

## **ASHFORD PARK PRIMARY SCHOOL HEALTH AND SAFETY MEASURES TO PROTECT STAFF AND CHILDREN AGAINST COVID 19 – UPDATED MARCH 2021**

If a member of staff has symptoms of Covid 19; a high temperature, a new, continuous cough or a loss or change to their sense of smell or taste please don't come to school, get a test to check if you have Covid 19, call 119 if you have no internet access.

Please complete the Lateral Flow Tests that you have been provided with, twice a week, we recommend a Monday and Thursday morning, if this isn't possible then the previous Sunday and Wednesday evenings.

You must log your results on the gov.uk website, further information has been provided to all staff.

Please also contact Pauline at [testing@ashford-park.surrey.sch.uk](mailto:testing@ashford-park.surrey.sch.uk) with your results and if you require a further supply of tests.

Please do not come into school if you have a positive Lateral Flow Test result, book a PCR test at your local testing facility.

Remember to clean your hands thoroughly and more often than usual.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

Clean frequently touched surfaces in your classroom with the cleaning materials provided, remember to wear protective gloves.

Whilst in school please maintain a social distance from pupils and other staff as much as possible.

Please do not enter staff offices, if you need to speak to a member of SLT please email or use your walkie talkie.

Please contact the school office by walkie talkie or Teams Chat.

All meetings should be held virtually.

All assemblies should be held virtually.

All staff are expected to wear a face covering when moving around the school site both inside and outside, the school has a supply and all staff have been provided with at least two.

Safe wearing of face coverings requires the;

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

Face shields are available for all staff should you feel more comfortable wearing one in class, remember to wear your face shield safely;

- Avoid putting the face shield down with the front against a hard surface if you've been wearing it
- Avoid touching the front of the face shield after you've been wearing it or wash or sanitise your hands immediately after you've touched it
- Clean the front of the face shield regularly with a suitable product

**Please bear in mind that face coverings are considerably more effective than face shields.**

From September 20 the children will be dropped off and picked up at staggered times at/from both school entrances to avoid congestion as follows;

**In the morning, gates will be open from 8.30 - 9.00am**  
**Station Crescent:**

8.30 - 8.45: Years 5 and 6 enter

8.45 - 9.00: Reception enter

**Queens Walk:**

8.30 - 8.45: Years 3 and 4 enter

8.45 - 9.00: Years 1 and 2 enter

**Siblings are still allowed to walk in together (either gate)**

**At the end of the day, gates will be open from 3.00 - 3.30pm**  
**Station Crescent:**

3.00 - 3.15: Reception parents to collect Rabbit Class from their classroom door; Otter Class from ramp gate; Dormouse Class from wall gate (the fenced outside area of EYFS).

3.15 - 3.30: Years 5 and 6 parents to wait on the playground or inform school via email if children are allowed to leave the school premises on their own.

**Queens Walk:**

3.00 - Years 1 and 2

3.15 - Years 3 and 4

**Key Stage 1 children attending KOOSA will need to remain in their classrooms until 3.15 pm when KOOSA staff will come and collect them**

**Acorn:** Drop off at 8.40 am by the boiler house and children to walk round to the Centre on the footpath.

Pick up at 3.15 pm by the boiler house.

Taxis and parents to wait and socially distance, staff coverings must be worn whilst on site.

Children will attend school in their school uniform except for days when they have PE/Games when they will attend in their PE kit.

Parent/Carers will be allowed on site to collect their children at the end of the school day, all other access to the school site will be by appointment only.

Parent/Carers must socially distance from staff and from each other, adhering to the one way systems that are in place whilst on the school grounds.

It is the expectation that all parents, carers, contractors and visitors wear a face covering whilst on the school site.

The school office will remain closed to parent/carers until at least the end of the Spring 21 term except to collect a sick child, in this instance parent/carers will still not be able to enter the school building, the child will be sent out to them.

Parent/Carers will not be able to drop anything in to the school office during the school day.

If a child requires medication to be administered during the school day, this can be placed in a container at the school gates, accompanied by a signed and completed medication form which can be found via a link on the school website.

All medication must be clearly labelled with the child's full name, class and dosage to be administered.

The government has advised that it is not necessary for children of eleven years and younger to wear any form of face mask whilst at school. If a child wears a mask on their journey to school, parents must provide a named sealable bag for them to safely remove their mask at the school gate, place their mask into the named bag and then deposit the mask in the sealed bag into the plastic container at the school gate. Upon removal and storage of the mask, the children will immediately need to sanitise their hands. The children can then collect their bag and mask from the school gate at home time.

Children will not be bringing bicycles or scooters into school, as we must adhere to social distancing guidelines.

Contractors will not be allowed on site unless in an emergency, any works will be scheduled for the school holidays or out of hours.

If contractors must attend due to an emergency they will observe social distancing rules and if working inside school buildings will wear face coverings.

There will be banners on both gates regarding social distancing.

Children must be encouraged to observe social distancing rules if age appropriate.

