



ABINGDON
HOUSE SCHOOL

AHS Covid-19 Re-Opening Plan
September from 2020
(last update February 23rd 2021)

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Key:

- **Generic government guidance is in bold green**
- **Specific procedures at AHS in black**

Important Government Documents

Fuller details of government guidance, directives and procedures which have informed this Re-Opening Plan.

Official Government Guidance and Directives are regularly changing. Below is the link to the general Government Website for Education and Childcare, which also includes guidance for parents and carers, and should contain the most up to date information for reference and further details to what is below: <https://www.gov.uk/coronavirus/education-and-childcare>.

The following are direct links to the main documents that informed this plan.

[Guidance for Full Re-Opening: Special Schools and other Specialist Settings](#)

[Covid 19; Getting Tested](#)

[Coronavirus \(COVID-19\) symptoms and NHS Test and Trace](#)

[Safe working in education, childcare and children's social care settings, including the use of PPE guidance](#)

[Covid-19: cleaning of non-healthcare settings guidance](#)

[Stay at Home: Guidance for Households with Possible or Confirmed Covid Infections](#)

(note: there is a contradiction between the Full Re-Opening and Stay at Home Guidance with regard to length of self isolation following positive tests. The Stay at Home Guidance is the most up to date; 10 days of isolation).

The government has also released guidance for parents which can be found here:

[What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

Public Health England Contacts for AHS:

PHE North West London Health Protection Team
61 Colindale Avenue
London
NW9 5EQ5

<https://www.gov.uk/health-protection-team>

phe.nwl@nhs.net

Phone: 020 3326 1658

Fax: 020 3326 1654

Out of hours for health professionals only: please phone 01895 238 282

LCRC Contact Details (we can go directly to this line as we meet threshold as special school)

0300 303 0450

LCRC@phe.gov.uk

[Informing Local Authority](#)

(Informing LA and helpful information if a positive case)

DFE Covid Helpline

This is now the first port of call for schools with a positive case. However, as a specialist school, we then get directed to PHE and our local Health Protection Team. A positive case should first be reported to this line:

Phone: 0800 046 8687

Opening hours: Monday to Friday from 8am to 6pm

Saturday and Sunday from 10am to 6pm

Note: This is a live document that will be reviewed weekly, and as incidents arise, and adapted as required. Adaptations will be highlighted in yellow for ease of reading. Old Guidance (not currently in use) will be highlighted in red.

AMENDMENTS/CHANGES TO NATIONAL DIRECTIVES:

As of March 8th 2021, AHS is fully re-opened for all students to attend for on site learning. The [March 8th 2021 Amendments to Re-Opening Plan/Risk Assessment](#) sets out new measures that have been put into place, in addition or as a replacement of the measures in this document. Use the March 8th 2021 Re-Opening Plan as the main document, which will direct you to the new measures and the measures still in place from this document.

As of December 2nd 2020, AHS went to a stricter bubble system and revised timetable in response to the lifting of the national lockdown. Details can be found [here](#).

Return to School January 2021: The stricter bubble system (as detailed in link above) will continue should school open fully. Risk Assessment for On Site Testing can be found [here](#). (will be published prior to school re-opening).

See summary [document](#) from Westminster PHE team (Feb 3, 2021) for amendments re: primary staff testing, serial testing, and requirement for follow up PCR testing when a positive lateral flow test occurs.

A. IDENTIFIED RISKS

Health and Safety of Students and Staff while at school
Health and Safety of Students and Staff while travelling to and from school
Welfare and wellbeing of staff and students
Health and Safety of Students and Staff in the case of a suspected or confirmed case of Covid 19 at AHS

B. AHS GENERAL PROCEDURES

(summary, with specific detail in section C)

AHS is open for full time education on site and all students are expected to return to school. The school day will run to normal times, with lessons from 8.45am-3.30pm, however we will need to stagger drop off and pick up locations.

AHS is fortunate to have a very strong school community and partnership between staff and families. It is more critical than ever that we draw on this strength to support each other during this challenging time, recognising that everyone has different pressures during these

times. Strong communication, compliance with the new routines and procedures, patience and understanding will be critical.

It is also essential that all members of the school community understand that we must work together to keep each other safe and that applies not only to the regulations in school, but also closely following the directives outside of school.

