

Five Acre Wood School

Procedures For Preventing And Managing Sickness – Coronavirus



Devised based upon key information and guidance received from the Department of Education, Public Health England and the NHS, correct at the time of writing – to be reviewed on an ongoing basis in line with any further updates received

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> - General reminders for hygiene for all including pupils, where appropriate - Covid 19 information displayed / distributed to staff - Visual posters in toilet / hygiene areas - Effective handwashing facilities and soap available – to be ordered and restocked as required - Follow usual absence periods for sickness - Hand sanitiser ready available (as appropriate) - Visitors / staff to sanitise upon entry to school – sanitiser in reception - Reminders of PPE in hygiene areas – including aprons and gloves 	All staff and School visitors	
STAGE 2 – Prevent To include all aspects of Stage 1	<p>Where an increased risk is present</p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) – providing regular updates where possible - Specific hygiene lessons in class as appropriate to need - Increased enforced use of handwashing before eating of food, play times, entry and exit to school and class - Stay at home for 14 days if you have either a high temperature (you feel hot to touch on your chest or back) or you have a new, continuous cough (this means you’ve started coughing recently) in line with Public Health England advice - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Daily review of the situation - Ongoing deep cleans in specific areas 	SLT, Site, staff	
STAGE 3 – Slow Infection To include all aspects of Stage 1 and 2	<p>Where a significant risk is present</p> <ul style="list-style-type: none"> - Direct case or increased likelihood of cases - Public health advice for restriction 	<ul style="list-style-type: none"> - Parents of all ‘Sensory’ and ‘Nursery’ pupils have been written to by the Principal, advising that they can choose to keep their child at home if they would like, and that this will be authorised in terms of absence - Reduce contact situations: <ul style="list-style-type: none"> o No joint class assemblies; No whole school events – including all off-site visits, activities, inclusion, clubs, choirs and residentials o No whole staff briefings o No communal lunch / break times for pupils – all classes to have lunches in their classrooms and individual break times. Rota to be put in place. Downstairs classes (Loose Site) to use individual break out spaces for break and lunch times. Classes that do not have access to an outside play space will be allocated an outside space for breaks on a rota basis. Satellite sites will have a plan put in place by LAL o No use of the staff room / PPA room o No use of soft play, SI room, sensory rooms. <i>The IT room remains open, but should be cleaned thoroughly before and after use.</i> 	SLT Site Team, class staff, LALs, Logistics Manager and cleaning contractors	School is considered to be at Stage 3 as of 16/03/2020

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 3 – Slow Infection To include all aspects of Stage 1 and 2	Where a significant risk is present <ul style="list-style-type: none"> - Direct case or increased likelihood of cases - Public health advice for restriction 	<ul style="list-style-type: none"> - Touch points to be sanitised and wiped down by staff in classroom, continually throughout the day – using spray and disposable cloths / blue roll - Communal areas (e.g. door handles, hand rails, biometrics, door release buttons to be sanitised and wipes continually throughout the day using spray and disposable cloth / blue roll. Specific member of site team to be allocated to this role – full time, on the Loose Site. Separate arrangements in place for satellite provision - Communal equipment and classroom resources to be sanitised before and after activity, e.g. PE, sensory circuits, iPads / laptops, toys etc. by class staff. If unable to sanitise this equipment, then it should not be used. Individual equipment, e.g. standing frames, walkers – to be cleaned and sanitised daily by class staff - Disposable cups for pupils’ drinks (or pupils own drinks bottles) - Staff to use their own cups/glasses and take them home to wash at temperature. Staff to be reminded to use blue roll to dry dishes and clean surfaces - Additional cleaning including deeper cleans for targeted areas - All external visitors are prohibited from coming beyond the reception area into school - No FAW staff (including STLS) to carry out external visits (unless they are of an urgent nature, and with prior approval from SLT) including meetings, training etc; wherever possible these should be held by teleconference or phone - Face to face EHCPs, parent consultations, CINs, PEPs due to be held in school will be held by phone. If that is not possible, these meetings will need to be postponed - All parents to be asked to take the temperature of their child before coming into school. - Time of self-isolation from school for those with symptoms (staff and pupils) is 14 days - Send home any children with any symptoms – staff to monitor presentation of pupils. Designated areas have been identified as holding areas until parents can collect their children (Outdoors = Sensory Garden, Indoors = PCR room). Staff to let site team know once these rooms have been used and then vacated so that they can be immediately cleaned. Staff members supporting pupils in these areas should remain at an appropriate distance; if staff are not presenting with any of the symptoms themselves then they are to return to class afterwards. - If staffing levels of individual class are reduced significantly in such a way as may compromise safety of pupils, then classes may need to be closed - Ongoing liaison with SLT at satellite sites regarding confirmed cases and strategies in place - Ongoing liaison with LA 	SLT Site Team, class staff, LALs, Logistics Manager and cleaning contractors	School is considered to be at Stage 3 as of 16/03/2020
Stage 4 - Contain	Where specific and/or significant changes or restrictions need to be in place. <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significant danger of disease or illness 	<ul style="list-style-type: none"> - Part / reduced capacity / full closures of site(s) / classes - Deep cleans - Closure of lettings and building use - For confirmed cases, notify PHE Kent Health Protection South East – 0344 2253861 	Principal / Chair Of Governors, Headteachers of Sites	

