

## Oaklands Covid 19 Action Plan - Return to school and Risk Assessment September 2021

Please also see the schools Business Continuity Plan which includes our Outbreak Management Plan

All decisions will be based on current government guidance, therefore subject to change, with the following principles and priorities:

1. **SAFETY/ SAFEGUARDING: Safety and protection of our pupils, staff and community**
2. **WELLBEING: Mental health and wellbeing of our pupils, staff and community**
3. **LEARNING: Quality of education for all pupils**

<b>Medical procedures:</b>	
LFT	<ul style="list-style-type: none"> <li>• LFT (Lateral flow COVID tests) available for all staff during term time. Test and report to Gov 2x a week.</li> <li>• LFT available to all <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a></li> </ul>
Unwell pupil non Covid	<ul style="list-style-type: none"> <li>• No additional PPE required</li> <li>• Usual procedure and accident book if necessary</li> <li>• Children who are mildly unwell e.g. mild cold can come to school unless they have COVID symptoms</li> </ul>
Unwell pupil Covid symptoms	<p><b>If any symptom linked to COVID is displayed:</b></p> <p><b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p><b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p><b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>Please note the following additional symptoms that have been reported for the Delta Variant: Runny nose, vomiting, severe headache along with the known symptoms above.</p> <p><b>Follow Virus Flow diagram – on SZAPP / COVID</b></p> <p><b>Pupil to be taken to the medical room (AB group room in base):</b></p> <ul style="list-style-type: none"> <li>• Inform HT or DH and check medical room is free</li> <li>• Keep the medical room window open and door closed</li> <li>• One member of staff to supervise through visibility pane (if this is not possible, full PPE to be worn and door to be kept closed)</li> <li>• Office to contact parent/carer for immediate collection– isolation regulations from August 16 2021 state that those fully vaccinated or under 18s no longer need to self-isolate following close contact with someone who has COVID – unless directed to do so by NHS Track and Trace</li> <li>• Use disabled toilet if needed. Sign used to state out of use for cleaning</li> <li>• Staff remaining in class to clean workspace and touch points</li> </ul> <p><b>Upon collection:</b></p> <ul style="list-style-type: none"> <li>• Stress need for symptomatic child to get a test</li> <li>• Run through expectations and direct to tile on SZAPP with procedure</li> <li>• Active engagement with test and trace expected</li> <li>• Spare tests in school for when a parent can't drive to a test centre</li> </ul>

	<p><b>After collection:</b></p> <ul style="list-style-type: none"> <li>• Medical room and toilet (if used) to be disinfected</li> <li>• School will no longer inform other parents if a case in school and will provide no information that could identify the case to others</li> </ul> <p><b>During absence:</b></p> <ul style="list-style-type: none"> <li>• Office to email 'Week 1' work packs for child. Further pack to be sent if absence sustains. Office to check for date of test and result</li> <li>• SLT to liaise with family as appropriate</li> </ul> <p><b>Upon child's return to school:</b></p> <ul style="list-style-type: none"> <li>• If negative result confirmed before, no further action required</li> <li>• In exceptional circumstances, schools can take the decision to refuse a child if showing COVID symptoms</li> </ul>
Unwell member of staff - COVID symptoms	<p><b>Corona Virus Flow diagram on SZAPP</b></p> <p><b>If a member of staff shows any of the COVID symptoms as listed above:</b></p> <ul style="list-style-type: none"> <li>• Handover over safe supervision of children if required and leave site <b><u>immediately</u></b></li> <li>• Inform HT or DH</li> <li>• Touch points to be cleaned</li> <li>• SLT to organise cover</li> <li>• Active engagement with test and trace</li> </ul>
Immediate family	<ul style="list-style-type: none"> <li>• No isolation required if double vaccinated, under 18 or part of a medical trial.</li> </ul> <p>NB. School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p>
CEV	Clinically extremely vulnerable children can attend school unless advised not to do so by a paediatrician. Further considerations may need to be put in place.
<b>Safety procedures:</b>	
PPE	<ul style="list-style-type: none"> <li>• Masks are no longer a requirement</li> <li>• PPE may be worn where care routinely already involves the use of PPE due to their intimate care needs. (see care plan)</li> <li>• Full PPE including face masks where a child becomes unwell with COVID symptoms and the staff member is supervising (see above).</li> <li>• Whilst there is no longer a requirement to socially distance it is recommend that staff still exercise reasonable precautions.</li> </ul>
Ensure good hygiene for everyone	<ul style="list-style-type: none"> <li>• Hand hygiene, frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</li> <li>• Children are required to wash hands before and after handling food and after they have been to the toilet.</li> <li>• Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene. <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></li> <li>• Reminder poster around school</li> </ul>
Assemblies	Assemblies are reinstated but are still at reduced capacity. PTS KS1 / Yr 3 and 4 / Yr 5 and 6 1.30 pm, 2 pm, 2.30 pm