If any students have travelled (or do travel during the academic year), they must complete the mandatory quarantine period (if applicable to the region they have travelled from) before they can return to school.

The ability to communicate with all in our community in an efficient and factual way is critical. The school will continue to use the weekly newsletter as well as additional group emails as required to pass on important messages. To ensure you are using these platforms respectfully and responsibly. **Please only disseminate** the PTA and parent community help with the disseminating of information by reinforcing on class and group What's App groups. It is always essential that these forms of communication outside of school are positive, factual and helpful (following our code of conduct). In these times, these non-school led forms of communication are more important than ever. To that end, please **facts and avoid conflict, hearsay or conjecture**; this can be extremely stressful and confusing for other users and also runs the risk of undermining all of the work we are doing together to keep our community safe and our school open. Social media is not the place to debate serious issues, so please direct questions or concerns to the school.

School set up:

- Due to our size, under the government guidance, the school can operate as one bubble, which is critical to our ability to open;
- Although we are one bubble, we will limit interactions between sections of the school, and individual classes where at all practically possible and in areas that do not detriment students needs, development and progress;
- Classrooms have been re-arranged to support social distancing.

Curriculum and Therapies:

- All subjects and therapies will be delivered;
- The beginning of the year (or a return following a lockdown) will focus on a 'recovery curriculum' that focuses on re-assessing students' current levels and base lines post lock down (academic, therapeutic, mental health and wellbeing);
- Numeracy and literacy recovery will be prioritised;
- Students have progressed at various rates over the time of Covid, and also have been impacted on differently during this time. To that end, should we determine that students are not placed in the best class to support their needs, we will make alterations as required (in consultation with parents/carers).

Drop off and pick up:

- Drop off and pick up will be spaced by using different entrances in the school;
- Drop off is from 8.30am-8.45am, and pick up is at 3:30pm
- Classes will be dismissed class by class from 3:30pm

- Social distancing while waiting is essential;
- Students who travel in cars should remain in the cars until their drop off time where at all possible;
- PPE worn to school can not be worn within the school building;

Class/Group	Drop Off and Pick Up Locations
LA Transport	Front of School (Broadley Terrace)
Bridges, Mandela, Morris, Martin Luther, Coretta	Front of School (Broadley Terrace)
Malala, Tutu, Parks, Kitt, Weiwei	Back of School (Rossmore Road)
Ali (College)	Feathers (Rossmore Road)

NOTE: Any student who arrives after 8.45am, must report to and buzz at the front doors of the school (Broadley Terrace).

Other Operational Changes:

- We will initially only be offering the essential educational services, and will continue to review and adapt this as the term progresses;
- No afterschool clubs;
- Breakfast club will resume at some stage, and parents will be informed;
- No assemblies or large gatherings;
- No class trips, although local excursions as part of the academic or therapeutic programme may occur;
- Meetings will still occur virtually where they can be.

Further Information for Parents/Carers:

- Masks are mandatory (apart from those exempt) for all secondary/college aged students and adults when in communal areas and when arriving/departing the school;
- Masks are strongly encouraged for all primary school students in communal areas and when arriving/departing the school;
- London entered Tier 2 on October 16th 2020. In response to that, masks will now be required for adults and the Senior School during transition times between lessons, and when coming and leaving school for the day.
- All details around PPE can be found in section C.3. of this document;
- Every child must bring in their own labelled water bottle to be used at school;
- Students should limit the amount of 'things' that they are bringing into school to only the essential items;
- Students need to be as independent as possible. Please keep this in mind with regards to their uniform, shoes, snack boxes. Students will be helped and supported as required, however we need to limit close contact of staff and students where at all possible;

- We need to limit the number of people on site. To that end, parents and visitors will only be permitted on site by prior appointment or in case of an emergency;
- It is critical that absences from school are reported promptly to the school office via email (office@abingdonhouseschool.co.uk) or phone 0203 750 5526;
- If your child is experiencing possible Covid symptoms, that needs to be declared and engagement in the NHS test and trace programme must occur;
- Do not send your child into school if they are displaying any Covid symptoms;
- If you are contacted to collect your child from school during the day due to illness, that must occur quickly. Please ensure that you have provided all of the contacts details that have been requested.

