



Specifically Infection Prevention and Control In response to the Covid 19 Pandemic 9 August 2020

Policy Statement

The wellbeing of all pupils and staff has been carefully considered when determining the approach to the full reopening of Wellington School. The purpose of this document is to provide clear and actionable guidance for safe operations and good practice, which should be followed, where possible, at all times. It takes account of the progress made in the suppression of the virus in Scotland and the key advice of the Scottish Government and Education Recovery Group.

The School will undertake risk assessments with all relevant stakeholders and keep these under review.

The School will reinforce good respiratory hygiene and frequent handwashing.

The School will give consideration to the limiting of belongings that are brought in from home.

The School will continue to promote physical distancing in its two forms: increasing separation and decreasing interaction, where appropriate, until such times as advised differently by the Scottish Government.

The School will clean and disinfect school buildings, classrooms, kitchens and dining facilities, and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.) Each day all classrooms will be subject to an 'intense' clean.

Each classroom will be supplied with the following;

- Hand sanitiser entry/exit
- Tissues
- Disinfectant spray and cloths for cleaning desks, etc
- Masks
- Gloves
- Aprons as required
- Goggles as required
- Bins with lids to put tissues, masks, etc., in; this will be emptied daily.

The School buses will be seen as an extension of the School estate and appropriate measures will be in place to keep pupils safe, as are also applied in school.

The School will keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.

The School will apply a proportionate, risk-based approach to the implementation of physical distancing and the use of groups. The School will remain vigilant for symptoms of Covid-19 and understand what action to take in the event that this happens.

The School will comply with Scottish Government and local HPT practices for outbreak management, test and protect and enhanced surveillance arrangements.

The School will continue to plan for blended or remote learning in the event of temporary school closure due to a local outbreak of the virus.

Any crisis presents the opportunity to help our learners learn, cultivate compassion and increase resilience while building a safer and more caring community. Providing our learners with information and facts will help diminish their fears and anxieties around the disease and returning to school and will also support their ability to cope with any secondary impacts in their lives that this current situation may have. The School will continue to ensure that the right support is in place to meet the physical and emotional needs of children, young people as a result of lost learning, and staff.

This guidance will be kept under review and updated as Scottish Government and public health guidance evolves.

Personal Care

Pupils and staff should avoid touching their faces including mouth, eyes and nose.

Pupils and staff should ensure they cough/sneeze into their elbow or a tissue (provided in every room) and dispose of this carefully in a closed bin (which will be emptied frequently daily).

Pupils and staff should wash their hands frequently throughout the day following the guidance below:

Washing hands properly

Step 1: Wet hands with safe running water

Step 2: Apply enough soap to cover wet hands

Step 3: Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds

Step 4: Rinse thoroughly with running water

Step 5: Dry hands with a clean, dry cloth,

Pupils and staff should use hand sanitiser on entry to and exit from the buildings at key changeover times.

Pupils and staff should use hand sanitiser on entry to and exit from the classroom.

Anyone wishing to wear a face covering in school should be enabled to do so.

All staff and young people in the School will be supported to follow up to date health protection advice on household or self-isolation if they or someone in their household exhibits Covid-19 symptoms.

It is essential that staff and pupils do not attend school if symptomatic, but instead, self-isolate along with their household and follow guidance on NHS Inform and from Test and Protect.

Staff in school and the Nursery will not generally need to use PPE, even if they are not always able to maintain appropriate physical distancing from others. There are limited exceptions to these circumstances, listed below.

Limited exceptions to the wearing of masks/other PPE

If the pupil or member of staff, with whom you are in contact, becomes unwell with sustained respiratory symptoms.

If any pupil or member of staff, with whom you are in contact, becomes unwell with suspected Covid-19 symptoms (a high temperature/a sustained and continuous new cough/loss of taste or smell).

- When administering First Aid, i.e. applying a dressing to a cut knee, administering an Epipen
- Where adults cannot maintain appropriate physical distancing (2m) and are interacting face-to-face for a sustained period of time (about 15 minutes or more) face coverings should be worn.

- If a pupil becomes unwell with or is suspected of displaying symptoms Covid19 or develops any respiratory symptoms on site, they will be asked to:
- Immediately put on a mask.
- Inform the Office.
- Progress directly to the designated sick bay and sit with the door closed and windows open until they are collected.
- The member of staff supervising them should follow appropriate physical distancing guidelines and should also wear a fluid resistant surgical mask/apron/gloves. Eye protection should be worn if there is a risk of splashing to the eyes from coughing/spitting/vomiting.
- Individuals should wash hands thoroughly for at least 20 seconds after any contact with someone who is unwell.
- The person collecting them should be advised to wear a mask and keep car windows open. This should, ideally, be a direct family member and not a grandparent.
- The School will comply with NHS 'test, trace, isolate and support' (TTIS or Test and Protect) practices and comply with local HPT procedures for outbreak management.