Classrooms have been set up to facilitate social distancing where possible.

Children will sanitise their hands before entering the classroom, use of hand sanitiser must be supervised given the risks around ingestion.

Hand sanitiser will also be available in the classrooms.

Children will no longer routinely have their temperatures taken but if a child appears unwell there are thermometers available to take their temperature.

The school will operate in class 'bubbles' with children remaining in these bubbles for learning, play times and lunch.

Children will proceed to their classroom where they will enter via the external, open classroom door and follow the arrows, footprints and ladybirds that are affixed to the floors to encourage social distancing and support the flow of movement around the school.

Staff will enter via their external classroom door.

External and internal classroom doors will be open so as to avoid touching.

Once inside children will immediately wash their hands for 20 seconds using either the classroom sink where there is one or for Year 1 the trough and toilet sinks, children must be encouraged to dry their hands thoroughly.

Classrooms must be well ventilated by opening the external door and windows.

Working outside is encouraged but class bubbles must stay apart.

Children should not sit on the floor they should sit on plastic chairs which can be easily cleaned or tarpaulin.

Children will remain in their bubble and with their allocated members of staff, bubbles of staff and/or pupils should not mix.

All soft furnishings, toys and hard to clean items must be removed from the classrooms.

Classroom based resources such as books and games can be used and shared within each class, these should be cleaned regularly, along with all frequently touched surfaces.

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Classrooms have been allocated a supply of cleaning and sanitising products including hand sanitiser, tissues, cleaning product, sanitising spray, paper towels, wipes, disposable gloves, disposable aprons, masks and black refuse sacks. Please speak to the caretaker if you require further supplies.

Children must wash their hands for 20 seconds at regular intervals during the day, to include as soon as they come into school, before and after break and before and after lunch time and every time they come in from the outside.

Children must not share pens, pencils, books or other stationery.

Children will be supplied with individual zip folders containing necessary stationery supplies.

Equipment must not be shared, if equipment is to be used by another class or bubble it must be cleaned and disinfected beforehand by the previous class staff and left in an area where it can be collected by the staff of the next group, e.g. IT equipment.

There are signs around the school reminding everyone of social distancing, hand washing, hygiene and catch it, bin it kill it.

There are floor markings to help with social distancing.

Bubbles must be in their own area at break times.

#### DFE GUIDANCE - SUSPECTED or CONFIRMED actions:

Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school when an individual develops coronavirus (COVID-19) symptoms or has a positive test. Pupils, staff and other adults must not come into the school if:

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

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

You must follow this process and ensure everyone onsite or visiting is aware of it.

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.

If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:

- must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements

may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.

If a pupil is awaiting collection:

- they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required
- a window should be opened for fresh air ventilation if it is safe to do so
- if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
- if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else
- personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the safe working in education, childcare and children's social care settings guidance

In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.

The individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the safe working in education, childcare and children's social care settings guidance.

Public Health England (PHE) has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Further information is available on how to manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. When an individual has had close contact with someone with coronavirus (COVID-19) symptoms. Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive

- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings.

If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

If a child becomes unwell during the school day with **symptoms of Covid 19** please move them to the outside classroom on the playground weather permitting or to the M Unit kitchen and close all internal doors.

Please walkie talkie the office who will contact the parent/carer to come and collect.

If using the M Unit kitchen please open the external doors and windows and maintain a 2 metre distance from the child, if this isn't possible you must wear PPE; a face mask should be worn if a distance of 2 metres cannot be maintained, if contact is necessary, then gloves, an apron and a face mask should be worn, eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example from coughing, spitting or vomiting.

Face masks must; cover both the nose and mouth, not be allowed to dangle around the neck, not be touched once put on, except when carefully removed for disposal, be changed when they become moist or damaged, be worn once and then discarded – hands must be cleaned after disposal.

If the unwell child needs to use the toilet while they are waiting to be collected, they should use the M Unit toilet with an open window at the far end.

The toilet should be cleaned and disinfected before being used by anyone else, please use a walkie talkie to inform the caretaker, if the caretaker isn't on site please place the out of use sign on the used toilet door and walkie talkie the office to let them know.

The office will advise the caretaker that the M Unit toilet has been used by a suspected Covid case and needs cleaning and sanitising, this will require the wearing of PPE, a face mask, gloves and an apron.

Anyone who has had any contact with someone who is unwell with symptoms of Covid 19 must wash their hands thoroughly with soap and water for 20 seconds.

The area around where the unwell person has been must be cleaned immediately by class based staff with an appropriate product after they have left to reduce the risk of passing the infection on to others.

Please take the children in the class outside or elsewhere until the room has been cleaned.

Please use disposable cloths to clean, dispose of the cloths and used PPE in one of the bin bags provided, double bag, seal and place outside for the caretaker to collect, please use tag and mark suspected Covid case.

The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed Covid 19 has left the setting is disposable gloves, an apron and a face mask. Wash hands for 20 seconds with soap and water after all PPE has been removed.

