

# Medina House Special School - Main Site

## COVID 19

### Risk Procedures and Risk Assessment

#### Progression of restrictions / Staged Response (September 2020)

Response Stage	Trigger	Key Actions	Who	Notes
<b>STAGE 1 - General</b> (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>- General reminders for hygiene</li> <li>- Effective handwashing facilities and soap available</li> <li>- Provision of aprons, gloves, tissues, soap, hand gel and access to hot running water throughout the school</li> <li>- Follow usual absence periods for sickness</li> </ul>	All	ongoing
<b>STAGE 2 - Prevention</b>	<p><b><u>Where an increased risk is present</u></b></p> <ul style="list-style-type: none"> <li>-Increased absence rates of pupils or staff</li> <li>-Local increases in sickness e.g. flu, gastric, coronavirus</li> <li>-Public health alerts</li> <li>-Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric)</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Increase hygiene procedure</b> <ul style="list-style-type: none"> <li>- Communication with key people including key information (staff, pupils and families, users of the site) : sharing official guidance and school policy / protocol with all staff and all parents via text/email, newsletter and face to face</li> </ul> </li> <li>- Specific hygiene lessons in class (PSHE, social stories etc)</li> <li>- Social stories for pupils to explain why they are going home / can't come in</li> <li>- Support for pupils and handwashing via social stories, visuals, songs and special soaps</li> <li>- Increased enforced use of handwashing before eating of food and regularly throughout the school day</li> <li>- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Consider the types of visits and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>- Review <i>Core Control Measures</i> and make changes as necessary</li> <li>- Daily review of the situation</li> </ul> <p>The school keeps up-to-date with advice issued by, but not limited to, the following: DfE NHS Children's services</p>	All	Stage as of 16/3/20

		PHE H+S Team		
<b>STAGE 3 - Mitigate/ Delay</b>	<p><b><u>Where a significant risk is present</u></b></p> <ul style="list-style-type: none"> <li>- Direct case or increased likelihood of cases</li> <li>- Public health advice and government for restrictions not being followed</li> <li>- Vulnerable pupils and staff at high risk with heart, respiratory, life limiting conditions etc</li> </ul>	<p><b>Consider reducing contact situations:</b></p> <ul style="list-style-type: none"> <li>- Assemblies and other school events involving parents/outside visitors</li> <li>- School visits, social skills offsite learning</li> </ul> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>- Any screening measures e.g. use of a thermometer in school, school nurse, paediatric first aiders.</li> <li>- Increase time of exclusion from school for those with symptoms (14 days)</li> <li>- Sending home any children or staff with <u>any</u> symptoms listed on the WHO sheet or advice from NHS and reminding of the 14 day absence period</li> <li>- Additional Cleaning</li> <li>- Deep clean as necessary if we have a confirmed case</li> <li>- Rearranging classes into 'bubbles'; rearranging staffing where possible to ensure safe supervision of all pupils in school</li> <li>- Risk assessments of staff to identify at risk groups and signpost to government guidance</li> <li>- Short term visitors / students who are not essential to pupils' education will not be permitted to come in to school</li> </ul>	SMT Teachers	As of September 2020
<b>STAGE 4 - Containment</b>	<p><b><u>Where specific and/or significant changes or restrictions need to be in place.</u></b></p> <ul style="list-style-type: none"> <li>- High levels of sickness</li> <li>- High rates of absence</li> <li>- Lack of specialist provision for first aid, medical support, oxygen etc</li> <li>- Significance of danger of disease or illness</li> </ul>	<ul style="list-style-type: none"> <li>- Part / full closures of site / classes</li> <li>- Deep cleans</li> <li>- Closure of building use</li> <li>- Reduction or exclusion of visitors</li> <li>- Social distancing</li> </ul>	LMT/HT / Chair of Governors	A closure of the school as directed by government or IWC

## Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
<p>Suspected case in school (staff or pupil) : How to react if a child starts to present with symptoms</p>	<ul style="list-style-type: none"> <li>- Isolate pupil immediately and call parents/carers to ask them to collect children from school</li> <li>- Main school : Studio next to the office is the 'quarantine room' (a sign is on the door to be used to identify it is not to be used in the event of it being used for quarantine). This should be kept ventilated by opening the skylight when in use. This will have a deep clean before being open to others the next day.</li> <li>- Cottage : use the small room off the hall</li> <li>- The child will stay in the quarantine room with staff wearing PPE until the parent arrives to collect them.</li> <li>- If the child needs to go to the toilet or be changed in the bathroom whilst waiting, then ensure that no other child is using it at the same time and clean down thoroughly after use.</li> <li>- Parents will be advised to arrange for a CV19 test and to inform school of the result as soon as they get it</li> <li>- Engage with the NHS Test and Trace process</li> <li>- Member of staff to leave school immediately, arrange a test and engage with the NHS Test and Trace process</li> <li>- A member of LMT will contact them to complete their Risk Management Record</li> <li>- Inform staff; staff are to have high vigilance of other students</li> <li>- No other action is necessary at this stage</li> <li>- Continue with normal cleaning regime</li> <li>- Core reminders of hygiene</li> </ul>	<p>LMT All Staff and pupils</p>	
<p>Confirmed case in school</p>	<ul style="list-style-type: none"> <li>- The affected person will need to remain at home for 10 days minimum</li> <li>- All their household contacts are to remain at home and self-isolate for 14 days</li> <li>- Engage with the NHS Test and Trace process</li> <li>- A member of LMT will contact HPT on 0344 225 3861 to inform them and complete their risk assessment over the phone and follow their recommendations (as per flow chart). They will also inform Naomi Carter and/or Karen Nye at the LA.</li> <li>- DfE will provide further instruction about additional precautions to take</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> </ul>	<p>LMT All staff and pupils; Site</p>	

	<ul style="list-style-type: none"> <li>- Keep regular contact with parents - general information about sickness etc. and the key next steps e.g. closure of school etc</li> <li>- LMT / Admin will contact School Transport to inform them if any parts of the school are to close</li> </ul>		
Confirmed case in a family Or Member of family showing symptoms (high temperature or persistent cough)	<ul style="list-style-type: none"> <li>- Pupil must stay home and self-isolate for 14 days</li> <li>- Increase monitoring of pupils</li> <li>- Individual needs of child need to be evaluated against safeguarding and behaviour as well as likelihood for an informed decision to be made</li> <li>- Children in the family to remain at home for a fixed period of time (14 days)</li> </ul>	LMT	
Teacher shortage	<ul style="list-style-type: none"> <li>- collapsing / splitting classes / LMT Cover / cover within bubbles where possible</li> <li>- classes will be organised on a part-time rota basis if necessary to ensure safe levels of staffing to pupil ratios</li> <li>- Where too many - partial closure for certain classes or cohorts of vulnerable children</li> <li>- Keep parents informed of staff absence</li> </ul>	LMT	
Support staff shortage	<ul style="list-style-type: none"> <li>- LMT/HT support classes with remaining staff</li> <li>- Rearrange staffing across the school as necessary : <i>staff groupings arranged in 'bubbles' as much as is practically possible</i></li> <li>- Close school or individual classes if staffing levels are deemed unsafe / unsustainable</li> </ul>	LMT	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify who these vulnerable children are e.g. underlying health conditions that may be affected by the current threat</li> <li>- Maintain regular contact with all families whose children are staying home and use these conversations to inform individual risk assessments</li> <li>- Liaise closely with social care on a regular basis</li> <li>- Parents will be contacted immediately if the child's health seems to have changed or is showing any deterioration and they will be advised to come in and take their children home</li> </ul>	HT/ LMT  LMT /Families	
Staff with health issues (e.g. vulnerable groups as identified by government guidelines)	<ul style="list-style-type: none"> <li>- <i>All staff who are in a vulnerable group are now able to return to work</i></li> <li>- <i>All staff have had 'Back to Work' interviews to discuss any reasonable adjustments</i></li> <li>- Ask them to contact their consultants to seek advice on their condition and share government advice</li> <li>- <i>Ask them to share their concerns and make sure they are informed of the school's control measures to ensure we are safe</i></li> <li>- <i>Ensure they follow measures for hygiene scrupulously and social distance wherever possible</i></li> </ul>	Staff	

Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HT</li> <li>- Arrange to have a test for Covid 19 and inform HT of results as soon as they are received</li> <li>- Current guidance is that the person with symptoms should isolate for 10 days or if the temperature lasts longer than a week until they are temperature free for 48 hours. For those in the same household that are symptom free it is the 14 days.</li> </ul>	Staff/ HT	
Staff living with someone who has symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HT</li> <li>- Arrange to have a test for Covid 19 and inform HT of results as soon as they are received</li> <li>- Current guidance is that the person with symptoms should isolate for 10 days or if the temperature lasts longer than a week until they are temperature free for 48 hours. For those in the same household that are symptom free it is the 14 days.</li> </ul>		
Pregnant staff	<ul style="list-style-type: none"> <li>- Are able to come in to work ; discuss concerns with HT</li> <li>- Individual Risk Assessment written with HT and regular review meetings held monthly</li> <li>- Ask them to contact their midwife to seek advice;</li> <li>- Ensure they follow measures for hygiene scrupulously and social distance wherever possible</li> </ul>	Staff/ LMT	
Kitchen shut down	<ul style="list-style-type: none"> <li>- If kitchen staff become unwell and are not able to continue to provide meals : Contact Caterlink immediately who will supply a relief cook to come to school and cover.</li> </ul>	LMT; Caterlink	
Fire safety / emergency evacuation of the site	<ul style="list-style-type: none"> <li>- Follow the school's emergency evacuation procedure.</li> <li>- Be alert to encouraging 'bubbles' to collect together at the usual meeting points but allowing plenty of space between other bubbles.</li> </ul>	All staff Anyone using the building	
Site team shortage	<ul style="list-style-type: none"> <li>- All staff to ensure cleaning takes place on a regular basis</li> </ul>	Site/Staff	
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with LMT/ SLT</li> <li>- Inform parents not to phone unless emergency</li> </ul>	LMT /Staff	
Other school users	<ul style="list-style-type: none"> <li>- Inform of control measures, including the possibility that a suspension of usage may occur.</li> <li>- Essential visitors will be able to enter school. They will be required to read guidance to inform them of our control measures and expected to follow them whilst in the school building. They are expected to adhere to our 'Visitor Protocol' at all times</li> <li>- They will be required to leave their name and contact details so that Track and Trace can be used in the event of a positive case of CV19 in school</li> </ul>	Site manager / Admin	

	<ul style="list-style-type: none"> <li>- These visitors will be informed of and expected to follow social distancing and hygiene guidance. This will be clearly displayed for them to see and read before entering the school.</li> <li>- They will be asked to wear a mask when walking around the public areas of the school e.g. in corridors</li> <li>- Therapists will be asked to endeavour to work within bubbles or to work within their own therapy room, rather than entering multiple classrooms during the day.</li> <li>- Therapists will be encouraged to limit their visits to other schools on the day they are working in our setting.</li> </ul>		
Long period shut down	<ul style="list-style-type: none"> <li>- Class teachers to send home packs of learning ideas for families to action at home if needed</li> <li>- Parents to be kept informed of length of process (weekly update via website, text and email; Headteacher's weekly newsletters; weekly welfare phone calls from class staff)</li> <li>- Contact plans for all teams to be drawn up</li> <li>- Emergency closure procedures shared with all teaching staff, including contact numbers</li> </ul>	LMT; Staff	Need to clarify staff expectation when school is closed to pupils. - Teachers given a list of tasks and responsible for giving TAs tasks and managing this process.
Well-being negatively impacted upon through isolation	<ul style="list-style-type: none"> <li>- Phone call and email system in place for all staff to have weekly minimum contact with their Line Manager to check they are okay</li> <li>- Staff to text, call or email their Line Manger to confirm how they are so we can pick up on anyone becoming unwell or needing support</li> <li>- Julie to share wellbeing support systems available to staff via regular staff e-briefings and emails.</li> </ul>	All staff LMT	
Arriving and leaving school	<ul style="list-style-type: none"> <li>- Staff taking children from or to transports will ensure they do so whilst maintaining social distancing with others</li> <li>- One child per staff member; one child at a time to be met from the bus and then immediately taken inside</li> <li>- Pupils will not be stopped to say hello or goodbye at the entrance to avoid children needing to queue / bunch up</li> <li>- Parents who come to collect children will need to wait outside appropriately spaced, using markings on the pavement as a guide and have their child brought to them.</li> <li>- Staff will collect children from parents one at a time.</li> <li>- Parents will be informed of staggered entry and exit times</li> <li>- Only 2 people in the foyer at any one time to make sure the 2m rule can be applied</li> </ul>	All staff and pupils	

