



## Spring Common Academy Guidance for staff working on site January 2021

*It is the responsibility of all staff to adhere to the following guidance whilst on site at Spring Common Academy (SCA). This guidance is subject to change due to the shifting nature of the national crisis, the resulting government guidance and the school's ongoing monitoring of school practice.*

This document is informed by the Department for Education guidance document 'Actions for schools during the coronavirus outbreak' 14<sup>th</sup> January 2021 which cites a hierarchy of measures in four distinct areas....

- 1. Contact with anyone with symptoms**
- 2. Frequent, good hand and respiratory hygiene practices**
- 3. Regular cleaning of settings**
- 4. Minimising contact and mixing**

### **1. Contact with anyone with symptoms**

- a) If you are concerned that a pupil in your care is unwell, inform a member of SMT immediately and take their temperature.
- b) If they display a high temperature or a new continuous cough or loss of smell or taste see a senior manager who may decide to remove the child to a prepared isolation area in the school and parent/carers will be called to take the child from the site. Parent/carers will be given guidance as to next steps
- c) A member of staff from the pupil's bubble or a member of SMT will stay with the pupil whilst they await collection and follow the Enhanced Guidance document provided in the isolation areas.
- d) If a parent/carer advises you that the child may have displayed symptoms but they have sent the child into school contact a member of SMT
- e) In an emergency call 999 if the pupil is seriously ill. Staff first aiders are available on site. Do not visit a GP, pharmacy or the hospital.
- f) The DfE guidance states *'if a member of staff has helped someone who was unwell with a new continuous cough or a high temperature they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection onto other people'* p.12
- g) The school has an effective lateral flow testing program (rapid asymptomatic testing) in place. All staff working onsite have the opportunity to be tested twice weekly.
- h) It is crucial that school's minimise contact with individuals who are unwell by ensuring that those who are displaying symptoms or who are required to stay at home do not attend school or are sent home as soon as possible.

## **2. Frequent hand cleaning and good respiratory hygiene practices**

- a) Staff to adhere to established hygiene guidelines set out in SCA's current policies and individual pupil's protocols relating to personal care.
- b) Staff will not support changing pupils from a different bubble to the one they are assigned to.
- c) Class teams should use the same personal care/toileting facility each day (please see attached site map)
- d) Only one pupil to use toilet/personal care areas/communal toileting blocks at any one time
- e) Teachers plan supported pupil handwashing throughout the school day. Hand washing to take place before and after eating, after personal care/using the toilet and when coming in from outside. Staff and pupils to wash hands for 20 seconds upon arrival on site and before departing site.
- f) Staff will be expected to carry their mobile first and then taskbar with a handwashing symbol attached. Handwashing symbols will be provided for class/ individual schedules to ensure they are embedded in the routine of the day. Posters, social stories and task bars are available for use with targeted pupils.
- g) Stay 2m apart where possible, especially if working in staff only areas
- h) Staff using bubble assigned break out rooms should continue to maintain social distancing, ventilation and enhanced cleaning and hygiene rules. Adults are responsible for mitigating their own risk.
- i) Meetings will be held virtually over TEAMS where staff are unable to maintain 2m distance
- j) Ensure hands are clean and washed before using shared equipment between staff e.g. photocopier. Pupils should not be using equipment outside their classroom sets
- k) Outside education is encouraged but teachers must ensure they do not occupy the same outside space alongside another bubble
- l)** Encourage pupils to '**catch it, bin it, kill it**'; sneeze and cough into tissues which are then disposed of in the lidded bins in each classroom
- m)** Staff are permitted to wear a face covering in corridors and other shared spaces whilst not working with our pupils. If assisting with personal care, staff may wear face coverings/visors in addition to gloves and aprons. When working with individual pupils, staff may wear a visor as identified in their pupil risk assessment by SMT. Young people may react negatively to face coverings and they may be a barrier to a total communication environment essential for interaction with our pupils.

