

# Holme Grange School



## Coronavirus (COVID-19) Prevention and Control Policy

Date:	Amendment:	Reviewed by:	Authorised:
Aug 2020		RC Plumpton	Aug 2020

## **Aim**

This policy has been written to cover the operational procedures necessary for Holme Grange School to protect its pupils, visitors and staff from the risks presented by coronavirus (COVID-19) infection

It includes:

- Information provision
- Travel requirements
- Infection control and prevention procedures

## **What is Coronavirus?**

The World Health Organisation (WHO) defines coronaviruses as a family of viruses that cause infectious illness ranging from very mild to very severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). COVID-19 is a new strain which originated in China at the end of 2019. It has since spread to other countries initiating a global public health emergency.

WHO is working hard with countries worldwide to control the outbreak and has labelled it a pandemic. This means that the disease has become established in countries around the world, including the UK, and is spreading from person-to-person.

## **How is Coronavirus Spread?**

People can catch COVID-19 from others who have the virus.

It is understood that the virus is highly infectious and moves from person to person in droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. In addition, the virus can survive for up to 72 hours out of the body on surfaces.

People can catch COVID-19 if they breathe in the droplets or touch infected surfaces and then touch their eyes, nose or mouth.

There is currently no evidence that people who are without symptoms are infectious to others.

## **What Are the Symptoms?**

The most common symptoms are fever, tiredness, and dry cough. Some people may have aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. Symptoms begin gradually and are usually mild.

Most people (about 80%) recover from the disease without needing special treatment. A small percentage can become seriously ill and develop difficulty breathing. This is particularly dangerous for people with weakened immune systems, for older people, and for those with long-term conditions such as diabetes, cancer and chronic lung disease.

## **Information**

Holme Grange School will keep up to date with the latest public health and government information about the risk of coronavirus in the UK. The senior leadership team and headteacher will maintain close links with local health protection teams and will be responsible for circulating essential information to staff, pupils and parents.

The school will do its best to ensure that parents are kept informed about its measures to keep pupils and staff safe.

### **Suspected Cases of Infection**

Whether the school is open fully or partially closed and running in a reduced capacity, staff and pupils should be instructed to stay at home if they are unwell. This is essential to avoid spreading infection to others. Parents will be clearly informed that this is the school policy.

Parents/Pupils/Staff are to advise the school office if you have returned from overseas within the last two weeks, or you or individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. If Parents/Pupils/Staff displays any of the following symptoms, please do not come to school. We would advise you are tested and the result communicated to school as soon as possible.

- **Flu Like Symptoms**
- **Cough (dry or chesty)**
- **Fever (Greater than 37.8oc)**
- **Sore Throat**
- **Breathlessness**
- **Headaches or Body Aches**
- **Dizziness**
- **Change or Loss of Smell**
- **Change or Loss of Taste**
- **Diarrhoea**
- **Vomitting**

Any suspected cases of COVID-19 infection which occur in the school should be managed according to Department for Education guidance. [www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved to Norway (Meeting Room) room where they will be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will 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, the staff bathroom in the main reception area has been designated. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child 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, including the use of personal protective equipment \(PPE\)](#) guidance.

They should be advised not to visit the GP, pharmacy, urgent care centre or a hospital.

If clinical advice is required, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they do not have internet access). In an emergency, 999 should be called if they are seriously ill or injured or their life is at risk.

### **Infection Control and Prevention Procedures**

Holme Grange school believes that general adherence to high standards of infection prevention and control is the best way to prevent the person-to-person spread of pathogens such as coronavirus and maximise the safety of staff, pupils and visitors using the school. To achieve this, the school's has procedures in place which will be implemented in full, whether the school is fully open or operating in a partially open capacity. Staff should be especially compliant with those policies related to effective hand hygiene, sanitisation and environmental cleaning.

All Staff have taken an edcare course in Infection Prevention & Control in Education Level 2 and the records are kept with HR and put on their record.

