleaning staff will have a surgical mask or full-face visor.

Wash any possibly contaminated fabric items, like seating cushions, in a washing machine. We will clean and disinfect anything used for transporting these items with standard cleaning products.

All fabric items will be Laundered /any possibly contaminated items on the hottest temperature the fabric will tolerate.

If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), we will organise steam cleaning.

All heavily soiled or contaminated with body fluids will be disposed of.

All waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full into clinical waste bins.

Bags will be kept in a suitable and secure place away from children and mark them for storage. We will wait until we know the test results to take the waste out of storage.

If the individual tests negative, bags will go in with the normal waste.

If the individual tests positive, then they are kept in a safe and secure place (away from the pupils) where we can store waste for 72 hours. If you don't have a secure place, we will need to arrange for a collection for 'category B' infectious waste from either our:

- Local waste collection authority (if they currently collect your waste)
- Or, by a specialist clinical waste contractor

## Deep clean: checklist

This checklist is to be used to clean and disinfect surfaces after a suspected case of COVID-19.

---

### Equipment

#### Personal protective equipment (PPE)

For all of the tasks below, operatives/staff need to wear:

- Disposable gloves and apron – washing hands with soap and water for 20 seconds once removed

- If there's a higher level of contamination (e.g. if the individual with suspected coronavirus has slept somewhere) or there's visible contamination with body fluids, we might need to wear a surgical mask or full-face visor.

#### Cleaning equipment

To clean all hard surfaces, we will use **disposable** equipment including:

- Cloths/paper roll
- Mop heads
- Disposable anti-bacterial wipes and anti-bacterial solutions

#### Cleaning requirements

ITEMS TO COVER	MEASURES TO TAKE	CLEANING PRODUCTS	✓
All objects which are visibly contaminated with bodily fluids	<ul style="list-style-type: none"> <li>● Clean and disinfect</li> <li>● Avoid creating splashes and spray when cleaning</li> </ul>	Select 1 of the following: <ul style="list-style-type: none"> <li>● A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>● A household detergent, followed by a disinfectant with the same dilution as above</li> <li>● If you use an alternative disinfectant, check it's effective against enveloped viruses</li> </ul>	
All potentially contaminated high-contact areas, including: <ul style="list-style-type: none"> <li>● Bathrooms</li> <li>● Door handles</li> <li>● Telephones</li> <li>● Grab-rails in corridors and stairwells</li> <li>● Floors</li> <li>● Chairs</li> </ul>	<ul style="list-style-type: none"> <li>● Clean and disinfect</li> <li>● Avoid creating splashes and spray when cleaning</li> </ul>	Use the same product as above	
All potentially contaminated fabric items, including: <ul style="list-style-type: none"> <li>● Curtains</li> </ul>	<ul style="list-style-type: none"> <li>● Wash items in accordance with the</li> </ul>	<ul style="list-style-type: none"> <li>● Standard detergent</li> <li>● Standard cleaning products to clean and</li> </ul>	

ITEMS TO COVER	MEASURES TO TAKE	CLEANING PRODUCTS	✓
<ul style="list-style-type: none"> <li>● Cushion covers</li> </ul> <p>Plus anything used for transporting the fabric items</p>	<p>manufacturer's instructions</p> <ul style="list-style-type: none"> <li>● Use the hottest setting you can</li> <li>● Dry items completely</li> <li>● Clean and disinfect anything used for transporting laundry</li> </ul>	<p>disinfect anything used to transport the items</p>	
<p>Items that can't be laundered, e.g. upholstered furniture</p>	<p>Steam clean</p>	<p>N/A</p>	
<p>Items that are heavily soiled or contaminated with body fluids</p>	<p>Dispose of these items (see instructions below)</p>	<p>N/A</p>	