

COVID-19 Infection Control Policy

1. Intent

- 1.1. This covers the school's approach to infection control
- 1.2. It is developed in consultation with governors, staff, parents and follows most recent government and Public health guidelines

2. Definitions

- 2.1. Bubbles - Children and adults will be kept in groups and not interact with others. These groups are referred to as bubbles.

3. Risk Assessment

- 3.1. Senior leaders will complete a full risk assessment (approved by governing body) to ensure sensible measures are put in place to protect staff and pupils
- 3.2. The risk assessment will contain these items:
 - Management Planning
 - Cohorting and limiting contact
 - Universal Hygiene Arrangements
 - Health Needs
 - Staff health
 - Pupil Health
 - Communication and Involvement
- 3.3. If any items are not met the school will not open or, if open, will be closed immediately.

4. Social Distancing Measures

4.1. Classes/Bubbles

- 4.1.1. The school will continue to offer provision for children of key workers and vulnerable children
- 4.1.2. The school will initially open to children from Nursery, Reception, Year 1 and Year 6 from June 8th (providing conditions of the risk assessment are met)
- 4.1.3. There will be no more than 10 pupils per room
- 4.1.4. Where space becomes limited, priority will be given in this order:
 - Key Workers
 - Vulnerable children
 - Nursery
 - Reception
 - Year 1
 - Year 6
- 4.1.5. This will be reviewed on a weekly basis depending on risk assessment, staffing levels, number of children and the most recent government guidance.
- 4.1.6. Pupils will remain in these groups and not mix with children or adults from different bubbles.

4.2. Staffing

- 4.2.1. There will be no more than two adults per bubble
- 4.2.2. Bubbles will be taught by a lead teacher and a teaching assistant
 - 4.2.2.1. Where possible the lead teacher will be a qualified teacher. If this is not possible, we will endeavour for it to be an HLTA and it will be under the instruction of a teacher.

4.3. Travelling to and from school

- 4.3.1. Children must arrive and be dropped off at their allocated times to avoid congestion and enable social distancing.
- 4.3.2. Children and adults must enter the premises via their allocated gates below.

South Gate Wycliffe Road	Reception A
	Reception B
	Nursery
	Year 1
North Gate Lovelace Road (Carpark)	Year 6 A
	Year 6 B
East Gate Lovelace Road, Willow Garden	KW/V A
	KW/V B
Table 2: Bubble entrances	

- 4.3.3. All children and parents must leave the premises via the West Gate on Ivory Road (See **Figure 1**).
- 4.3.4. The dotted arrows (See **Figure 1**) indicate the direction of travel through the premises.
- 4.3.5. It is essential that families must not congregate outside of the premises.
- 4.3.6. Only one parent should accompany children to school and siblings, who are not attending school, should remain at home wherever possible.
- 4.3.7. Where possible, children are encouraged to walk or cycle to school.
- 4.3.8. Staff must enter and exit the building via the staff entrance and ensure there is a safe distance kept at all times.
- 4.3.9. Clear signage and markings will be displayed around the school to aid social distancing.
- 4.3.10. Children and adults must wash their hands upon entering their classroom.