School Closure or Individual Isolation:

- We continue to use the Google platform which holds us in good stead should we enter a period of local or national lockdown;
- Students who are needing to self isolate will be provided work through Google Classroom as per usual;
- In the case of a lockdown, staff will require one school day of preparation, and then will be able to fully engage in the remote programme with the students;
- If there is a need to return to remote education, it will be very similar to what occurred last term.

Fire and Evacuation Procedures:

- Normal fire and evacuation procedures will resume

Staffing:

- Staffing levels have been increased across the school, however staff absences due to Covid will cause disruption;
- All efforts will be made to ensure alterations are made internally to support the students, and that the school remains fully open;
- If, however, staffing levels become critically low and the full operation of the school is not safe, we may need to make temporary adjustments to how fully the school is open;
- A minimum of 1 Senior Leader, 1 First Aid Trained and 1 Designated Safeguarding Lead (DSL) must be available on site for school to be considered safe (the DSL can be available remotely if another member of on site staff can be delegated as the first point of contact).

All efforts will be made to adhere to the social distancing guidance, however it must be stated that stringent social distancing while at school can not be guaranteed.

C. RISK MANAGEMENT

C.1 Hygiene

Clean hands thoroughly and more often; ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

Risks/Hazards/Requirements

1	Adequate bins, tissues, soap and disinfectant available across the school
2	Ensuring these measures are followed across all areas of use (AHS, Feathers, Offsite Activities)
3	Students struggling to follow the rules
4	Complacency setting in for these procedures
5	Students with sensory needs may have increased hygiene needs
6	Risks posed by external visitors at school

CONTROL MEASURES

<i>Measure</i>	<i>Responsible</i>
Tissues and dedicated lidded tissue bin in every room.	KFR/DCU
Signs across school reinforcing hygiene.	KFR/All staff
Ventilation should be increased wherever possible. Staff to open all windows in their room every morning, and they should remain open throughout the day if they safely can be. Doors should be left open (if it is safe to do so and not detrimental to the classroom activity). DCU to open all possible communal windows first thing in the morning. Staff to close windows before leaving in the evening. DCU to check all windows before leaving each day.	All staff KFR DCU
Increasing number of hand sanitisers across the school; one in every room, wall mounted outside dining room and at every entrance/exit of school.	KFR All staff to monitor
Routine handwashing for all students and staff (students supervised by staff): <ul style="list-style-type: none"> Anytime one enters from the outside Before break and lunchtime 	All staff

<ul style="list-style-type: none"> When students transition to different classrooms 	
<p>Risk register created, identifying students who may struggle with this new routine, with individualised interventions put into place to provide additional support. Should students not respond to the interventions, parents will be contacted and a holistic home-school approach taken.</p>	<p>MAR (seniors) JBA (juniors) SHQ (College) All staff to monitor and adjust register</p>
<p>Behavioural policy now includes these procedures as part of the rewards systems across the school to ensure continual reinforcement, and manage potential complacency.</p>	<p>All staff MAR JBA</p>
<p>Continual explicit teaching and reinforcing of these procedures. Social stories used as required. All staff to model the required behaviour. Continual reinforcement to discourage students from touching their nose, eyes or mouth.</p>	<p>All staff</p>
<p>If, despite interventions and supports, a student's behaviour puts themselves or others in danger, additional external supports will be sought (eg. LA, CAMHS) and attendance on site reviewed.</p>	<p>TMO</p>
<p>The following sites have good resources for parents/carers and school use to support students with Covid procedures e-bug and PHE schools resources</p>	<p>All staff Parents/carers</p>
<p>Parents/carers only enter the school by prior arrangement or in the case of emergency.</p>	<p>KFR</p>
<p>External visitors (professionals, contractors, prospective families) can only enter the site by prior arrangements. The following principles and procedures are to be followed:</p> <ul style="list-style-type: none"> On site visits only as absolutely required (virtual meetings should be the first port of call) All visitors to be met at the front door by a member of staff Facemasks to be worn by all visitors who do not reside in the same household as a student Hands sanitised on entry KFR or designated office staff to do the physical sign in sheet for visitors (to avoid unnecessary surface contact) A minimum of 1 metre social distancing to occur Single household tours only Deliveries to be met at the door. Masks should be worn, however quick drop offs can occur if 2 metre social distancing can be followed. Visitors to the school must have a lateral flow test at school, or provide proof of a negative test outside of school (from Jan 1st 2021) 	<p>KFR All staff (make appointments and inform KFR) CES (tours)</p>