Public health messages state that people should:

- cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze
- put used tissues in the bin immediately
- wash their hands with soap and water regularly for 20 seconds and use hand sanitiser gel (at least 60% alcohol) if soap and water are not available
- try to avoid close contact with people who are unwell
- avoid touching their eyes, nose, and mouth with unwashed hands
- clean and disinfect frequently touched objects and surfaces

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. School staff will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future

All Holme Grange school buildings have hand sanitisers at all the doors along with Hand wash stations with hand soap at the following areas

- Sports Hall
- John Graves Wing
- Main Building
- Scott Wing
- The Grange
- Eaton Grange

At Little Grange and the Hive the sinks are indoors next to the entrance.

Teaching staff should take all reasonable measures to ensure that pupils comply. Young children will be supervised to ensure that they are handwashing appropriately.

Environmental cleaning will be increased while the pandemic continues and risk of transmission persists. An enhanced cleaning process has been put in place with the School House Keeper ensuring all frequently-touched hard surfaces are clean throughout the day, along with this the changing rooms will be fogged three times a week at lunchtime and evenings as well as the whole school being fogged twice a week.

The pupils will be asked under supervision by the teacher to wipe down their desk when they enter the classroom at the start of the lesson and the end of every lesson. All cleaning equipment will be provided in the classrooms the clothes will be changed at lunch time and end of the school day by staff returning them to the staffroom, these will then be washed and return the following day for staff to pick up.

All external doors have been fitted with hooks to allow the door to stay open to allow circulation through the corridors. This will be looked at after half-term (Oct). All internal corridor doors have been fitted with Fireguard which allows the doors to stay open until a fire alarm goes off and they will close automatically.

Lunchtime all bubbles will be allocated an area to sit once the table has finished the plates will be passed to the end of the table and two pupils will remove the plates while the others will sweep up and wipe the area. The following equipment will be provided

- Bucket
- Clothes
- Clean sprays
- Gloves
- Dust pan & Brush

These will be kept under the tables, at the end of the seating the clothes will be removed for each sitting and washed daily and return ready for the next day.

### **Social Distancing**

The School has been broken into three Bubbles:

- Pre-Prep
- Prep
- Senior School (The Grange & Eaton Grange)

Whilst within these groups, class and year-groups will be, wherever possible, kept apart in their daily routine and measures in place will control pupil movement so that the 3 bubbles above will be kept separate from the 2 other groups during the school day, with passing contact outside, for example in the playground, the only permissible contact: government guidance considers this contact very low risk. Older children are also encouraged to keep their distance within bubbles. Measures to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.

We recognise staff will need to move between classes and year groups at the older end of the school however they should try and keep their distance from pupils and other staff as much as they can ideally 2m from other adults, we also recognise this won't be possible with younger children therefore we have reduced the classroom size to 18 and changed the classroom layout to include seating of pupils side by side and facing forward this includes moving unnecessary furniture out of the classrooms to make more space.

Playtimes have been staggered so the bubbles do not interact with each other they have also been given different areas to play in and these are;

- Pre-Prep (Show Lawn /Adventure playground and Playground)
- Prep (Main Field)
- The Grange (Back Field)
- Eaton Grange (Front Field)

Lunchtimes have also been staggered only allowing a bubble at a time in the dining room, pupils / staff will be given an area to have lunch they are to use the same area each day.

### **School Pick up and Drop off**

The school drop off and pick have been staggered to allow free flow on the school site. Parents are to follow the one way system and not get out of their cars at any time or park if they required to meet a member of staff they are to arrange an appointment with the reception office.

### **Breakfast Club**

- Pupils can be dropped at school from 7:30am and should be dropped at The Grange (The School Dining Room) Parents can park in the layby and walk down the path to the dining room.

### **All Pupils Drop Off**

- Siblings should be dropped off in the morning with the **YOUNGEST** child at their 'drop off' zone - Staff will ensure they are taken to their form
- Pupils are to have their bags with them ready to exit their vehicle in order to avoid delays in getting out of the car.
- **AT NO** Time are the parents to leave their cars

The following areas for drop off are;

- Little Grange    Playground
- Reception        Hive Car Park
- Yr 1                Area of Hive Car Park
- Yr 2                Front of School
- Prep                Layby by Sports Pavilion
- Yr 7-8              Zebra crossing by The Grange
- Eaton Grange    Bus Shelter at the rear of school

### **Little Grange Lunchtime Pick Up**

- Parents are to drive to the front of the school where the child will be brought to them (As the parents drive through the front gate the office will call Little Grange to notify them of the parent's arrival. The child will then be walked to the parents in the car park **AT NO** Time are the Parents to leave their cars.