	Praise assembly KS1 and KS2 9.00 am and 9.30 am
Ventilation	<ul style="list-style-type: none"> <li>• Ensure good ventilation in rooms and corridors whilst maintaining a comfortable teaching environment.</li> <li>• Enhance air flow by opening a high and low window in the classrooms</li> <li>• Prop doors open whilst maintaining fire regulations</li> <li>• Ensure mechanical ventilation is used where it is installed</li> <li>• Pupils can wear additional clothing to their uniform in colder weather.</li> </ul> <p>Co2 monitors to be used to measure classroom levels once they arrive.</p>
Outside lessons	<ul style="list-style-type: none"> <li>• Where possible, outside lessons are encouraged. This could be group activities such as a reading session.</li> </ul>
<b>Staffing arrangements:</b>	
Staff's well being	<ul style="list-style-type: none"> <li>• Access to mental health first aider</li> <li>• Access to line manager</li> <li>• Regard to work life balance</li> <li>• Carefirst details shared</li> <li>• Free helpline for staff wellbeing The Education Support Partnership <a href="http://www.educationsupport.org.uk">www.educationsupport.org.uk</a></li> <li>• Schools Wellbeing Return Helpline 0300 790 6844 manned from 3pm to 4.30</li> </ul>
Track & Trace inc App	<ul style="list-style-type: none"> <li>• Staff to turn off their track and trace app upon entering the building due to close proximity of phones through walls etc.</li> <li>• Track and trace are responsible for contacting close contacts</li> </ul>
Staff meetings	<ul style="list-style-type: none"> <li>• Meetings – with social distancing in a ventilated space</li> <li>• Friday briefing – to resume for all</li> <li>• Parents' evening and parent meetings to be held via Zoom and face to face (to be decided based on COVID in the area at the time)</li> </ul>
<b>Travel and quarantine:</b>	
Travel and quarantine	<ul style="list-style-type: none"> <li>• Staff MUST consider quarantine arrangements before booking holidays to ensure they do not compromise their return to work</li> <li>• All families must adhere to any requirement to travel regulations including testing and isolation if travelling abroad.</li> </ul>
<b>Cleaning procedures</b>	
By staff	<p>Basic cleaning of key touch points during the day. All cleaning materials to be supplied to class and stored safely</p> <ul style="list-style-type: none"> <li>• TAs to clean touch points (incl. door handles) in their corridor after break and lunchtimes</li> <li>• If a child is sent home due to COVID symptoms (or sibling's symptoms), workspace and touch points to be cleaned when child leaves the room</li> </ul>
Cleaning staff	<ul style="list-style-type: none"> <li>• Enhanced cleaning arrangements – more frequent and focus on frequently touched surfaces where there is a suspected or confirmed case</li> <li>• Cleaning schedule in place (see schedule) and monitored daily by JB</li> </ul>

**Education recovery** - See plan on our website.

## **Outbreak Management Plan**

*An outbreak is defined as several confirmed cases within a 14 day period or as advised by Public Health*

1. Review and implementation of our COVID Risk Assessment
2. Review and implementation of our Outbreak Management Plan in line with current government guidance and in liaison with Somerset Public Health.

Where the school **remains open during an outbreak** we may reinstate some or all of the previous risk assessment including:

- Year Group Bubbles
- Isolation of bubbles where outbreak occurs
- Implement home learning online for isolated bubbles/Provide devices for applicable families
- Minimise visitors to essential only
- Limit trips and visits
- One parent on site – access to building via appointment only
- Allocated entry/exits
- Staggered entry
- Limit numbers to wrap around care
- Masks in communal areas
- 2m social distancing
- Toilets and group rooms to be allocated to bubbles
- PPE for close contact work
- Additional cleaning
- Minimise sharing of resources/books etc
- No sharing between bubbles
- Staggered lunch and play times – may need to reduce meal production to FSM/UNiFSM
- Singing/PE as per PH advice

In the event of a **whole school or majority of school being closed** we will where possible:

- Remain open for Vulnerable Pupils and Children of Critical Workers  
*(critical workers may be prioritised by the school, ie: health workers, one parent families).*
- Provide home learning for all pupils
- Provide devices for those in need
- Provide lunch options for eligible pupils

*Loss of Significant number of SLT / first aiders / safeguarding personnel may result in full or partial school closure of the school if assessed that this could result in a risk of harm to remaining staff/pupils.*

**Monitoring of COVID response**

SLT to review COVID risk assessment monthly.