C.2 Social Distancing

<i>Minimise contact between individuals and maintain social distancing wherever possible.</i>	
Risks/Hazards/Requirements	
1	Drop off and pick up is congested
2	Student groupings change during the day as students grouped based on needs and ability on a subject by subject basis, including therapy groupings
3	Break and lunchtimes are congested
4	Classroom set up needs to promote social distancing
5	Hallways and stairwells are narrow
6	Some students may struggle to consistently follow new rules and procedures due to their SEN, and complacency could set in
7	Therapy rooms are smaller and many therapies require close interaction

CONTROL MEASURES	
<i>Measure</i>	<i>Responsible</i>
Students and parents/carers waiting to drop off or pick up students should line up along the sidewalk, maintaining social distance from each other. Staff will manage the entry and exit of students. If parents/carers are stopping to chat after collecting their children, they need to move away clear of the school doors and the paths for collection and drop off.	All staff Parents/carers
Classrooms set up to avoid face to face seating	All staff
1 metre distance between desks where possible	All staff
Visual markers in hallways and stairs to promote 'staying to the left'	KFR
Social distancing markers on the ground outside the school (will need to be looked at each day and re-done as required).	MAR
Rooms that students are not to enter without a staff member to be marked with a red X.	KFR
Signs throughout school promoting social distancing.	KFR

Explicit ongoing teaching around social distancing.	All staff
Whole school is one bubble (due to relatively smaller numbers), however mixing between junior and senior school to be minimised (only occurring where there is an academic/SEN need).	All staff
Staggered drop off and pick up locations (as stated above)	MAR JBA TMO SHA All staff
Increased staggering of lunchtimes. Students to be given specific locations for breaktime to minimise mixing. Increase use of Feathers, and continual use of local outside spaces. All breaktimes and lunchtimes are closely supervised by staff.	All staff
Therapy staff to manage student to student and student to therapist interactions as appropriate in line with the students' individual needs. Facemasks, face shields and desktop sneeze guards are available for use at the discretion of the therapist.	Therapists
Students struggling to follow the rules and potential complacency will be managed as stated in section C1	

C.3 Cleaning and PPE

<p><i>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach; where necessary, wear appropriate PPE. The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i></p> <ul style="list-style-type: none"> • <i>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</i> • <i>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</i> 	
Risks/Hazards/Requirements	
1	High contact surfaces, such as door handles and railings, have high levels of contact
2	Students with sensory needs with a tendency to touch multiple surfaces and equipment
3	Shared equipment during lessons and therapy

4	Desks used by multiple students/teachers throughout the day
5	Proper use of PPE by staff and students
6	Increased risk to staff supporting students who are ill
7	Increased risk to staff where students require physical intervention
8	Ensuring the safe use of PPE
9	Use of PPE could be distressing for students due to their SEN, or impede effective support and communication for our students and staff
10	Thorough cleaning and safety measures need to be in place where there is a suspected case of Covid

CONTROL MEASURES	
<i>Measure</i>	<i>Responsible</i>
<p>Enhanced cleaning of the site during the day:</p> <ul style="list-style-type: none"> • Regular scheduled spot cleaning of high contact areas throughout the day • External company continues to complete evening cleans, and deep cleans during the holidays • External cleaning company hours increased to include an additional 3 hours in the middle of the school day for toilets and high contact areas • External company has enhanced Covid cleaning procedures • Gloves, masks and aprons are available to be worn for enhanced cleaning, however this is not required 	<p>KFR DCE BKN Julius Rutherford (external company)</p>
<p>Every room will have a cleaning tray, that consists of disinfectant, cloths and PPE. Staff to ensure that these are fully stocked every morning (inform KFR immediately if supplies are depleting). Desks to be disinfected by staff when students are required to change seating locations.</p>	<p>All staff</p>
<p>Sharing of equipment should be kept to a minimum. Students will be given an individual pencil case with required supplies inside.</p>	<p>MAR JBA SHQ All staff</p>
<p>Equipment that may need to be shared (books, therapy equipment, science equipment, cooking equipment, sports equipment etc) can be shared within a class. These items should be cleaned daily. If items</p>	<p>All staff</p>