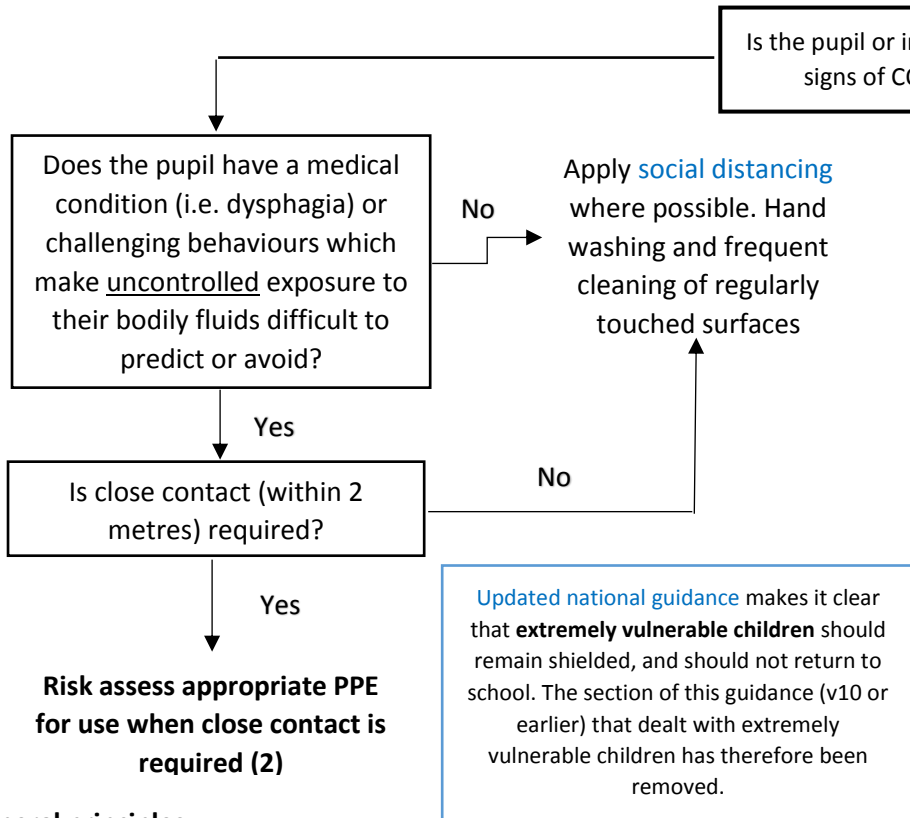
### **End of Day Pick UP**

In order for the school to operate an after school provision within the guidelines, we will require all pupils to be booked into a session.

