



## COVID Contingency Plan September 2021

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### Section A

Public Health England and the DfES have given schools a package of measures with which to respond to any outbreak of Covid 19 either within the school or if a Covid variant of concern is in the community. When instructed the school will increase its preparedness by moving up the following levels. The whole school is currently operating at Level 1, but will move to a higher level at very short notice if required. Extra actions will be triggered by the following thresholds, each level will have an appropriate enhanced cleaning regime to reflect the degree of concern. Each level can be put in place either separately for individual classes, Junior or Infant buildings or the whole school. This could mean a return to bubbles with year groups operating on different levels to break the transmission cycle. All measures will be constantly kept under review and lifted as soon as evidence allows. Whatever it takes to keep children in face to face education in school and minimise any impact on their education. This plan will be reviewed regularly and alterations will be made with regard to our dynamic evaluations or further government guidance.

### Section B

#### Level 1.

Handwashing/Gel sanitising on entering the building and at other appropriate times.

Enhanced cleaning throughout the day. Appropriately ventilated rooms. Staff lateral flow test twice weekly. If necessary, this level could also include the re-introduction of mask wearing for parents and staff before we have to move to level 2

#### Level 2.

As level 1, but to also include the following –

Wearing of face masks for parents and staff when on the school grounds and in the buildings. Monitored hand washing for pupils. Staggered start/finish times and staggered play times for any impacted bubbles. Any shared equipment sanitised after each use. Any impacted class to dine in their classroom

### **Level 3**

As level 2, but to also include the following – No visitors allowed in school. No Parental attendances within school. Cancel whole school assemblies and revert to assemblies in class via Zoom. Staggered start/finish times and staggered play times for whole school. No more than 2 year groups using the Dining Hall at any one time during lunchtime. Classroom tables set out to minimise spread

School to review moving to remote education with pupils working from home. Increase frequency of staff lateral flow tests. Risk assessments reviewed for clinically extremely vulnerable persons.

Residential/Educational visits are reviewed to see if they are appropriate and safe.

### **Curriculum**

Teachers will continue to deliver a full, broad and balanced curriculum. Adaptations will be made following daily assessments of children's needs and responses to periods of remote learning. This

may involve having an increased focus on an identified area e.g. reading and adapting the delivery of another e.g. reducing the amount of time from 2 hours per week to 1 hr 45 mins. If children are isolating from school, but are well enough to work, remote learning will be delivered as previously during these periods. The experience that school staff have gained from previously working under these circumstances will allow us to seamlessly transition to this.

### **Staggered Start /Finish times**

Regardless of whether it is an individual class or the whole school that is required to stagger start and finish times – The times will remain as below.

**THE TIMES BELOW WILL COME IN TO OPERATION ONLY WHEN A CLASS/THE SCHOOL MOVES TO LEVEL 2 OR 3.**

#### **Staggered Drop Off**

- Nursery will open their doors from 8.45am.
- Reception children will be dropped off at 9am.
- Year 1 children will be dropped off 8.50am
- Year 2 children will be dropped off at 8.50am
- Year 3 children will be dropped off at 9am
- Year 4 children will be dropped off at 8.55am
- Year 5 children will be dropped off at 8.50am (Dam Head Road Entrance)
- Year 6 children will be dropped off/arrive at 8.50am.

Please do not allow them to come any earlier and play on the yard.

#### **Staggered Collection**

- Nursery class to be collected at 3:15pm
- Reception class to be collected at 3:20pm
- Year 1 and 2 class to be collected at 3:10pm
- Year 3 to be collected at 3:20pm
- Year 4 to be collected at 3:15pm
- Year 5 to be collected at 3:10pm. (Dam Head Road Entrance)
- Year 6 will leave/be collected for 3.15pm

\*Please note – if you are collecting children from two different year groups you can wait safely on the yard/make your way to your child's collection point.

## **Risk Control and Procedures**

Staff are very aware of how children can feel with school disruption. Emotional wellbeing and feelings will be a key priority. Teachers will plan activities and necessary interventions to support wellbeing and mental health. Any concerns can be communicated via email to the school/ class email and will be responded to. Janet, our Learning Mentor is always on hand for the children and parents.

## **Section C**

### **School Closure**

In the event of whole school closure due to Covid-19, school will continue the education of all children in line with our remote learning policy. This can be accessed on the school website. Reviewed October 2021

Should a national or local lockdown be instigated by Government, school will work within Government guidance to continue to provide care for vulnerable children and children of critical workers as during previous school closure periods. Parents will be sent details of the criteria for these places upon the event of school closure.