are shared across classes, they must be disinfected between use. If they can not be disinfected, they must be left unused for a period of 48 hours (72 hours for plastics)	
Library books can be used. Students must be supervised by staff. If students are looking through books on the shelf, they must wear gloves (and dispose of them in lidded bins). List of students who can not wear gloves (allergies) will be visible in the library (if a child has an allergy, then staff must get the book off the shelf wearing gloves). When books are returned, they need to be placed in the returns box. Books will be left there for the week, and re-shelved on a Monday.	KFR DCU
Students who may require physical intervention or personal care (both are very minimal in our setting) will be identified on the risk register and measures put into place.	MAR JBA SHQ All staff
Where a physical intervention needs to take place, ideally a mask and gloves would be used. This will not always be practical due to the need to respond quickly. Whether PPE is used or not, the staff member must ensure a thorough handwashing immediately once the physical intervention is deemed safe to do so.	All staff
If personal care is required for a child, usual PPE should be worn (eg-gloves, aprons as required). Facemasks are available if the staff member chooses to wear one.	All staff
Masks and gloves to be worn by staff administering first aid or supporting a student who is ill.	All staff
PPE must be worn and disposed of appropriately: <ul style="list-style-type: none"> • PPE worn into school must be disposed of (if disposable) or placed in a sealed plastic bag (if reusable) before entering the school. Items worn on the journey to school can not be worn during the school day. • There are designated bins at both entrances for disposing of PPE • When masks are being taken off, they should be handled by the ties/ear loops, and the front of the mask • Hands must be washed immediately after removing PPE • When wearing masks, they must cover the mouth and nose • Mask fronts should not be touched while being worn 	All staff
Facemasks/coverings will not be mandatory at school, unless increased government restrictions are put into place. Should that be the case, we will follow the relevant government directives at that time. Following London entering Tier 2 in October 2020, masks will be required for all adults and Senior School students during lessons	Staff Parent/Carers

<p>transition times, as well as when entering and leaving the school at the beginning and end of the day. Where students struggle to wear masks due to their SEN, visors can be used. There may still be a minority of students who are unable to wear face coverings of any form.</p>	
<p>All staff and students can wear face coverings by choice. These can be worn during transitions, breaks and lunch, but removed once in the classroom for lessons or therapy. For students with SEND, the wearing of facemasks could be more detrimental to their learning, particularly regarding communication and sensory needs. Face Coverings can be worn at all times for those who choose to.</p>	<p>All staff Parents/carers</p>
<p>Staff members can choose to wear facemasks. If they do so, they must be worn, cleaned and disposed of safely, as per the guidance.</p>	<p>All staff</p>
<p>If parents would like their child to wear PPE at school (at times where it isn't stated to be required), please contact the appropriate Head of School to state this. Senior Matt Archer matthew.archer@abingdonhouseschool.co.uk Junior James Banfield james.banfield@abingdonhouseschool.co.uk College Samaah Haque samaah.haque@abingdonhouseschool.co.uk</p> <p>The wearing of PPE by students is a joint responsibility between school, home and the child. The school will monitor that the wearing and disposing of PPE is done safely. If a parent requests that a child wears PPE, and the child chooses not to at school, staff will contact parents/carers to make them aware. Staff will encourage the students to wear the masks if requested, however will not enforce this should the child refuse or become distressed.</p> <p>Parents/carers will ensure that the child knows how to wear the PPE properly. They will also ensure that reusable PPE is thoroughly cleaned daily.</p>	<p>All staff MAR JBA SHQ</p> <p>All staff Parents/carers</p>
<p>See Appendix 1 below for the cleaning procedures when there is a suspected case of Covid.</p>	<p>KFR DCU All staff</p>

C4. Suspected or Confirmed Cases of Covid 19

Minimise 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 setting; engage with the NHS Test and Trace process; Manage confirmed cases of coronavirus amongst the setting's community; contain any outbreak by following local health protection team advice.