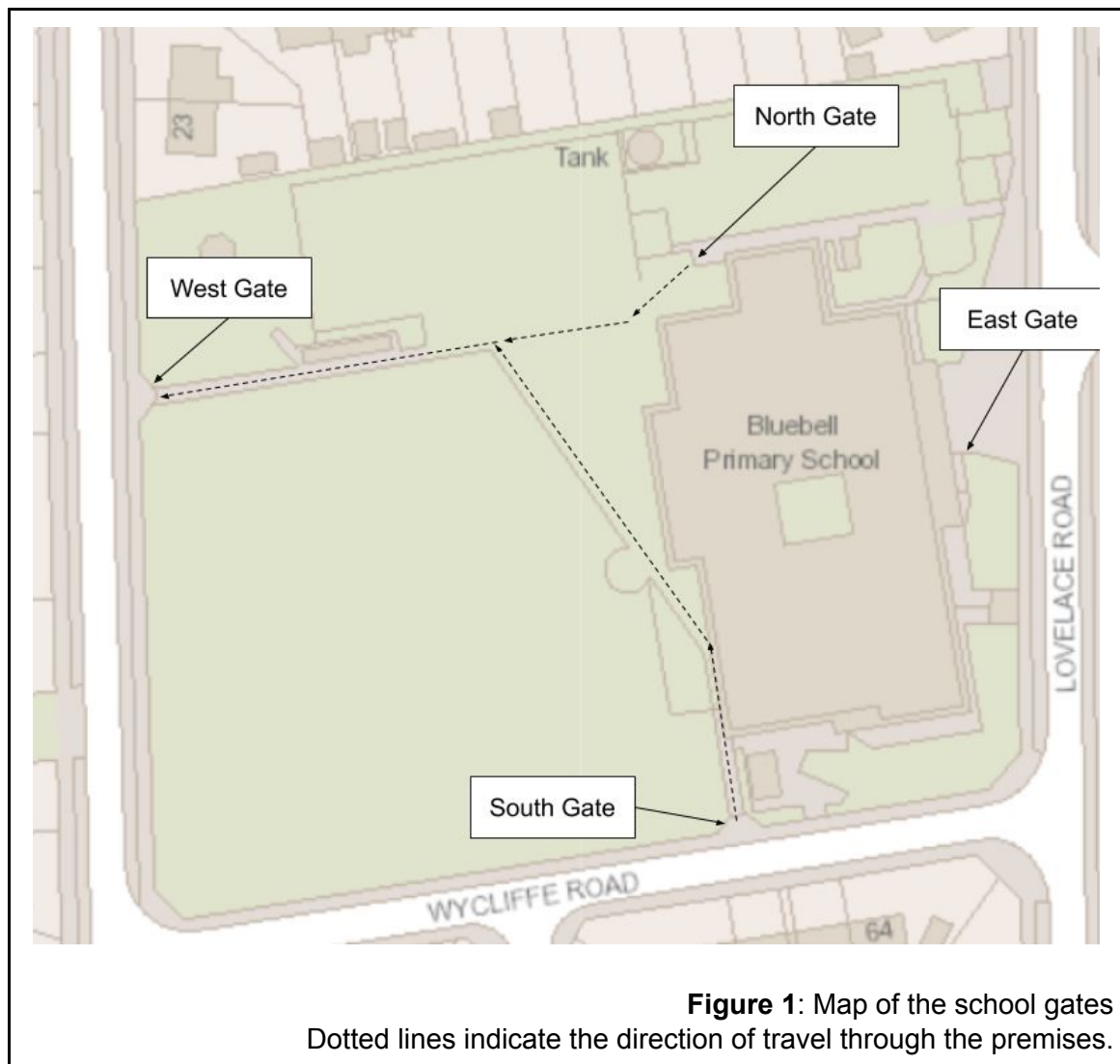


Figure 1: Map of the school gates
Dotted lines indicate the direction of travel through the premises.

	Arrive	Session 1	Break (20 mins)	Session 2	Break (30 mins)	Session 3	Break (20 mins)	Session 4	Leave
Group A	08:40	09:00	10:05	10:20	11:50	12:20	13:00	13:15	14:20
Group B	08:55	09:15	10:30	10:45	12:30	13:00	13:40	13:55	14:35

Table 1: Group timetables

4.4. The School Day

4.4.1. Bubbles will be allocated into one of two time slots

4.4.2. This timetable applies Monday to Thursday

4.4.3. On Friday's, the school day finishes at lunchtime. Group A will leave at 11:50 and Group B 12:05

4.4.3.1. Free school meals will be taken home to eat

4.4.3.2. The earlier finish allows time for the school to be deep cleaned and also for teachers to plan work for the next week.

4.5. Moving around the building

4.5.1. Staff and pupils will adhere to the one-way system put in place around the building.

4.5.2. There will be clear signage and markings put up around the building.

4.5.3. Staff and pupils must adhere to the two-meter distancing rules.

4.6. Toilets

4.6.1. Individual toilet cubicles will be allocated to each bubble.

4.6.2. Staff are advised to accompany pupils to toilets and wait outside to ensure other pupils do not enter.

4.7. Assemblies

4.7.1. There will be no large gatherings. Class teachers or Senior leaders will deliver assemblies to individual bubbles.

4.8. Breaks

4.8.1. Pupils will wash their hands after breaks

4.8.2. Pupils will have breaks at set times allocated to their group (see **Table 1**)

4.8.3. Bubbles are allocated specific areas to play:

Year 1: Outside Year 1-4 classrooms

Year 6 A: MUGA - Far side

Year 6 B: MUGA - Near side

KW & V A: Willow Garden (Willow)

KW & V B: Willow Garden (Intervention)

A further rota for use of the field will be developed when it is deemed safe to do so.

4.8.4. Staff are responsible for cleaning any equipment that is used by their bubble after their session. There is a 10 minute window to do this before the next group comes out.