<p>Lack of capacity due to leadership team being unwell</p>	<ul style="list-style-type: none"> <li>- Senior staff to practise social distancing both as an example to all staff and to avoid cross contamination.</li> <li>- Senior / experienced staff in each team to pick up leadership roles if HT or AHT are unwell</li> <li>- If having to self-isolate, leaders will be contactable via email or phone.</li> <li>- Good communication via phone and email systems in place; Chair of Governors kept informed at all times</li> </ul>	<p>LMT and all staff</p>	
<p>Lack of social distancing</p>	<ul style="list-style-type: none"> <li>- Staff in distinct teams with minimal cross over to reduce whole staff contamination (see staff work rota)</li> <li>- Staff and pupils arranged in 'bubbles'; limited mixing of staff between bubbles.</li> <li>- The classes in each bubble can work together and shared learning opportunities can be offered between classes in each bubble e.g. hobby clubs</li> <li>- Forest School and sensory circuits will only be accessed in bubbles - no mixing of bubbles for these activities.</li> <li>- Shared areas will be timetabled so that only one bubble has access in any one session and will be cleaned in between bubbles.</li> <li>- Collect in bubbles at the end of the day, spaced out in different areas of the hall (Shark and Starfish can stay in their classrooms) and staff take children out to buses or parents as the children are called.</li> <li>- Children from different bubbles will not be allowed to mix, unless they are able to socially distance - for example, School Council will still be able to meet but will do so in the top hall and will sit at tables, positioned 2m apart.</li> <li>- To ensure the minimum social contacts and provide for social distancing staff have been asked not to car share</li> <li>- Staff informed of the need to follow social distancing as best they can avoiding close contact in the staff room and classes.</li> <li>- Furniture will be removed or rearranged so as to allow for as much space to move around in classrooms as possible.</li> <li>- Maintain markings on the floor in areas such as corridors as visual reminder to staff what 2m is when passing colleagues etc look like to reduce complacency</li> <li>- Arrows, stickers and signage as appropriate around the building to encourage social distancing as much as possible</li> <li>- Where possible, utilise one-way systems or individual class access e.g Jellyfish class to use their outside access to get to the playground and gym.</li> <li>- Symbolised rules and social stories to help children to understand the new rules.</li> </ul>		



	<ul style="list-style-type: none"> <li>- Staff will model social distancing for pupils where appropriate; pupils will be encouraged to copy and use language such as "whoops - too close!" No child is to be reprimanded for forgetting to social distance.</li> <li>- No assemblies or large collections of children until further notice - assemblies can be conducted at class level or virtually via video link.</li> <li>- There will be a staggered start to the school day in order to limit the number of people needing to collect together near entrances and exits.</li> <li>- Social distancing between staff and pupils is not possible. For pupils to learn they need close interaction with staff, to provide encouragement, support, guidance and enable engagement, effective communication and a sense of safety and security.</li> <li>- Social distancing between pupils is not possible at all times. A key aspect of many children's learning is around communication, social skills and play, these are not possible to do with 2 metre social distancing.</li> <li>- Our pupils are unlikely to have an understanding of the coronavirus and its risk and will not have a concept of 2 metres social distancing. But they will inevitably choose to move around in an unpredictable manner and on their own agenda, so it is highly likely that they will enter each other's space from time to time.</li> </ul>		
Lack of social distancing on transport to and from school	<ul style="list-style-type: none"> <li>- Maintain contact with School Transport and request a 2 metre distance between those accessing transport (escorts and driver to stay in vehicle)</li> <li>- Parents asked to consider this when allowing their child onto transport</li> </ul>		

### Core Control Measures

Control Measure	Notes / Action	Who	Review
Avoiding cross contamination	<ul style="list-style-type: none"> <li>• All rooms being used to be cleaned thoroughly each day</li> <li>• Soft play is not to be used but should pupils need it as a break out space for their safety then the member of staff stands by the door to supervise. If this room is used, staff will inform LMT and the site manager so that cleaning can be arranged</li> </ul>	All staff	