Coronavirus Key Actions – As Situation Escalates (1)

Specific Issue	Actions Including Messages	Who	Notes
Staff or pupil displaying symptoms of either a high temperature or a new continuous cough	<ul style="list-style-type: none"> - If a pupils comes to School or appears to develop the symptoms or information is shared with staff by parents with regards to pupils, this should be communicated to SLT in person immediately. Confidentiality should be respected at all times - Suspected staff or pupil to self-isolate for 14 days if displaying symptoms of either a high temperature, (they feel hot to touch on their chest or back) a new continuous cough – this means they have started coughing repeatedly - Contact parents as appropriate - Deep clean core areas - Advise staff of parental communication and to be mindful of self-monitoring; current advice is for people to continue to work unless displaying symptoms themselves - Core reminders of hygiene. General information about sickness etc - If staff start to display symptoms during working hours they should go home immediately, informing their line manager and reception as they leave 	SLT	
Confirmed case in school	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. 	SLT; Site	
Family members displaying symptoms of either a high temperature or a new continuous cough	<ul style="list-style-type: none"> - If a pupil, or a member of staff, or a member of their households have either a temperature or a new persistent cough, all of their household need to self-isolate for 14 days. 	Families; staff; admin	
Confirmed case in a family	<ul style="list-style-type: none"> - All family members to remain at home for a fixed period of 14 days - Deep clean of the classroom and school 	SLT; Site	
Teacher / support staff shortage	<ul style="list-style-type: none"> - Supply agency staff to be asked to complete a daily declaration of health on arrival to reception - Splitting classes or joining them as a temporary management strategy - Cover – redeployment of staff based on pupil absence / needs, TEAM, Therapy, STLS, Admin, SLT - Where too many staff are absent and the safety of pupils may be compromised – closure for certain classes. Parents to be informed at earliest possible opportunity – this possibility is to be outlined in letter to parents, so that they can put in place appropriate contingency arrangements - Staff and parents to be asked to inform the school of absence for the following day by 4pm, where possible, so plans can be put in place. Dedicated email addresses for staff and for pupils have been set up during this period only as a temporary measure - Daily SLT rota to support logistics manager in overseeing cover at Loose site and liaising with satellite sites and Headteacher/Principal. Decision will be made by SLT whether PPA can be taken at home on a daily basis; this could change depending on the needs of the school - Daily SLT meetings to be held at 3.30pm to review pupil / staffing arrangements for the following day 	SLT, Logistics Manager	
Protection for most vulnerable children (e.g. Pupils with complex medical conditions)	<ul style="list-style-type: none"> - Identify pupils who are most vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents the initial steps and agree key actions re. isolation/seclusion 	SLT	
Staff asking whether or not they should be in school	<ul style="list-style-type: none"> - Staff should look at PHE and NHS Coronavirus (Covid-19) advice before coming to work and will need to decide for themselves whether they should be in school or not. SLT / HR are not in a position to make this decision for individuals 	All staff	
Staff / pupils with underlying health issues	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - 'Vulnerable groups' (see definition provided overleaf) need to self-isolate for 12 weeks from the weekend of 21/03/2020 	SLT / HR	