Risks/Hazards/Requirements	
1	Students/staff coming into school unwell
2	Members of staff or student households with coronavirus symptoms
3	Visitors/Contractors to the school who could be unwell
4	Staffing levels reach critical levels due to illness, isolation, track and trace isolation requirements
5	Suspected or confirmed case of Covid within the school community
6	Suspected cases of Covid that arise while the staff member or student is at school

CONTROL MEASURES	
<i>Measure</i>	<i>Responsible</i>
<p>If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. The decision to send a student home sits with the Headteacher, or designate in their absence. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 10 days from when the symptomatic person first had symptoms.</p> <p>Tests for students are to be arranged by parents/carers. Tests for staff to be arranged through JFR using the employer referral for essential workers programme.</p>	Parents/carers KFR JFR TMO All staff
<p>All members of the school community must comply with the NHS test and trace programme (see Appendix 2 below). This includes getting tested, isolating for the required time, and informing the school of the outcome of any testing before being able to return to the setting.</p>	All staff Parents/Carers
<p>If a student becomes ill during the school day, the following must occur (whether Covid symptoms or not):</p> <ul style="list-style-type: none"> • The student should be taken immediately to the medical room and supervised by a member of staff. • The main office should be contacted immediately and KFR or JFR will come to attend to the student. • The supervising staff member should remain outside the 	KFR JFR All staff Parents/carers

<p>medical room (door closed) if possible, however if the child is distressed or requires increased supervision, the staff member can stay in the medical room, but must wear gloves and a mask.</p> <ul style="list-style-type: none"> ● JFR/KFR must wear facemask and gloves when attending to the student. ● If they need to go to the bathroom while waiting to be collected, they should use the single bathroom on the same floor as the medical room if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Inform the main office if the toilet has been used, and place the 'out of order' sign on the door. ● If Covid symptoms are determined, the student must remain in the medical room if possible and parents/carers will be contacted to collect them immediately. ● If they are unable to remain in the medical room, they must be moved to a room where they can be safely isolated, adhering to social distancing (2 metres, or 1 metre with PPE). ● NHS test and trace procedures must now be followed ● All staff who have been attending to the student must thoroughly wash their hands afterwards. ● No other actions required regarding other students and staff at this stage. 	
<p>Staff who are unwell during the day with potential Covid symptoms should take themselves immediately to the medical room and call the main office to report. KFR/JFR will attend as above.</p>	<p>All staff KFR JFR</p>
<p>Staff and students with suspected Covid symptoms must only return to school if they test negative, or have completed the required isolation and are symptom free following a positive test. The Headteacher (or designate in her absence) must approve the return in advance.</p>	<p>TMO JFR</p>
<p>PPE supplies in medical room checked and stocked daily.</p>	<p>KFR</p>
<p>The medical room must be disinfected between use, for non Covid symptoms.</p>	<p>KFR JFR DCU</p>
<p>If a person with Covid symptoms has been in the medical room, the room must be shut off, clearly marked with a sign, and the appropriate cleaning procedures followed (see Appendix 1).</p>	<p>KFR JFR DCU</p>
<p>Where there is a positive Covid test within the school community, we will contact PHE immediately, who will risk assess the situation and direct the school on next steps. See Appendix 3 below for more details.</p>	<p>KFR JFR TMO</p>

Staff need to be prepared to identify 'direct contacts' should they, or a member of their class test positive, and need to keep records of seating plans in classes, as well as contacts they may have outside of their classes or bubbles.	All staff
If someone in the household of a student or staff member becomes unwell with Covid symptoms or tests positive, all members of that household must follow the 10 day isolation as set out by the government (see Appendix 4).	All staff All parents/carers
External visitors will be limited and monitored as set out in C1.	All staff
Staffing levels across the school have been increased. If staff are ill, lessons and sessions are covered internally. Classes may need to be combined at times should staffing levels become low.	TMO JFR All staff
In order to minimise the impact from a positive case at school and attempting to keep part of the school functioning on site if possible, non teaching SLT will limit their close exposure to students and staff where practical and safe to do so. This will be an effort to attempt to ensure the availability of some members of SLT to be able to be on site should others need to isolate, and therefore for the school to continue to partially operate.	TMO JFR KFR CES