Control Measure	Notes / Action	Who	Review
	<ul style="list-style-type: none"> <li>• All play equipment, including sensory circuit equipment, to be wiped down after each use.</li> <li>• If a staff member needs to collect resources from an 'unused room' they must wash their hands and wear gloves before entering, collect the resources and leave the room. Any surfaces touched including door handles must be wiped down before use.</li> <li>• Staff collecting resources from cupboards around the school should wash their hands before accessing the cupboard and wipe down any resources before presenting them to pupils.</li> <li>• To reduce potential contacts with people or surfaces that may hold the virus, staff are asked to travel straight to School from Home and not to either visit a shop or petrol station on their way into work.</li> <li>• Staff are asked not to car share with anyone who is not in their household.</li> <li>• Staff using public transport are able to take 2 masks at the end of the day, one for their journey home and the other for the journey in the next day they are working.</li> <li>• Parents / carers will be reminded that their child will need their own labelled water bottle and lunch box - no sharing.</li> <li>• Coats and bags will be stored outside classrooms on pegs - they will not need to go into the classroom.</li> <li>• Doors handles and touch screen sign in are cleaned frequently throughout the day.</li> <li>• On arrival there is Alcohol gel for staff to wipe their hands</li> <li>• Before starting any work, staff go and wash their hands, handwashing guidance available in all hand washing places <ul style="list-style-type: none"> <li>- It is not feasible to operate a one way route in the school, but as lunches are staggered and children are eating in their classrooms and toilets are close to the majority of classes, the movement around the school is not high, even in normal times.</li> <li>- Staff will take their temperature upon arrival; if it is 37.8'c or above they will inform HT/ AHT and go home without entering the school. They will be expected to call 111 and keep in touch with HT to keep informed as to how they are and whether they have had a test and its results.</li> <li>- First aiders in each class will take each child's temperature as soon as they arrive at school. If it shows 37.8' or above then the school nurse will be called to take the temperature with her NHS calibrated machine. If the school nurse is not available, this machine will be available for staff to use, kept in the nurse's room.</li> </ul> </li> </ul>		

Control Measure	Notes / Action	Who	Review
	<ul style="list-style-type: none"> <li>- If the reading is still high on the calibrated machine then the child will be taken to the isolation room (Studio room) and parents will be called to come and collect them.</li> </ul>		
Reducing spread of infection	<ul style="list-style-type: none"> <li>• Staff will support pupils to wash their hands on arrival at school and between activities - lessons- snack times - break times, whenever they use the toilet and before going home.</li> <li>• Children will be encouraged to wash their hands every hour, making it fun and pleasurable. Handwashing will be displayed as part of the daily visual timetable.</li> <li>• Symbolised posters will be displayed to reinforce this in each classroom and around the school. Social stories will also be shared to reinforce the message.</li> <li>• Staff will actively model and teach good handwashing as part of their daily PHSE with children.</li> <li>• All staff are responsible for reminding their colleagues about hand washing and also ensure pupils wash their hands as required.</li> <li>• All staff have responsibility for ensuring all resources and tables etc are wiped down after each use, regularly throughout the day.</li> <li>• Promote 'Catch it, Bin it, Kill it' approach ; staff to model using a tissue to sneeze / wipe their nose or mouth, then put it straight into a lidded bin. Symbolised posters will be displayed to reinforce this in each classroom and around the school. Staff will actively teach this approach as part of their daily PHSE with children.</li> </ul>	All staff	
Reducing spread of infection - general hygiene	<ul style="list-style-type: none"> <li>• Handwashing on arrival in school</li> <li>• Handwashing each time a staff member enters a classroom - all classes have hand washing facilities.</li> <li>• Handwashing each time a staff member leaves a classroom.</li> <li>• Handwashing whenever visiting the toilet or before and after having a drink or something to eat.</li> <li>• The office will clean down the sign in screen before the start of the day, before break times and lunch times and before staff leave.</li> <li>• Staff will use alcohol gel before signing in or out on the sign in screen.</li> <li>• Staff will use alcohol gel before using the photocopier / printer screen and wipe down with anti-bac spray after use.</li> <li>• Staff will use alcohol gel before using the communal telephones and will wipe down with anti-bac spray after use.</li> </ul>		