4.9. Lunch

4.9.1. The break times represent time allocated on the playgrounds. Lunch will be eaten:

- Group A: During Session 3
- Group B: During Session 2

4.9.2. Pupils will eat packed lunches in their classrooms.

4.9.3. These can be ordered from the kitchen, at the beginning of the week, or children can bring their own.

4.9.4. Packed lunches from the kitchen will be delivered to each classroom. Pupils will not go and select their own.

4.9.5. Pupils will wash hands before and after eating.

4.9.6. Tables and surfaces will be cleaned before and after eating.

4.10. PE Lessons

4.10.1. Teachers in each bubble will deliver PE lessons outside that adhere to social distancing guidelines.

4.11. Staffroom

4.11.1. Use of the staffroom is limited and should mainly be used for obtaining drinks and food from the staff fridge.

4.11.1.1.

4.11.2. If it is used, that member of staff is responsible for cleaning surfaces before and after use.

4.11.3. Two-metre social distancing will apply. Staff should not congregate in this area

4.11.3.1. Where possible, staff are encouraged to take breaks outside while maintaining social distancing.

4.12. After School extra-curricular clubs

4.12.1. After School clubs will not take place.

5. Infection Control Measures

5.1. All staff will be briefed on what they can do to mitigate the risk of infection before children return to school by the Senior Leadership Team.

5.2. Strategies in School

The following measures will be implemented across the school:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school for 7 or 14 days.
- Cleaning hands frequently – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- Cleaning frequently touched surfaces using standard products, such as detergents and bleach
- Minimising contact and mixing of pupils and staff by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered breaktimes)
- Limiting the number of shared resources that are taken home by staff and pupils
- Discouraging pupils from touching their faces or putting objects in their mouths
- Children and staff wear clean clothes each day in school

5.3. Dealing with symptomatic pupils and staff

5.3.1. Symptoms as [defined by the NHS](#) are: a high temperature; a new or continuous cough; or, a loss of change in smell or taste.

5.3.2. Children will be isolated in the headteacher's office - staff will ensure there is appropriate ventilation.

5.3.3. Parents will be informed to collect the child.

5.3.4. If a child needs the toilet they will use a staff toilet which will be closed off until it has been cleaned.

5.3.5. Staff dealing with the child must wear appropriate PPE (see section 6)

5.3.6. Once the child has left the premises, the headteacher's office must be closed until it has been deep cleaned. [Kier Principles of cleaning after suspected Covid case has left the school](#)

5.4. Testing

5.4.1. All children and staff are eligible for testing:

5.4.1.1. Staff, and members of their household, must contact the local provider via covidtesting@nnuh.nhs.uk or by phoning 01603 647900. Booking reference: S0228

5.4.1.2. Parents of pupils displaying symptoms must contact: 111

5.4.2. If a member of staff or pupil shows symptoms of COVID-19 they must immediately self-isolate for 7 days and their household for 14 or until test results are confirmed negative.

6. Personal Protective Equipment

6.1. Reference to PPE in this section means:

- Fluid-resistant surgical face masks.
- Disposable gloves.
- Disposable plastic aprons.
- Eye protection, e.g. face visor or goggles.

6.2. The government has advised that the majority of school staff do not need to wear PPE beyond what they normally would for their work, even if they are not always able to maintain a distance of two metres from others.

- 6.3. In accordance with government guidance, PPE will be provided to staff in the following circumstances: Where staff are caring for pupils whose intimate care needs already require the use of PPE
- 6.4. Where a pupil becomes unwell with symptoms of coronavirus at school and requires direct personal care until they can go home, a fluid-resistant surgical mask should be worn by the staff member caring for the pupil. If contact with the pupils is necessary, the staff member should wear disposable gloves, a disposable apron, and a fluid-resistant surgical mask. Where there is a risk of splashing to the eyes, e.g. from coughing, eye protection should be worn.
- 6.5. When using face masks, staff will ensure the masks:
 - Cover both the nose and mouth.
 - Do not dangle around the neck.
 - Are not touched once put on, except when carefully removed before disposal.
 - Are changed once they become moist or damaged.
 - Are only worn once and then discarded.
- 6.6. When using PPE, staff members will follow [DFE's guidelines](#) on putting on and taking off equipment. PHE's infographics will be displayed in areas of the school where PPE is likely to be used.
- 6.7. The safety of our staff is paramount, so additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities, and we will do our utmost to ensure staff are provided with the PPE they need.
- 6.8. Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste.
- 6.9. PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:
 - Putting it in a plastic rubbish bag and tying it when full.
 - Placing the rubbish bag in a second rubbish bag and tying it.
 - Putting it in an identified bin in the sprinkler compound and marked for storage for 72 hours.
- 6.10. Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours in the sprinkler compound.
- 6.11. In line with government guidance, pupils and staff will be asked to remove homemade non-disposable face coverings when they arrive at school. The wearer will be asked to bring a plastic bag to school to put the face covering into in order to take it home – the wearer must clean their hands once they have removed the face covering. If a staff member or pupil (or their parent) does not want to remove their face covering while at school, they should speak to the headteacher or the most senior member of staff on site.