### **3. Regular cleaning of settings**

- a) Class teams must set up routines where the environment and used equipment is wiped after use throughout the day as well as at the end of each day.
- b) 'Clean where you have been'** – this includes phones, desk areas, seating areas and toys, hard surfaces, stationary, cutlery, shared sets of ipads etc. Standard products such as detergents and bleach are effective. Each class have nominated a 'Cleaning Champion' who are tasked to ensure enhanced cleaning procedures are adhered to and to ensure cleaning products are accessible at all times.
- c) Try not to touch hard surfaces unnecessarily- use your elbow or cuff over your hand
- d) Staff to continue to use toilets nearest to their base but must strictly adhere to hygiene routines as outlined in posters in each facility
- e) Lidded bins will be emptied throughout the day by the caretaker to ensure used waste products such as wipes and tissues will be removed from the classroom space.
- f) Staff areas without access to a sink in class will have access to hand sanitiser for emergencies, though 20 seconds of hand washing is always preferable. Staff should wash hands before and after using shared equipment such as photocopiers
- g) Staff are advised not to share food. Staff should NEVER eat in the same room as pupils, only in break out areas. Where possible, bring your own cup, utensils and cutlery when you have lunch. If this is not possible, please make sure everything goes through the dishwasher.

#### **4. Minimising contact and mixing**

*We recognise that for a significant number of our pupils, physical contact is needed for many parts of their education and care. Staff should use the following as guidance and continue to ensure the pupil's wellbeing and care is paramount.*

- a) The government advises to *'keep cohorts together where possible...during the day and on subsequent days'*. A group of staff will be assigned to a small group of pupils (this group is termed a 'mini bubble'). Staff and pupils will stay in this bubble.
- b) Guidance states *'young people should use the same classroom or area of the setting throughout the day and on subsequent days'*. The established bubbles will conduct all lessons from their classrooms and will not be moving about the site to different rooms. Outdoor learning however, is encouraged as evidence suggests well ventilated spaces minimise risk.
- c) Keep occupied spaces well ventilated, open windows where possible.
- d) Some shared rooms are currently out of access for classes, this is subject to ongoing review.
- e) Each bubble will have staggered break and lunchtimes when accessing outside areas.
- f) Staff should not be mixing with staff from other bubbles at all (this includes time spent on or off school premises following government rulings on lockdown guidance).
- g) When moving from classroom to outside areas we would ask staff to ensure they wait until the corridor is clear before allowing their class to proceed.
- h) Guidance states we should *'reduce the use of shared resources'* stationary, toys and sensory supports should be kept within classrooms and not shared or borrowed out at any point. Resources taken outside should be used only by pupils in one bubble, kept together and brought back to class.
- i) Ensure home contact books are handled once in the morning and once in the afternoon by the same person in each bubble, ensure staff member washes hands before and after or wears gloves during task.
- j) Named staff will be present in the car park in the mornings and afternoons and will call staff from relevant bubbles to pick up or bring out pupils from their bubbles using walkie talkie systems. Escorts and parents will stay in their vehicle (except to support children into and out of wheelchair accessible vehicles). One

person from each bubble will be responsible for pick up and drop off on each day. No member of staff will collect a pupil not in their bubble. Staff should not have face to face conversations with parents/carers or drivers/escorts.

- k) Parent/carers whose children do not use transport will be given staggered drop off times and pick up times to reduce gathering at entry points to the school. Staff from the pupil's bubble can then pick them up from entry points at allotted times.
- l) Only Admin staff, SMT and caretakers should access reception/main office. Admin staff will continue to use class doors and pigeonholes to circulate communications but will not enter classrooms. An admin staff member will collect daily correspondence, such as lunch slips, from class doors and be able to guide pupils/professionals around the site maintaining distance where necessary. Any visitors will wear face coverings when moving about the school and sanitise their hands on entry and exit.
- m) All staff are responsible for mitigating their own risk on site using guidance above.

Close contact for test and trace has been updated to include:

- *face-to-face contact including being coughed on or having a face-to-face conversation within one metre*
- *been within one metre for one minute or longer without face-to-face contact*
- *sexual contacts*
- *been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)*
- *travelled in the same vehicle or in a plane*

Operational guidance is regularly updated according to updated guidance from local authority and the government as new information becomes available. Operations are reviewed in weekly feedback meetings with staff.

### **Additional resources**

*'During the period of national lockdown primary secondary alternative provision and special schools will remain open to vulnerable children and young people and the children of critical workers only (recognising that the characteristics of the cohorts in special schools and alternative provision will mean those settings continue to offer face to face provision for all pupils where appropriate)' Department for Education January 2021*

*'Special schools should continue to welcome and encourage pupils to attend full time where the parent/carer wishes for their child to be able to attend. Special post 16 settings should continue to welcome and encourage students to attend as per their usual timetable where the young person wishes to attend;'* Department for Education January 2021

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection) updated January 28<sup>th</sup> 2021

[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-schools-coronavirus-covid-19) updated 18<sup>th</sup> January 2021

[Coronavirus \(COVID-19\): getting tested - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) updated 25<sup>th</sup> January 2021