Coronavirus Key Actions – As Situation Escalates (2)

Specific Issue	Actions Including Messages	Who	Notes
Staff / pupils with underlying health issues (continued)	<ul style="list-style-type: none"> • There are some groups of people who may be more at risk of serious illness if they catch coronavirus. This group was defined by the government on 16/03/2020 as those suffering from a chronic illness, typically those who are advised to have the flu vaccine every year. However, it is not thought these groups have a higher risk of catching coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults • According to this document people are more at risk of serious illness if they catch coronavirus and they are: <ul style="list-style-type: none"> ○ Aged 70 or older (regardless of medical conditions) ○ Under 70 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> ▪ Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis ▪ Chronic heart disease, such as heart failure ▪ Chronic kidney disease ▪ Chronic liver disease, such as hepatitis ▪ Chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy ▪ Diabetes ▪ Spleen related problems – for example, sickle cell disease or if the spleen has been removed ▪ A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy ▪ Being seriously overweight (a BMI of 40 or above) ▪ Those who are pregnant ▪ If people have a weak immune system (immunosuppressed) that could be caused by: <ul style="list-style-type: none"> • Cancer treatment • Treatment for autoimmune diseases, such as rheumatoid arthritis, lupus, multiple sclerosis (MS) and inflammatory bowel diseases • HIV • Having an organ transplant or a bone-marrow transplant , or taking high doses of corticosteroids or other immunosuppressant medications ○ This list is not definitive. For example, other lung viruses can cause severe illness in people who have a weak immune system. This is likely to be the same for coronavirus. For this reason, extra care needs to be taken for those with a weak immune system or pre-existing condition. <p>In light of the above information, if parents / carers choose to keep their child / young adult at home to reduce the risk of them catching COVID-19 then the School is happy to authorise the absence and have notified the Local Authority of this decision. The School has made it clear to parents that it is not telling parents / carers not to send their child / young adult into School, and that this is entirely their decision, based upon their knowledge of their child’s / young adults needs and the current situation.</p>		
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice - Current advice (16/03/2020) is that pregnant women need to self-isolate for 12 weeks from the weekend of 21/03/2020 	SLT / HR	

Coronavirus Key Actions – As Situation Escalates (3)