Control Measure	Notes / Action	Who	Review
	<ul style="list-style-type: none"> <li>• Staff will use their id badges NOT touching key pads to access the school. Where key pads have to be used (e.g. staffroom) then use alcohol gel after touching and wipe down regularly with anti-bac spray.</li> <li>• Clothing - clothes can carry the virus, they should not be worn into school more than once and should be washed before worn again. NB - for this reason the pupils will not have to wear school uniform if this is a difficulty.</li> <li>•</li> </ul>		
Tissues for Each Class	<ul style="list-style-type: none"> <li>- Ensure adequate stock levels of tissues for each class / office</li> <li>- Replenish as needed</li> <li>- Staff to also self-replenish from stock</li> </ul>	Site; Staff	
Hand sanitiser	<ul style="list-style-type: none"> <li>- Dispensers in reception and classroom</li> <li>- Ensure dispensers are full/replenished if empty during the day</li> <li>- Ensure adequate stock levels</li> </ul>	Site; Staff; Lunch Staff Admin staff	
Spread of infection in the staff room	<ul style="list-style-type: none"> <li>- Staff are able to socially distance in the staff room due to its size and also the number of staff accessing the staffroom at any given time due to coffee and lunch breaks etc being staggered for staff.</li> <li>- Furniture will be removed / repositioned to encourage social distancing at all times during breaks</li> <li>- Staff will be encouraged to take their breaks outside when possible</li> <li>- If staff leave the school site they will be alert to observe the 2m social distancing rule, being aware that they are in public view</li> <li>- Alcohol gel is placed in the drinks preparation area for staff to use before starting to prepare any drinks so they have used this before touching any communal use items such as coffee tea etc</li> <li>- There will be no full staff briefings or meetings until further notice</li> </ul>		
Spread of infection in classrooms	<ul style="list-style-type: none"> <li>- Pupils when seated for activities will be supported to maintain social distancing if possible and activities will run on a rotation for pupils to access singly or in pairs where social distance can be effected.</li> <li>- Circle time areas : keep these as spaced out as practically possible or around tables to maintain space between individuals - particularly when singing</li> <li>- Music sessions : avoid use of any wind instruments and clean all instruments immediately after use and before returning to the music room.</li> </ul>	All staff and children	

Control Measure	Notes / Action	Who	Review
	<ul style="list-style-type: none"> <li>- Staff to avoid the sharing of equipment between children and to clean any equipment after use by a child so it can then be used by another for example, children will have their own named pens and pencils</li> <li>- Provide individual trays / containers for resources to limit the need to share</li> <li>- Builders trays can be used but limit the number of children accessing them at any one time and clean with disinfectant at the end of the day</li> <li>- Store resources such as playdough / sensory toys in named Ziploc bags and keep these solely for use by the named pupil</li> <li>- Sensory resources (e.g. pasta) should be emptied out daily and thrown away.</li> <li>- Staff to wipe down all 'high contact' areas such as tables and door handles regularly throughout the day as children come in and out of the class for breaks, visits to the toilet etc.</li> <li>- Children's specialist chairs are to be cleaned and disinfected on a daily basis by the daily cleaning monitor.</li> <li>- Toys to be soaked in Milton solution at the end of the day : staff teams to make it part of their daily routine to collect together toys and resources and leave them in sterilising solution at the end of the day, then remove and dry ready for children to use the next morning.</li> <li>- Each class will allocate a member of the team on a rota system to be responsible for these cleaning routines each day</li> <li>- Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</li> <li>- Shared Attention toys should only be touched by the staff presenting the session and then cleaned as soon as they are finished with and before being returned to the SALT room.</li> <li>- All soft toys and soft furnishings will be removed and stored away from children.</li> <li>- <b>Do not use air conditioning systems unless these have been recently tested and passed as safe to use - see Sue and Rob</b></li> <li>- Maintain good air circulation in classrooms by opening windows and doors for fresh air.</li> </ul>		
Spread of infection in the lunch hall	<ul style="list-style-type: none"> <li>- Pupils will eat in classrooms</li> <li>- No more than 2 children to sit at a table together and then to be placed as far apart as possible.</li> </ul>	All staff	

Control Measure	Notes / Action	Who	Review
	<ul style="list-style-type: none"> <li>- If a child is prone to coughing / spitting or such like behaviour when eating, they will be on a table on their own, staff have an option to wear a face mask or visor</li> </ul>		
Spread of infection in playgrounds	<ul style="list-style-type: none"> <li>- Use of Playground and outdoor areas will be staggered to allow for individual bubbles to play on their own. This will reduce contacts and should a child or staff member show symptoms, ensure they will have been exposed to as few others as possible outside of their own bubble.</li> <li>- One bubble at a time can access the playground / field. The children from different bubbles should not mix and play together.</li> <li>- Games and equipment will only be available if it is possible for the class accessing the playground to wipe it down before the next class if not outdoors.</li> <li>- Cleaning spray and wipes will be stored in the bike shed : one member of staff to stay back and wipe down equipment that has been used after their class have had play time outside.</li> <li>- Play is an essential aspect of the pupils' learning and where children are attempting to initiate play with another child and the other child would be potentially responsive to this, it will be permitted, both for the developmental needs of the children as well as their emotional well-being, this may also be the case in class with activities that are part of supporting a child to develop communication and play with their peers.</li> </ul>	All staff	
Other users of the building	<p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none"> <li>- Clean hands or use gel before using facilities</li> <li>- They will be required to read guidance to inform them of our control measures and expected to follow them whilst in the school building.</li> <li>- They will be required to leave their name and contact details so that Track and Trace can be used in the event of a positive case of CV19 in school</li> <li>- Restrictions or suspensions of usage</li> </ul>	Site manager / admin	
monitoring daily any child or staff absence	<ul style="list-style-type: none"> <li>- Daily report to the HT of number of absences and symptoms</li> <li>- Registers to be taken each day as usual</li> </ul>	Admin; Class teams; HT	

