



## **Coronavirus (COVID-19) Westbourne School policy**

In July, the Government announced the road-map for steps out of the lock-down. Schools broke for the summer holidays. Westbourne School is undertaking risk assessments to ensure that the relevant safety measures are in place to welcome children back to school from 7th September 2021 subject to local and national government advice. Due to the current level of cases. The Government is due to set out the Autumn and Winter 2021 plan for managing Covid. Almost 90% of the UK population aged over 16 have received a first dose of the Covid vaccine and over 80% have received both doses. Coronavirus remains a serious health risk. Staff are encouraged to remain cautious to help protect themselves and others.

### **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 (SD):**

Staff are advised to continue to socially distance in public spaces. Meet outside, or open windows and doors for indoor visitors.

##### **PPE:**

Wear face coverings in crowded places PPE (personal protective equipment) in the form of face masks, gloves, aprons, hand-sanitizers, facial visors, antibacterial wipes disinfectant solution and paper towels to wipe down surfaces are available to all staff. It is not compulsory for staff and SS pupils to wear masks in communal areas or in classrooms however, some staff may prefer to wear masks and visors in communal areas. PPE is available in medical rooms and in staff rooms throughout the school premises.

##### **Lateral Flow Devices (LFD):**



Although not mandatory, staff are advised to undertake two LFD tests a week to protect themselves and others in the School. These are available in staff rooms and reception in both part of the school. If a positive LFD test is encountered then a PCR test must be followed up straight after and if a positive result then the self-isolation rule for 7 days applies.

Please seek advice from the Bursar or Headmaster.

### **Quarantine after returning from abroad:**

The Foreign & Commonwealth Office currently advises British nationals against all but essential international travel. Individuals arriving in the UK are required to complete quarantine periods unless they are travelling from an exempted country ('travel corridors'). Please note that there is no exemption for health and care professionals travelling from a country that is not covered by the Government's 'travel corridors' - please see the updated Government guidance for more information.

Government advice is that any travel abroad carries risks as quarantine regulations may change in the UK or in the visiting country with little or no warning. If a quarantine period is required, it can be covered by using one or a combination of the following options:

- Taking paid or unpaid leave
- Working from home where possible
- If staff are unable to undertake their usual work duties from home, the temporary reassignment of appropriate work may be possible to enable working from home
- Making up some or all of the leave over a period of time through working additional hours / shifts over normal contracted hours
- Taking previously accrued time off in lieu (TOIL)

### **Teaching:**

- the frequency of cleaning, reducing the use of shared items and utilising outdoor space is being maintained
- staff, young people and children should stay at home if they develop coronavirus (COVID-19) symptoms to avoid spreading infection to others.
- if staff, young people or children develop coronavirus (COVID-19) symptoms while at school they must be sent home subject to a positive PCR test.
- 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](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)

### **Offices and Classrooms: Ventilation**

The flow of fresh air will be maximised and staff will keep office and classroom doors/windows open during the school day, staff have responsibility to close windows and doors at the end of the day to ensure Health and Safety.

### **Shielding:**

Since the start of the pandemic and over the three lockdowns, clinically extremely vulnerable staff and pupils are advised to work/study from home if they can.



### **School Lunches:**

As bubbles have broken up, pupils and staff can revert to having both Hot and Cold lunches but maintaining social distance and wearing masks wherever possible.

### **Transportation:**

Aim to maximise social distancing where possible and asking all pupils and staff to wear a face mask where possible to minimise the risk of transmission.

- ensuring the flow of fresh air is maximised.

### **Sport:**

Outdoor sports courts and other outdoor sporting activities may reopen in schools if ready and safe to do so, following Covid-19 Secure guidelines. Sport resumed in the Summer term (2021).

**Changing rooms/ Indoor facilities**, apart from toilets and through-ways should be kept closed. When accessing and leaving toilets you should wipe down areas of contact, wash hands thoroughly and use paper towels where possible and avoid touching any surfaces in transit.

**Sharing Equipment.** Where possible it is recommended that sharing of equipment is limited, for example using own tennis racquet, golf club or basketball, but if so practise strict hand hygiene. If sharing equipment, including balls, wash hands thoroughly before and after use.

### **Educational Visits:**

From the Summer term (2021), schools may resume some educational day trips in the UK but must follow the latest public health guidance and wider guidance for schools on the actions they can take to reduce risks. Local overnight trips in the UK and overseas educational visits are also permitted. Risk Assessments should be carried out, detailed plans and you must seek informed approval from the Headteacher or the Governing Board before booking a trip.

### **Music:**

SD and small groups can be maintained in music:

- a) Back-to-back or side-to-side positioning (rather than face-to-face) is used whenever possible.
- b) Activities which can create aerosols are discouraged, such as shouting or singing loudly. Microphones are advised where possible or encourage children to sing quietly.
- c) Take steps to improve ventilation as far as possible and whenever possible, either through the use of opening windows and doors.

### **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 > 37.5 degrees



- 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 take a PCR test straight away and self-isolate at home if positive.

### **Development of Symptoms in an educational setting - the following can be adhered to:**

- If a child or a member of staff develops coronavirus (COVID-19) [symptoms](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) in an education setting they must be sent home and advised to follow 'the staying at home guidance': <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- If a child/member of staff has mild symptoms, their temperature can be checked with a thermometer kept in the Junior School (staff room), Neill Building and Ashdell Grove (Medical room).
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, 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, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should 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).
- In an emergency, call 999 if they are seriously ill.

### **In the event of a local Covid-19 Outbreak**

Schools are advised to initiate contact with their Local Authorities and local Health Protection Team (HPT) for guidance in the case of a suspected COVID-19 case. (PHE South Yorkshire Health Protection Team, Vulcan House Steel, 6 Millsands, Sheffield, S3 8NH, Tel No. 0114 3211177 (out of hrs 0114 3049843 as for Public Health on-call)

### **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 take a PCR test and if positive request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the School after 7 days post positive result.

### **Work from home requests:**



- If you've been in close contact with someone suspected or infected by COVID-19, with high chances of being infected yourself, take a PCR test and if positive 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 to set work, etc;

### **Sep 2021**

#### **Rapid testing in Schools**

To safeguard the health of the education workforce and keep as many staff and pupils in school as possible, rapid-result coronavirus (COVID-19) tests have been made available to schools in 2021. This will help to identify asymptomatic cases - which make up a third of all cases - limiting the spread of the virus.

Testing, along with other infection prevention and control measures such as social distancing, can ensure pupils are given the best chance of face to face education.

Lateral Flow Testing is made available to all members of staff and all pupils and students in schools. Testing of pupils was enhanced from 8<sup>th</sup> March 2021.

#### **Travelling/commuting measures:**

- In-person meetings should be done virtually where possible, especially with external parties (e.g. via google meet).
- Several international travel corridors have been restricted. Please check the government website before travelling.

#### **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:

[www.virus.service.gov.uk](http://www.virus.service.gov.uk)



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

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

If you are unsure about any of the above, please consult a senior member of the school

*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.*