C.5. Additional Risks

<i>Travel</i>	
Risks/Hazards/Requirements	
1	Safety when travelling to and from school
2	School related travel during the school day

CONTROL MEASURES	
<i>Measure</i>	<i>Responsible</i>
All staff and students are encouraged to use alternatives to public transport if possible. The council has installed bike racks outside the school for those who are able to cycle.	All staff Parents/carers
For students who take LA transport, each LA is responsible for the safety procedures that they put into place. LAs should be providing these to families and schools.	Parents/carers

If taking public transport, all members of the school community must strictly adhere to the safety guidelines set out by TFL.	All staff Parents/carers
School trips requiring transport will not occur initially this academic year, and will be reviewed regularly. We need to feel ensured that the students understand and are able to follow safety rules within school before resuming trips off site. If transport is required once school trips resume, staff and students will follow the government directives (eg-facemasks, social distancing, hand washing)	All staff

Food and Drink	
Risks/Hazards/Requirements	
1	Ensuring safety with on site catering at lunchtime
2	Drinking water and use of water fountains during the school day
3	Food brought into school during the school day (to be shared)

CONTROL MEASURES	
<i>Measure</i>	<i>Responsible</i>
Olive Dining (our contractor) oversees all of the covid safety procedures for the kitchen. They are in close contact with the school, and provide their risk assessments and procedures. These must be followed closely.	Olive Dining OMU JFR
Lunches have been further staggered to reduce numbers in the dining hall.	
There is the capacity for some lunches to be held in classrooms, and school provided packed lunches can be used if required to spread students out. This will be continually monitored and adjusted as required.	TMO MAR JBA SHQ OMU
High levels of staff supervision in the dining hall. Staff will serve students food and drink. Gloves to be worn by staff who are serving salad bar or drinks, as well as those who handle students' cutlery (eg-supporting cutlery skills).	All staff
New water fountains have been installed, and will only be used to fill water bottles (not to drink directly from). All students and staff must have their own labelled water bottle at school, to be taken home for	All staff Parents/carers

washing.	
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Staff	
Risks/Hazards/Requirements	
1	Safe use of staff spaces

CONTROL MEASURES	
<i>Measure</i>	<i>Responsible</i>
(staff rooms, attic, offices, empty classrooms). Staff do require the use of these spaces, and strict social distancing will not be possible. We are one bubble, however measures that can be taken should. Staff should only use staff communal areas when social distancing can be maintained (2 metre distance outside of their bubble, and 1m plus within their bubble).	All staff
Staff are encouraged, in their non contact periods, to leave the school grounds for a break. Inform the office before doing so.	All staff
Staff must ensure that dishes and anything else used in the staff areas are promptly put away.	All staff
Meetings amongst staff are essential to our operations. These tend to be most efficient when done in person. For any meeting, where 2metre social distancing between all staff can not occur, staff must wear masks. These must be different masks to what is worn commuting into work. If staff are unable to wear masks as they are exempt, they can join the meetings virtually. Staff meetings where social distancing of 2 metres can not be maintained will be held via google meets (1 metre plus for meetings within bubbles).	All staff

D. APPENDICES

D.1. Cleaning and Waste Management Procedures Following a Suspected Case at School

Full government guidance: [Covid-19: cleaning of non-healthcare settings guidance](#)

A. Key Points: All Cleaning, disposal of waste and laundry (during the day)

1. Cleaning and disposal of waste
 - 1.1. When cleaning you should use your usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.
 - 1.2. Disinfectant, clothes and PPE available in each room for day to day staff to use for spot cleaning
 - 1.3. Caretaker will have a schedule of ongoing high contact surfaces cleaning (door handles, handrails, table tops, toilets)
 - 1.4. Clean frequently touched surfaces or equipment in the classroom to be done by classroom staff as required.
 - 1.5. Personal waste (such as used tissues) and disposable cleaning cloths can be stored securely in bins with lids.
 - 1.6. Waste from someone with Covid 19 symptoms must be put aside in a designated bin for at least 72 hours before being put in the usual external waste facility.
 - 1.7. Other waste can be disposed of as normal.
 - 1.8. Staff to contact Karen/Jenny (in first instance) or other member of SLT if emergency clean is required.
 - 1.9. External cleaners (Julius Rutherford) will clean every evening, and have a list of the rooms being used regularly to ensure additional focus on these areas.
 - 1.10. To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:
 - put it in a plastic rubbish bag and tie it when full
 - place the plastic bag in a second bin bag and tie it
 - put it in a suitable and secure place marked for storage for 72 hours
2. Laundry
 - 2.1. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry.
 - 2.2. Wash items as appropriate in accordance with the manufacturer's instructions.
 - 2.3. All dirty laundry can be washed in the same load.
 - 2.4. Do not share towels, including hand towels and tea towels
 - 2.5. There is no need for stringent cleaning of people or clothes following a day in an educational or childcare setting.
 - 2.6. Parents encouraged that students wear a clean change of clothes each day.