Control Measure	Notes / Action	Who	Review
Reducing contact point activities	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> <li>- Food making / tasting / cooking / sensory play</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>- Cease hand shaking of children and visitors</li> <li>- Cease any use of shared cups in class (e.g named bottles/cups for individuals)</li> </ul>	Staff	
Lack of access to Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• Staff provided with health care advice for decontamination and cleaning</li> <li>• Staff reminded to follow existing practice in place to reduce cross contamination when undertaking personal care.</li> <li>• Staff provided with PPE to undertake personal care. Staff must wear gloves, apron and face mask for intimate care.</li> <li>• Staff will be provided with PPE, including face masks, should they choose to wear it on the minibus when transporting pupils.</li> <li>• If staff are nervous about any aspect of care and potential infection they must raise this, it is completely acceptable, just need to let Julie know.</li> </ul> <p>School have PPE with regular orders in place for supply.</p>	All staff	
Good Personal Hygiene	<p>Newsletter:</p> <ul style="list-style-type: none"> <li>- All children to wash their hands before coming to school, before going home and when they get home.</li> <li>- Classes to teach children hand washing techniques, or supported in having their hands washed</li> <li>- Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser)</li> </ul> <p>Information:</p> <ul style="list-style-type: none"> <li>- Distribute key information posters for classrooms and main areas</li> </ul>	HT; Staff	

Control Measure	Notes / Action	Who	Review
Communal use of equipment	<ul style="list-style-type: none"> <li>• Alcohol Gel is set up in the Staff Room Kitchen area to be used before handling any items - making a drink etc</li> <li>• The Women's Staff toilets should be used by no more than two people at a time. When waiting to use staff must wait outside the toilets in the corridor.</li> </ul>	Staff	
Review of cleaning	<ul style="list-style-type: none"> <li>- Inform cleaner to prioritise surface and handle cleaning</li> <li>- Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours</li> <li>- Daily cleaning of classrooms (already in place)</li> <li>- Preparations for deep cleans if necessary, as advised by Public Health England</li> </ul>	Site; Class teams	
School visitors and site users	<ul style="list-style-type: none"> <li>- Compulsory handwashing / use of gel before entering school;</li> <li>- All visitors will be required to read guidance to inform them of our control measures and expected to follow them whilst in the school building.</li> <li>- They will be required to leave their name and contact details so that Track and Trace can be used in the event of a positive case of CV19 in school</li> <li>-</li> </ul>	Office; Site	
Absence policy	<ul style="list-style-type: none"> <li>- All children will be expected to attend school each day from September as long as they are well.</li> <li>- Continue to maintain communication via welfare calls with those families of pupils who need to stay home to self-isolate and continue to maintain individual risk assessments</li> <li>- Continue to provide home learning planning and resources for those children who have to stay at home and self-isolate</li> <li>- Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea and gov. guidance for any virus. For specifics for Coronavirus to follow the government/HCC/PH guidance. For individual staff with the identified medical conditions to send in medical note upon return to school</li> <li>- Absence will not be penalised for those children who are not able to attend school as parents are following clinical or public health advice.</li> </ul>	SMT	



<b>Control Measure</b>	<b>Notes / Action</b>	<b>Who</b>	<b>Review</b>
Support for families affected	<ul style="list-style-type: none"><li>- Communicate to parents and staff to contact school if they require support;</li><li>- Regular contact with affected families and staff - wellbeing checks.</li><li>- Headteacher's risk assessments will continue to be maintained and communication with support agencies will continue to be promoted</li></ul>	SMT	