If a child becomes unwell during the day **without** symptoms of Covid 19, please bring them straight to the school medical room.

If a child in your class has a minor injury or ailment, please attend to in your classroom and email LS, she will add the details to the accident book and text the parent/carer if necessary.

If a child has coughed or sneezed on any classroom surfaces, class based staff please clean with the cleaning products supplied immediately.

Please use at least disposable gloves to clean and other PPE if you feel appropriate, you will have a supply with your cleaning materials.

After cleaning please wash your hands in your group sink as per the PHE guidance and sanitise the sink and taps.

Staff must remain with their bubble all day and not mix with other bubbles or bubble staff.

Prior to and after lunch the classroom tables must be cleaned and disinfected by class based staff.

The school kitchen will be offering daily hot meals, which will be ordered in advance, please see email from JD.

Reception children will eat their lunch in the school hall;

Reception – 11.55 am to 12.30 pm

Years 1, 2, 3, 4, 5 and 6 will eat their lunches in the classroom, the lunches will be collected at the following times;

Acorn Centre 11.55pm lunches are collected from the hall by Centre Learning Support Assistant.

Year 1 – 12.30 pm lunches are collected from the hall by class Learning Support Assistant.

Year 2 – 12.25 pm lunches are collected from the rear of the school kitchen by the class Learning Support Assistant.

Years 3 - 12.00 noon, lunches are collected from the rear of the school kitchen by class Learning Support Assistant.

Year 4 – 12.30 pm lunches collected from the school hall by class Learning Support Assistant.

Year 5 – 12 noon, lunches are left outside of Swift class in the school hall for the Learning Support Assistant.

Year 6 – 12.30 pm, lunches are collected from the hall by class Learning Support Assistant.

Allocated trollies are used to transport the school lunches.

The lunches will be placed in each class trolley and collected by a member of class staff, please sanitise handles on collection.

The lunches will be handed to the children by the class member of staff.

The trollies will be returned to the rear door of the school kitchen and the handles sanitised.

Reception will eat in the hall and use the disposable containers, all other year groups lunches will be served in their classroom in disposable containers, these must be disposed of in a sealed dustbin bag at the end of the lunch break, the sealed bag must be left outside the external door of the classroom for collection by the caretaker.

Drinking water will not be supplied by the catering team at lunchtime, the children will bring in named water bottles and will bring these with them when they have their lunch.

Each class should have the opportunity to refill their water bottle at a specific time and the tap should be sanitised by class based staff after use by their class.

Bins must be emptied by class based staff at lunchtime and the contents left in a sealed black bag outside the rear classroom door for collection by the caretaker.

Staff must alternate their lunch breaks to ensure that their class is supervised.

Staff should eat their lunch in their bubble break out room or outside when their bubble is at lunch.

Bubble break out rooms will include a kettle and supply of tea, coffee, sugar and milk.

There will be hand sanitiser and cleaning products in the break out room, staff are encouraged to sanitise and wash their hands prior to touching anything and when they return to their class.

Please sanitise the equipment and touch points in the break out room before you leave.

Staff are encouraged to bring their own lunches, hot drinks, mugs, crockery and cutlery.

If using school crockery and cutlery, please consider holding the cutlery under boiling water to sterilise, and after use, rinse and immediately place in the dishwasher.

The disabled toilet will now be used by male staff and the M Unit toilet at the far end for suspected Covid 19 cases.

Foot operated hand sanitiser 'penguins' will be available for staff to use before entering the building.

Staff are encouraged to wash their hands immediately once inside the building and regularly throughout the day as per the PHE guidelines.

Hand sanitiser will be placed by each photocopier, please sanitise your hands before you use them.

Staff should not share any items of stationery, keyboards, telephones etc.

If class based staff need to share a keyboard or piece of equipment it should be sanitised between uses.

PPE is available for staff responsible for intimate care or those working with children who have special needs, we have visors, disposable face masks, gloves, aprons and eye goggles.

All office based staff are encouraged to open their office windows to keep their rooms well ventilated.

There is a robust cleaning and sanitising schedule in place, largely being completed by the caretaker.

The contract cleaners will be in each day to clean and sanitise as follows,

TASKS
Sanitise all door handles = Entrances daily Classrooms = Weekly
Sanitise all light switches = Weekly
Sanitise all sinks and taps = Daily

Sanitise drinking fountains = Daily
Sanitise all used tables = Daily
Sanitise all Chairs being used = Once deep cleaned in the summer they will not be wiped
Sanitise all fridge handles = Weekly
Sanitise all microwave handles = Weekly
Sanitise door glass = Weekly
Sanitise toilets = Daily
Sanitise medical room = Daily

Class based staff will be responsible for cleaning all touch points in their classroom on a regular basis.

We are using a Virucidal cleaning product that has been recommended by our cleaning advisors.

The office staff have Perspex screens separating their workspaces.

Staff are encouraged to launder their clothes once worn and shower on arrival home.

If staff have any concerns or suggestions, please contact ST or AW.