If a member of staff becomes unwell with or is suspected of displaying symptoms of Covid-19 or develops any respiratory symptoms on site, they will be asked to:

- Immediately put on a mask.
- Inform the Office.
- Go home, if they are fit to drive.
- If they are not fit to drive, they should arrange collection and should sit in the designated sick bay with the door closed and windows open until they are collected.
- The person collecting them should be advised to wear a mask and keep car windows open. This should, ideally, be a direct family member.
- The School will comply with NHS 'test, trace, isolate and support' (TTIS or Test and Protect) practices and comply with local HPT procedures for outbreak management.

Physical Distancing including specific guidance on physical distancing

physical distancing is the required amount of distance between adults as deemed appropriate by the Scottish Government at the time of applying these guidelines.

Note: **This section of the guidance is constantly under review and may be updated.**

**Physical distancing should be considered in all relevant areas of schools, where appropriate, including classrooms, indoor and outdoor spaces, and those not used for learning and teaching, e.g. pupils' locker rooms, entrance halls, staff rooms, kitchens and janitorial areas.

The implementation of physical distancing will look different across the various ages and stages of learning. Senior pupils (S3 and above) and adults will be expected to maintain appropriate physical distancing.

Pupils in the Nursery, Junior School and lower stages of the Senior School will not be required to maintain physical distancing.

The default position for the School is that individuals should be supported to follow appropriate physical distancing guidance wherever practicable and appropriate. Pupils will be encouraged not to touch, hug, stand in clusters, etc.

Where adults cannot maintain appropriate physical distancing (2m) and are interacting face-to-face for a sustained period of time (about 15 minutes or more) face coverings should be worn.

In classrooms, pupils will be expected to sit face-to-face and with as much distance between them as is practicable.

Parents at the school gate, etc., will not be expected to wear masks but should ensure that they are maintaining appropriate physical distancing.

Limited Exceptions to the Physical Distancing Guidance

Physical distancing guidance is subject to the exceptions set out below:

- While they should be avoided wherever possible, very brief interactions which do not adhere to physical distancing guidelines, such as limited numbers of people passing each other in corridors or walking through learning spaces to go to the toilet, are considered low risk and are permissible.
- Circumstances in which Nursery or much younger primary school children, such as P1 and P2, cannot reasonably be expected to physically distance from each other and staff whilst maintaining play-based learning, which is vital to their development and wellbeing. All Junior School children and children in the lower stages of the Senior School, will not be expected to maintain physical distancing during learning times but will be encouraged to where practicable and during physical times.
- Circumstances in which it may not be possible or appropriate for the physical distancing guidance to be applied to some children and young people with additional support needs, e.g. where close contact with staff is necessary to their wellbeing.

In such circumstances, bespoke approaches will be determined by individual or group risk assessments, with full regard to the best interests of children, young people and staff. Guidance on hygiene/health and safety should be followed.

The guidance on the wearing of face coverings/ masks for pupils in the upper stages of Senior School and Staff may change in the coming weeks, should prevalence of the virus rise, as part of an enhanced system to reduce transmission of the virus.

The School will raise awareness amongst its learners about the correct way to remove and store face coverings/masks.

Classroom Care

Pupils and staff should wipe, with supplied disinfectant and cloths, any item of IT that they have used that will be put back into circulation for common use.

Pupils and staff should wipe, with supplied disinfectant and cloths, any items of stationary that they have used that will be put back into circulation for common use.

Pupils should wipe down their desk and chair, with supplied disinfectant and cloths, before they leave the room. This is the individual pupil's responsibility and not the teacher's.

Staff should wipe down their desk and chair, with supplied disinfectant and cloths, before they leave the room if they are not returning to the same work space immediately afterwards and if someone else is going to use it in the intervening period.

Staff should keep doors (that are not fire doors) and windows open, where possible, to ensure good ventilation. Fans should not be used in lieu of this as they are aerosol generating, which contributes to the spread of germs in a closed room.

Seating plans will be useful in keeping pupil interactions, within a class, stable. Pupils should face the front and, where possible, a reasonable distance should be kept between them.

