



Coronavirus (COVID-19) Westbourne School policy

Westbourne School is undertaking risk assessments to ensure that the relevant safety measures are in place to welcome children back to school from 15th June 2020 subject to local and national government advice.

Policy brief & purpose

This School policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) school policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update this policy which will sit on the School portal and advise staff by email or the Friday Flyer.

Scope

This coronavirus policy applies to all of our staff who physically work in our School. We strongly recommend to our remote working staff as well as face to face teachers to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions staff should take to protect themselves and their colleagues from a potential coronavirus infection.

Social Distancing:

There are only certain reasons why you should be leaving your house. If you leave your house for these reasons, you must stay 2 metres away from other people who you don't live with. 2 metres is three steps, or three big steps if you are a smaller person. PPE (personal protective equipment) in the form of face masks, gloves, aprons, hand-sanitizers, facial visors, antibacterial wipes, 2m distance tape have been provided

Teaching:

- reducing the size of classes and keeping children in small groups without mixing with others
- staggered break and lunch times, as well as drop offs and pickups
- increasing the frequency of cleaning, reducing the use of shared items and utilising outdoor space
- staff, young people and children should stay at home if they develop coronavirus (COVID-19) symptoms to avoid spreading infection to others. Otherwise, those who are eligible or required to attend should attend education or work as normal
- if staff, young people or children develop coronavirus (COVID-19) symptoms while at school they must be sent home



- supervise young children to ensure they wash their hands more often than usual. They should do so thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- posters and lesson plans on general hand hygiene can be found on the eBug website;

https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

Shielding:

Staff and pupils are asked to follow the government guidelines on shielding;

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

Feeding:

Pupils and staff will be asked to bring in packed lunches until further notice to avoid food cross contamination.

Medical Responses and Well-being

Symptoms - The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

- Children are likely to become infected with coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild.
- If anyone has any of the symptoms above they should self-isolate at home.

PPE (personal protective equipment)

Face masks, gloves, aprons, hand-sanitizers, antibacterial wipes, safe/social distancing tape are all provided in the staffroom.

Sick leave arrangements:

- If you have COVID-19 symptoms, such as a new and persistent cough/fever/loss of smell and taste request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the School after 14 days post testing.

Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home.



- If you've been in close contact with someone suspected or infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your line manager or Headteacher to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request to work from home. You'll only be permitted to return to the School/Office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.

Traveling/commuting measures:

- In-person meetings should be done virtually where possible, especially with external parties (e.g. via google meet).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.

External contractors/visitors:

If essential work is carried out on site, contractors are to be properly registered, inducted, supervised and temperature checked.

General hygiene rules:

- Clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products.
- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the school.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure adequate ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your colleagues and take extra precautionary measures and ask for your temperature to be taken.

If you need to book a test for Coronavirus, follow the link below:

<https://self-referral.test-for-coronavirus.service.gov.uk/test-type>

For further information on coronavirus, including guidance, support, announcements and statistics, please find at the link below:

<https://www.gov.uk/coronavirus>

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, regional or national guidance and is not a legal document. The school does not assume any legal liability that may arise from the use of this policy.