



# **COVID 19 POLICY**

## **Introduction**

This policy has been developed to supplement existing policies for the operation of the Academy School during the Coronavirus Pandemic. It follows the Government Guidance issued by the Department for Education and other relevant departments, in particular Schools Coronavirus (COVID 19) operational guidance . This policy is in addition to existing policies and procedures that remain in effect for the operation of the Academy School.

## **Class or group size**

The school as a whole will form a wider “bubble” as it is smaller than a “year group sized bubble” in most primary and secondary schools. Within the “bubble” the school will be split into class groups as follows: -

Little and Upper  
Year 5  
Year 6  
Years 7 and 8

Each of these groups is less than 30 pupils and some much smaller. As far as possible lessons will only be provided to the class groups and most lessons will be taught to individual classes. This structure of provision ensures that the full curriculum can be taught to all of the school while minimizing the risks of spread of COVID 19.

Children should sit at the same desk each day if they attend on consecutive days and the desks will face forwards. Desks should be spaced as far apart as possible.

## **Classroom settings**

Classrooms should be allocated to allow as much space as possible given the size of the group. All unnecessary items should be removed from classrooms and other learning environments where there is space to store it elsewhere. Soft furnishings, soft toys and toys hard to clean should be removed. Shared surfaces such as office photocopier, staff kitchen appliances, door handles etc will be cleaned during the school day, and at the end of the day following guidance “COVID-19: cleaning of non-healthcare settings”. Bins for tissues will be emptied frequently. Where possible all spaces should be well ventilated and doors propped open (subject to fire regulations).

## **Social Distancing for adults**

All adults should ensure that they adhere to social distancing guidelines prevalent at the time. Current guidelines stipulate: -

- Maintain distance from each other, ideally 2 metre, where possible
- Where this is not practical, proximity to another adult should be limited to the shortest time possible, windows should be opened to increase ventilation and ideally the conversation should be outside.
- Only one or two members of staff should be in the kitchen at any one time. Only one or two member of staff should be in the office. Additional space for staff to mark books etc will be provided in the side aisle.

### **Arriving and Leaving the school**

Children should arrive between 7:45am and 8:00am. The departure of different groups of children will be staggered and will be undertaken through the Rosslyn Hill and the Kemplay Road entrances. Arrangements should be put in place to ensure that children and parents adopt good Social Distancing procedures when they arrive at and depart the school.

### **Transport Arrangements**

We will encourage parents, children and staff to walk or cycle to school where possible. We will ensure as far as we can that parents and staff follow the COVID 19: safer travel guidance for passengers when planning their travel.

### **Attendance**

Children need to attend school and registers will be taken and any absence will be followed up in the usual way (with the exception of any group (s) of children who are not permitted on site based on DFE guidance). Any concerns should be discussed with the parents and the policies and procedures of the school explained. There may be circumstances where children do not attend school. In these circumstances education will be progressed as far as possible remotely.

Pupils, staff and other adults must **not** come into school if:

- They have one or more coronavirus (COVID-19) symptoms
- A member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- They are legally required to quarantine, having recently visited countries outside the Common Travel Area
- They have had a positive test
- Have been in close contact with someone who tests positive for coronavirus (COVID-19)

### **Communication with parents and pupils**

The following should be communicated to parents, staff, pupils and any other relevant parties: -

- No one should enter the school if they are displaying any symptoms of coronavirus.
- No parent or other party should enter the school without the express permission of one of the partners or Arthur Goldberg.
- Only one parent should accompany a child to school
- Parents should be informed of the allocated drop off and collection times for their child and the process for doing so, including protocols for minimizing adult to adult contact. Parents should not gather at the school gate or otherwise near the school.
- The parents should be informed of the recommendations on transport to and from school.
- The staff should be informed about the plans for safety measures, timetable changes and staggered arrival and departure times.
- Support staff and contractors should be informed of any additional requirements including cleaning requirements.
- Pupils will be taught the importance of good hygiene including “Catch it, bin it, kill it”

### **During the day**

Pupils should wash their hands thoroughly for at least 20 seconds with soap and warm water and then dry thoroughly when they arrive and leave school, before and after eating, after sneezing and coughing and regularly during the school day. Alternatively they can use hand sanitizer. Pupils should be reminded regularly of all the hygiene requirements of COVID-19.

Lunch breaks should be staggered with children cleaning their hands beforehand and enter in the groups they are already in with groups being kept apart as much as possible and tables should be cleaned between sittings. Alternatively children could eat their lunch in their classrooms.

Toilet facilities should remain uncrowded by limiting the number of children using the facilities at any one time.

Outside space should be used more than usual for teaching purposes as this can limit transmission and more easily allow for distance between children and staff. Outside space should be used for exercise and breaks as far as possible. During lunch break class groups will be kept separate as far as this is possible to achieve.

During sport and physical education groups should remain consistent and pupils should be as far apart as possible. Non contact sporting activities should be emphasized.

### **Face Coverings**

All year 7 and 8 children and their teachers should wear face coverings in classrooms or during activities where social distancing cannot easily be

maintained. They should also be worn when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

### **Shared Resources**

The amount of shared resources that are taken home and the exchange of take home resources should be limited. The sharing of stationery and other equipment should be limited. Shared materials and surfaces should be cleaned and disinfected more frequently. Equipment used in practical lessons should be cleaned and the classroom cleaned between groups. Pupils should not share their stationery, food, water bottle or any other personal possessions with any other child.

### **Mental Wellbeing**

All staff to monitor children's mental wellbeing and report any concerns to the Safeguarding lead or Deputy. Safeguarding Lead to educate the pupils on how best to cope with the mental and emotional difficulties associated with the COVID 19 Pandemic. He will monitor staff wellbeing and discuss with them any issues and concerns a staff member may have.