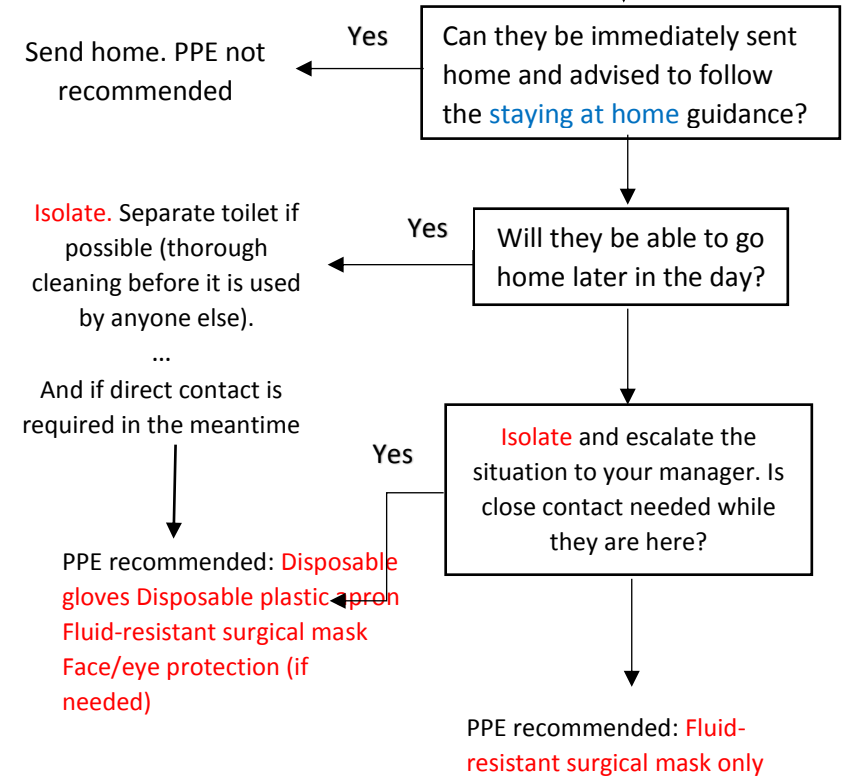
Any pupil attending an after school club will not be able to join Prep afterwards.

- Siblings should be collected at the end of the day with the **ELDEST** child at their 'pick up' zone - Staff will ensure they are taken to their sibling
- All pupils attending clubs will need to be collected between **5:30 and 5:40pm**
- Pupils Attending Prep should be collected at either **5:30pm or 5:55pm**, we are unable to have pupils coming and going at irregular times
- Pupils NOT attending an after school activity or prep should be collected by:
  - **Little Grange 4pm**
  - **Pre Prep**
    - Reception - **3:35pm**
    - Year 1 - **3:50pm**
    - Year 2 – **4:05pm**
    - Pupils across Pre Prep may stay for **holding** in which case they should be collected at **4:20pm**
  - **Prep**
    - **4:20pm** If not attending a club
    - **5:30 to 5:40pm** if attending a club
    - **5:30pm to 5:55pm** if attending Prep
  - **Eaton Grange**
    - **4:30pm** If not attending a club
    - **5:30 to 5:40pm** if attending a club
    - **5:30pm to 5:55pm** if attending Prep

Educational settings and other non-clinical settings



Outside of health and care settings the best defence against COVID-19 infection is hand hygiene, social distancing and enhanced cleaning. Please refer to the [PHE guidance for educational settings](#) for more information.



General principles

- If it is possible for children to be at home, then they should be.
- **Wash your hands** for at least 20 seconds (or use alcohol gel that is 60% or above if hand washing facilities are not available) before and after every contact and every use of PPE.
- PPE use in an educational setting is likely to be an extremely rare event, and therefore should be **single use only**.
- Used PPE and any other **waste** generated from the care of a possible or confirmed COVID-19 case should be disposed of in double sealed plastic waste bags, stored in a secure place for 72 hours, then put in normal waste collection service.
- PPE only provides protection if used appropriately with the correct procedure. Make sure you know how to put on and take off PPE safely.
- **All normal precautions** for dealing with bodily fluids should still be taken even where the flowchart indicates “PPE not recommended”.

KEY

- 1 - A possible or confirmed COVID-19 case is someone who has developed a new continuous cough and/or high temperature in the last 7 days, even if those symptoms have now disappeared, OR a household contact of someone who developed those symptoms in the last 14 days, regardless of how they are feeling.
- 2 - PPE can be frightening for children and may exacerbate challenging behaviour. It is also not sturdy enough to withstand any vigorous activity (such as restraining a child trying to hurt themselves or others). As such, the use of PPE due to challenging behaviours, such as spitting, is likely to be of limited value. It is anticipated that the routine use of PPE in educational settings will be very rare and almost exclusively in special schools. Please contact the public health team with any questions/concerns about this.
- 3 - The need for eye protection should be assessed based on the type of care being administered and the characteristics of the person being cared for. Procedures which have the potential to generate splashes of bodily fluids require eye protection.