Where staff are concerned about a child's hygiene, this should be referred to a member of SLT.

B. Key Points

Cleaning Following Suspected Covid-19 Case

- 1.1. Where there is a suspected case of Covid-19, classes will be re-roomed and areas the person has used closed off until the area can be cleaned as described
- 1.2. cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- 1.3. wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Additional storage for these cases is in place at AHS.
- 1.4. using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- 1.5. if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- 1.6. wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- 1.7. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
- 1.8. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
 - 1.8.1. objects which are visibly contaminated with body fluids
 - 1.8.2. all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- 1.9. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
 - 1.9.1. use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or
 - 1.9.2. a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or
 - 1.9.3. if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
- 1.10. Avoid creating splashes and spray when cleaning.
- 1.11. Any cloths and mop heads used must be disposed of and should be put into waste bags (72 hour storage bins)
- 1.12. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- 1.13. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- 1.14. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

- 1.15. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
 - 1.15.1. objects which are visibly contaminated with body fluids
 - 1.15.2. all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- 1.16. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
 - 1.16.1. use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or
 - 1.16.2. a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or
 - 1.16.3. if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
- 1.17. Avoid creating splashes and spray when cleaning.
- 1.18. Any cloths and mop heads used must be disposed of and should be put into waste bags (72 hour storage bins)
- 1.19. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- 1.20. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Waste Management for Suspected Covid Case

- 1.21. Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
 - 1.21.1. Should be put in a plastic rubbish bag and tied when full.
 - 1.21.2. The plastic bag should then be placed in a second bin bag and tied.
 - 1.21.3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- 1.22. Waste should be stored safely and kept away from children.
- 1.23. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
 - 1.23.1. if the individual tests negative, this can be put in with the normal waste
 - 1.23.2. if the individual tests positive, then store it for at least 72 hours and put in with the normal waste
- 1.24. If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by the local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.
- 1.25. update the contact details of the local waste collection authority or your specialist clinical waste contractor, as appropriate, and check that they work by trial-calling them in advance.

D.2. NHS Test and Trace and Getting Tested

Full government guidance: [Covid 19: Getting Tested](#), [Coronavirus \(COVID-19\) symptoms and NHS Test and Trace](#)

Key Points:

Part 1: for someone with symptoms of coronavirus

1. isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
2. test: [get a free NHS test immediately to check if you have coronavirus](#) or call 119 if you have no internet access
3. results: if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate
4. share contacts: if you test positive for coronavirus, the NHS Test and Trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers.

Part 2: if you are contacted by the NHS Test and Trace service because you have been in close contact with someone who has tested positive for coronavirus

1. alert: you will be alerted by the NHS Test and Trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS Test and Trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue
2. isolate: you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home
3. test if needed: if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must [get a test to check if you have coronavirus](#) or call 119 if you have no internet access. If your test is positive, you must continue to stay at home for at least 10 days and we will get in touch to ask about your contacts since they must self-isolate. If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the

virus.

D.3. Confirmed Case of Covid at School

Full Government guidance: [Guidance for Full Re-Opening: Special Schools and other Specialist Settings](#)

Key Points:

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community

Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Settings should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, settings must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

D.4. Stay at Home Guidance (isolation)

Full government guidance: [Stay at Home: Guidance for Households with Possible or Confirmed Covid Infections](#)

Key Points:

1. If you have [symptoms](#) of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to [testing](#) to arrange. Do not go to a GP surgery, pharmacy or hospital.

2. If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.
3. After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.
4. If you live with others, all other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.