Specific Issue	Actions Including Messages	Who	Notes
Kitchen staff shortage	<ul style="list-style-type: none"> - Liaison with kitchen contractor to confirm contingency arrangements eg possible menu changes - Parents may be asked to provide packed lunches 	SLT, Catering contractor, Families	
Site team shortage	<ul style="list-style-type: none"> - Depending on pupil to staff ratios, staff across the school may be redeployed to fill these roles - Discuss with cleaning contractor cover arrangements in good time 	Site, SLT, all staff	
Leadership shortage	<ul style="list-style-type: none"> - Remote access / contact via phone 	SLT; Staff	
Transport staff shortage (driver / escort)	<ul style="list-style-type: none"> - KCC is the contract provider for SEN transport and the School does not control transport - Logistics Manager to remain in close liaison with transport firms and KCC - Pupils to stay at home / parents will need to transport them to / from School 	Logistics Manager; SLT	
Admin Shortage (e.g. reception)	<ul style="list-style-type: none"> - Cover – TEAM / SLT - Inform parents not to phone unless emergency 	Admin; SLT	
Other School users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension of usage may occur. 	Site	
Long period shut down	<ul style="list-style-type: none"> - Remote working arrangements to be utilised to maintain business critical activities to be identified eg <ul style="list-style-type: none"> o Site team to continue to open and close the School and be on call to enable contractor access o HR / Finance Department to continue payroll arrangements remotely - SLT to be on call via email / phone - Regular updates on School website and social media - Publish 'home based learning' suggestions (differentiated by learning approach) on the school website; hard copies to also be sent home - The School will follow the advice of JCQ and Awarding bodies for students sitting public examinations - Class teachers to ensure that, in the event School closure, all medication and specific equipment is sent home with pupils. If pupils are required to self-isolate then this medication / equipment is to be sent home as soon as possible / parents requested to come and collect it. 	LAL's, Site, SLT, Alex	
Direct contact with a confirmed case	<ul style="list-style-type: none"> - If a pupil, or a member of staff, or a member of their households have come into direct contact with person that has been confirmed as having coronavirus, they need to decide if all of their household need to self-isolate for 14 days. 	All staff, pupils and families	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for each class	1	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Site to also replenish from stock 	Site; Staff	
Alcohol based gel and soap	1	<ul style="list-style-type: none"> - Additional dispensers throughout school - Ensure dispensers are full from the start of each day - All children to use this (or have washed hands) before lunch daily - Ensure adequate stock levels 	Site; Staff; Midday Supervisors	
Other users of the building / visitors to the School	2, 3	<ul style="list-style-type: none"> - Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> o Clean hands or use gel before using facilities o Restrictions or suspensions of usage o <i>Visitors to be advised that they are to avoid coming into school until they have been 14 days and symptom-free if:</i> <ul style="list-style-type: none"> ▪ <i>They have returned from either a Category 1 OR Category 2 country</i> ▪ <i>They have been in contact with someone who has been diagnosed with the coronavirus.</i> 	All Staff with links to visitors / other users of the building	
Monitor daily child or staff absence	2	<ul style="list-style-type: none"> - Daily report to SLT re. number of absences and symptoms - Weekly summary data for each class to SLT 	Admin; SLT	
Reduce contact point activities	2	<ul style="list-style-type: none"> - Ensure extremely high hygiene for any food making / tasting - Avoid any activity where you are passing items around a class <ul style="list-style-type: none"> o Circle time objects o Artefact / toy sharing o Touching activities – PE / Gymnastics - Other <ul style="list-style-type: none"> o Cease hand shaking of children and visitors o Cease and use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in school. 	Staff	
Good personal hygiene	2	<ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with pupils (as appropriate); All pupils to wash their hands before coming to school, before going home and when they get home; Classes to teach pupils hand washing techniques (before leaving home, on arrival to School, after using the toilet, after breaks and sporting activities, before food preparation, before eating food and snacks, before leaving School and after taking public transport); Pupils to wash hands / have their hands washed before any snacks(classroom) and before eating dinner (classrooms/ toilets / hand sanitiser - Information: - Distribute key information posters 	Admin; SLT	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaning contractors to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	Site; Cleaning Contractor	

Core Control Measures (Cont'd)



Control Measure	Control Stage	Notes / Action	Who	Review
Additional touch point cleaning daily	2, 3	- Handles to be cleaned at regular points during the day	Site	
School visitors and site users	2, 3	- Compulsory handwashing / use of gel before entering school - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users	Office; Site	
Absence policy	2, 3	- Review time period of absence for ill children or staff and increase if necessary but at least to the minimum recommended standard	SLT	
Support for families / staff affected	2, 3	- Inform parents and staff to contact school if they require support - Regular contact with affected families and staff – wellbeing checks	SLT; TEAM, HR, Class Teams	

Five Acre Wood School

Preventing And Managing Sickness – Coronavirus Procedures



Information For Staff, Visitors And Building Users

STAGE 2 - PREVENTION

We have increased precautions in place to ensure the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



Don't

X do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

Five Acre Wood School

Preventing And Managing Sickness – Coronavirus

Procedures



Information For Staff, Visitors And Building Users

STAGE 3 – SLOW INFECTION

We have increased precautions in place to slow down the spread of illness

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.