Visitors to the School including specific guidance on Meetings and Events

Visitors

All visitors to the School are asked to provide their name for security purposes. Visitors will now also be advised on entry to the office that, should there be a case of Covid-19, their details will be held for one

month and supplied to the NHS, in adherence to adherence to 'test, trace, isolate and support' (TTIS or Test and Protect) practices. Visitors to the school will be strongly discouraged and should not happen on an ad-hoc basis; instead, there should be an appropriate risk assessment conducted by a member of the Senior Management Team.

Meetings/Events

There is a risk that people attending a meeting or event, in School, might unwittingly bring the Coronavirus on site. If a request for a meeting or to host an event is received or a member of staff feels that a meeting would be desirable, they should consider the following:

- Is a face-to-face meeting needed?
- Could it be replaced by a telephone call?
- Could the meeting or event be scaled down so that fewer people attend?
- If the meeting or event goes ahead, the following guidance should be followed:
- Advise all meeting participants that they should not attend if they feel unwell.
- Open doors (that are not fire doors) and windows to ensure the place is well ventilated.
- Sit chairs according to current physical distancing guidance, if necessary using a classroom and not a small office.
- Provide tissues, hand sanitiser and a closed bin.
- Inform meeting participants that their details will be held for one month and supplied to the NHS, in adherence to 'test, trace, isolate and support' (TTIS or Test and Protect) practices, in the event that someone attending the meeting is subsequently suspected as having Covid-19.
- If someone at the meeting or event is subsequently isolated as a suspected COVID-19 case, the organiser should let all participants know this.

Participants should then follow Scottish Government advice, self-isolate, along with members of their household for 14 days and comply with with NHS 'test, trace, isolate and support' (TTIS or Test and Protect) practices.

In ALL instances, please speak to your SMT Link before arranging a meeting or an event within the school, in order that an appropriate risk assessment can be carried out.

Soft Changeovers

The School will implement a "no bell" strategy which allows a degree of flexibility on class start/finish times and avoids the intensity of flow and density of use of circulation space which the school experiences at changeover times. It may also provide a calm and managed experience which better prepares staff and pupils for the next session in what is very unusual circumstances.

Social Time and Dining

The School will comply with the following approaches to minimising interaction at social and dining times and dealing with associated logistical issues:

- Staggering break and lunch times, for example by different year groups.
- Separate outdoor social areas.
- Requiring pupils to maintain physical distancing where possible or, for younger pupils, to stay in their designated groups during social times with appropriate supervision to facilitate this.
- Children and young people eating in groups and/or entering the dining hall in their designated groups.
- Some pupils staying in classrooms to eat.
- Maximising the use of the outdoor environment for social times/dining.

Special considerations for people who are clinically vulnerable or shielding

Note: **This section of the guidance is currently under review and may be updated.**

****Pupils and staff who are clinically vulnerable**

All schools should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant.

Clinically vulnerable people are a wider group of people compared to those who are extremely clinically vulnerable (who should rigorously follow shielding measures). People who are clinically vulnerable are those with pre-existing conditions who have been advised to stringently follow the physical (physical distancing) guidance and should work from home where possible.

A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

Staff who fall into this category should be supported to work from home where possible, for example by asking them to support remote education, carry out lesson planning or other roles which can be done from home. If they cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, the School will carefully assess and discuss with them whether this involves an acceptable level of risk.

Pupils and staff who live with someone who is clinically vulnerable

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable as above), including those who are pregnant, they can attend their education or childcare setting. Further information, including the list of underlying health conditions that make people clinically vulnerable, is available in the physical distancing guide on the NHS Inform website.

Pupils and staff who are shielding (extremely clinically vulnerable people)

This is a different group to those who are clinically vulnerable (as described above). Those who are shielding are extremely clinically vulnerable and require a different set of measures to keep them safe.

People with serious underlying health conditions are strongly advised to follow shielding measures to keep themselves safe and not to attend school in person. The most up to date guidance and list of underlying health conditions that necessitate shielding should be checked on the NHS Inform website under the shielding section.**

Clear Communication

The School will communicate clearly with all staff, parents/carers and pupils on any amendments to the reopening of the School and the recovery of the curriculum to ensure confidence in the revised arrangements across all school users. The School will communicate with its partner agencies regarding confirmed cases of Covid-19. Advice will be taken from the local Health Protection Team if there are two or more confirmed cases of Covid-19 in the school community.

The following guidance has been taken notice of during the writing of this policy:

Coronavirus (COVID-19): re-opening schools guide, version 1.0 28 May 2020

Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020, July 2020

WHO, Getting your workplace ready for COVID-19, version 3 March 2020

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