Reviews and updates will be made should additional DfES or NHS guidance be received



# Hygiene and Ventilation

## Washing / Gelling Hands and Touchpoints

All adults and children on first entering the building during the day

### Children

After play

Prior to eating

After lunch/return to class

After toileting or coughing / sneezing

Prior to using iPads or Laptops

### Teachers / T/A's additional cleaning

Classroom tables midday

### Cleaning Team additional cleaning

Touchpoint Cleaning am/pm

Staff kitchen areas (Fridges kettles etc.)

Door handles

Toilets

Reception areas (pens etc.)

Staffroom tables

At the beginning of each term, all classes to use NHS resources to teach children the correct hand washing technique and promote 'Catch it Bin it Kill it' for tissue use with the children.

All staff when on duty ensure children are washing hands correctly.

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## DfES mandated ventilation

### Key Control Measures

You need to do all you can to ensure there is sufficient ventilation in each room within your building.

Natural ventilation should be maximised at all times when the classroom is empty by carrying out intermittent airing of the room/space to allow a complete air change, by opening all windows and the classroom door to allow cross ventilation whenever possible. I.e. Prior to the room being used and whenever the classroom is empty – Playtimes, PE, use of library, lunchtimes, assemblies etc.

When rooms are occupied – As a minimum requirement to increase natural ventilation rates keep windows open as much as the weather conditions will allow, without ever fully closing them.

Some rooms have no natural ventilation. (PE Store, Stock rooms, Reprographics etc.)

When using these rooms please ensure that any doors to the room are kept open whilst you're inside and keep the number of persons in the room to a minimum.

If external doors are opened for ventilation, ensure this does not compromise security or safeguarding.

All control measures are documented in the building/COVID secure risk assessment.



**Tier Cleaning for Viral Outbreaks - Coronavirus (Covid) / Norovirus (Winter Vomiting bug) etc.**

<b>Bronze Level 1</b>	<b>Silver Level 2</b>	<b>Gold Level 3</b>
Standard operating level	Isolated viral outbreak	Serious viral outbreaks
Alcohol wipes are available to sanitise items shared by staff Phones / Photocopier / Laminator etc. <b>Best Practice</b>	Alcohol wipes <b>should</b> be used to sanitise all items between uses that are shared by staff Phones / Photocopier / Laminator etc. <b>Highly recommended</b>	Alcohol wipes <b>must</b> be used to sanitise all items between uses that are shared by staff Phones / Photocopier / Laminator etc. <b>Mandatory</b>
Mandatory hand washing on arrival at school. Then either hand wash or alcohol sanitise before lunch/return to class	Observed mandatory hand washing on arrival/after break/ before lunch/return to class TA's to follow and ensure washed	Observed mandatory hand washing on arrival/after break/ before lunch/return to class TA's to follow and ensure washed
# TPC – Touch Point Cleaning		AM After children arrive and have gone into class TPC Juniors & Infants 1.00 hours
11 am After Morning Break TPC toilet seats staff room / kitchenette Juniors & Infants 1.00 hours	11 am After Morning Break TPC door handles ,toilet seats staff room / kitchenette Juniors & Infants 1.00 hours	11 am After Morning Break TPC door handles ,toilet seats staff room / kitchenette Juniors & Infants 1.00 hours
PM After Lunch when children have returned to class T P C Juniors only 0.50 hour	PM After Lunch when children have returned to class T P C & toilets mopped Juniors only 1.00 hours	PM After Lunch when children have returned to class TPC and toilets mopped Juniors only 1.50 hours
Spray bottles of Screen available in all classrooms for TA's to use for all cleaning and sanitising requirements		
	Spray bottles of Screen available in all cloaks for TA's to spray taps after toileting	
<b>1,2</b> <i>key below</i>	<b>1,2,3,4,5</b> <i>key below</i>	<b>1,2,3,4,5,6,7,8,9</b> <i>key below</i>
1.50 hours extra daily cleaning 15 hours per week	2.00 hours extra daily cleaning 10.00 hours per week	3.50 hours extra daily cleaning 22.50 hours per week
	Additional 0.50 daily hours if KSI cleaner is off	

**Key**

1. T/A's Cleaning Door handles regularly & Classroom tables periodically/as required
2. Cleaning dining tables between sittings
3. Separation of games/gym equipment also sanitising of same
4. Reduced seating in hall for lunch
5. Any affected year groups to minimise contact with the rest of the school for set periods
6. Cancel all whole school assemblies
7. Stagger arrival/leaving times lunches/breaks
8. Classroom tables set out to minimise spread
9. Interior doors propped as necessary to reduce handle touching and increase ventilation