### **Coronavirus Symptoms displayed by children or staff**

The school will follow the guidance set out in "Schools coronavirus (COVID-19) operational guidance" and other relevant Government guidance. In summary this guidance sets out the following: -

- If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and are advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. Staff who have helped someone with symptoms and pupils who have been in "close contact" do not need to self-isolate unless they develop symptoms themselves (in which case they should arrange a test.) Testing is now available to all children and staff if requested.
- Where a child or staff member tests negative, they can return to school and the fellow household members can end their self isolation
- Where the child or staff member tests positive, those members of staff and pupils who have been in close contact with the person should self isolate for 10 days. The school should contact the public health authorities to receive advice on who should be subject to self-isolation. The other household members of the class do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

The Headmaster or one of the partners will inform the local health professionals as soon as a case is confirmed or if there is an increase in sickness absence over a sustained period (14 days or less).

“Close contact” means either direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, talking face-to-face or unprotected physical contact (skin-to-skin), proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes either as a one off or added up together over the day) with infected person; or sitting in a small vehicle with an infected person.

### **Remote Learning**

Should the Government determine that the school is not allowed to operate from the school premises because of a national or local lockdown the education of the children will be provided by the teachers over Zoom. The existing timetable will be followed as closely as possible with some amendments where it is impractical to provide the subjects such as sport. Each child has been allocated an email address to access Zoom and each lesson will be hosted by the allocated teacher. Work and contact between the teachers and children will only be undertaken via the school email system. Should a child be required to self-isolate the school will provide a bespoke programme including work assignments that the class is undertaking and remote access to lessons meeting as a minimum the requirements set out in “Schools coronavirus (COVID-19) operational guidance”.

Revised and Updated by Andrew Sandars

April 2021

## **Appendix A**

### **Enhanced Cleaning Protocols**

These cleaning protocols have been developed in accordance with government guidance, in particular COVID 19: cleaning in non-healthcare settings outside the home. This protocol is split into two parts: General principles and practice for cleaning during the COVID 19 pandemic and principles of cleaning after an individual with symptoms of, or confirmed COVID 19, the case has left the setting or area.

#### ***Principles***

It is known that regular cleaning plays a vital role in limiting the transmission of COVID-19. All items that are difficult to clean or clutter rooms and spaces should be removed unless they are essential to the provision of education to the children. Cleaning should be undertaken using standard cleaning products such as detergents and bleach, paying attention to all surfaces especially ones that are touched frequently. Cleaning of frequently touched surfaces is particularly important in bathrooms and kitchens.

#### ***Cleaning at the beginning of the day***

RHUC will ensure that the Chapel building and Hall is clean prior to the use by the Academy School at the beginning of each day. Each user of the Chapel building and Hall will sign a form stating that enhanced cleaning arrangements have been applied in accordance with Government guidance for the preparation for the use of the buildings as a school. The signed forms to be available for inspection by the Academy School at the Chapel office.

#### ***Cleaning during the day***

Shared surfaces such as office photocopier, staff kitchen appliances, door handles etc will be cleaned during the school day.

#### ***Cleaning at the end of the day***

Thorough cleaning of all rooms and spaces used by the Academy School to be undertaken once the pupils and staff have departed from those spaces.

#### ***Cottages***

The Academy School to be directly responsible for ensuring that all rooms and spaces are cleaned in the Cottages. Cleaner to ensure that the following are subject to enhanced cleaning arrangements: -

- Toilets, door handles, knobs, locks, entry devices, switches, handrails, and regularly used surfaces;

- Keyboards, remotes, copiers, kettles, biscuit tins etc
- Aprons, towels (if used), cloths, mops etc

### ***Chapel building and hall***

RHUC to be responsible for ensuring that all rooms and spaces in the Chapel building and hall are cleaned prior to their use by any other group. The cleaner employed by RHUC to ensure that the following are subject to enhanced cleaning arrangements: -

- Toilets, door handles, knobs, locks, entry devices, switches, handrails, and regularly used surfaces;
- Keyboards, remotes, pens, copiers, kettles, biscuit tins etc
- Aprons, towels (if used), cloths, mops etc

Kitchen and back room of Hall to be only used by the pupils and staff of the Academy School.

### ***Waste***

Waste does not need to be segregated unless an individual on the premises shows symptoms or tests positive for COVID-19. Routine waste should be disposed of as normal.

### **Principles of cleaning after an individual with symptoms of, or confirmed COVID-19, the case has left the premises**

#### ***Personal protective equipment (PPE)***

PPE must be worn when cleaning an area after a person with symptoms of, or confirmed COVID-19 has left with a minimum of gloves and an apron. The cleaner must wash their hands with soap and water for 20 seconds after all PPE has been removed. Additional PPE to protect the cleaner's eyes, mouth and nose may be necessary if it is believed a higher level of virus is present.

#### ***Cleaning and Disinfection***

Areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, etc. Use disposable cloths or paper roll and disposable mop heads, to clean hard surfaces, floors, chairs, door handles, and sanitary fittings.

A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection or equivalent alternative. Any cloths and mop heads used must be disposed of and should be put into waste bags in accordance with disposal of waste guidelines.



### ***Laundry***

Wash items can be washed in the normal way. Anything used for transporting laundry should be cleaned and disinfected with usual products.

### ***Waste***

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning areas where there have been should be put in a plastic rubbish bag, the plastic bag should then be placed in a second bin bag and tied and this should be put in a suitable and secure place and marked for storage until the individual's test results are known. This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.