7. Supporting pupils

- 7.1. Staff are expected to appropriately educate children in how to adhere to this policy and the reasoning behind these measures.
- 7.2. The SENDCO will review EHC plans and risk assessments, with parents, to determine whether it is safe for pupils to return to school. One consideration will be the capacity to adhere to these guidelines and the risk to themselves and others if they are not followed.

8. Roles and Responsibilities

- 8.1. Children will:
 - Adhere to social distancing in the building - including the one-way system
 - Follow the behaviour policy
- 8.2. Parents will:
 - Adhere to social distancing in the playground
 - Ensure children come to school in clean clothes each day
 - Bring and collect children at allocated times
 - Enter and leave the premises through the designated gates

- Send children with a packed lunch. Children eligible for Free School Meals must order them at the start of the week.
- Notify the school if their children are displaying the symptoms of COVID-19 and follow government guidelines.

8.3. Staff will:

- Share concerns and seek support from senior leaders regarding any anxieties or worries they may have.
- Be sensitive, understanding and supportive to other staff members and pupils and being mindful of others' mental health and wellbeing following lockdown and isolation as this will have affected everybody differently.
- Adhere to social distancing in the building - including the one-way system - and congregating in social spaces or mixing with other bubbles
- Take responsibility for ensuring infection control measures are adhered to within their bubbles.
- Come to school in clean clothes every day
- Be role models to the children to support them in their learning

8.4. Senior Leaders will:

- Support the mental health and wellbeing of all members of the school community
- Communicate with staff, parents and children regularly on how the school is preventing the spread of infection.
- Monitor infection control procedures
- Review the risk assessment and associated policies regularly and communicate any changes at the earliest opportunity.

8.5. Governors will:

- Review and authorise the risk assessment and related policies regularly
- Support the school in ensuring policies are in place and being adhered to.

9. Monitoring and Review

- 9.1. This policy will be reviewed weekly and after the release of government guidelines
- 9.2. All updates will be communicated to staff by senior leaders

Appendix A

Strategies for infection control from the British Medical Journal

Categories of recommended behaviours	Enabling behaviours
1. Maintaining hygiene	
a. Cleaning hands	<ul style="list-style-type: none"> ● Ensure ready access to soap and water or alcohol-based (60%+) sanitiser at all times. ● Carry moisturiser if you are concerned about dry hands. ● Learn how to wash hands effectively for 20 seconds, soaping backs of your hands, between your fingers, and under your nails. ● Learn when to wash hands and use clearly specified 'if-then' plans to carry this out, e.g. 'If I touch a potentially contaminated surface, I will wash my hands as soon as possible afterwards'.
b. Using and disposing of tissues	<ul style="list-style-type: none"> ● Make sure you always have clean tissues easily available. ● Identify places to dispose of tissues immediately or as soon as possible. ● Train yourself to cough or sneeze into tissues (or crook of elbow if not available), <i>not your hands</i>.
c. Cleaning surfaces	<ul style="list-style-type: none"> ● Watch out for surfaces that could be contaminated. ● Use household disinfectant to wipe at-risk surfaces.
2. Avoiding touching	
a. Avoiding touching nose, mouth and eyes	<ul style="list-style-type: none"> ● Make sure to keep hands below shoulder level except when e.g. hair brushing. ● When acceptable, ask for and give feedback when you or others are touching nose/mouth/eyes.
b. Avoiding close contact greetings	<ul style="list-style-type: none"> ● Develop and use alternative greetings, e.g. elbow bumping, head bowing. ● Explain why you are not engaging in close contact greeting to make it normal and acceptable.
c. Avoid touching surfaces at risk of contamination	<ul style="list-style-type: none"> ● Develop strategies for avoiding commonly touched surfaces where possible, e.g. door handles. ● Avoid handling other people's personal objects, e.g. mobile phones.
3. Social distancing	
a. Avoiding crowds	<ul style="list-style-type: none"> ● Plan work, travel or recreational activities that do not involve physical social gatherings e.g. online social games and events. ● Develop explanations to give to people as to why you are avoiding social gatherings.
b. Maintaining personal distance	<ul style="list-style-type: none"> ● Avoid standing or sitting close to people who are showing signs of infection.
c. Isolating (if advised to)	<ul style="list-style-type: none"> ● Plan activities to minimise boredom and frustration in case of possible isolation. ● Plan for practicalities of maintaining everyday life, e.g. medicines, food, communications. ● Plan for financial and social support during possible isolation.