

## Wider opening of school

From week commencing 8<sup>th</sup> June, all full time staff to be in every day of their rota (part time staff to work a proportion of the rota). Some staff may be sent home if not needed or redirected to work on other tasks. School will open to staff from 8am onwards and will be locked up at 4.45pm

# **Health and Safety Procedures**

## Start of the day

Staff collect their blank Bubble register from the office from 8am. Once children are registered send it back ideally by 9.30am.

Key worker/vulnerable bubbles: 8.45 – 3.15

KS1 bubbles: 9.15 – 2.45

Marshalls on each gate, directing parents. Key workers to walk to the KS2 playground, stand in the painted squares and children be collected by bubble staff. KS1 children and parent to walk to KS1 playground, stand on X marks and be collected by bubble staff. Children to wash hands as soon they arrive inside the building.

## Bubbles

Staff and children will be working in separate 'bubbles' within the school. There will, ideally, be two members of staff for every bubble. The bubbles (staff and children) must stay completely separate from people in other bubbles. This includes playtimes, lunchtimes and toilet breaks.

Bubbles will have their own cleaning kit:

- disinfectant spray
- blue roll
- hand soap
- bin bags



Staff are responsible for cleaning the classroom during the day (e.g. wiping door handles, tables, sinks etc.) The cleaners will be cleaning the classrooms at the end of the school day.

## Learning Equipment

To our best endeavours we must try to reduce the risk of spreading Covid-19. Children's pens, pencils, laptop, ipad, brushes, play counters, Lego etc should be used just by the children within their bubble.

Equipment which can be disinfected should be washed/wiped at the end of the day or activity. Other materials which cannot be disinfected, should be strictly used by one child and either put into 72 hour quarantine, thrown away after use, or not offered to the children in the first place.

## Home equipment

Children's personal equipment eg water bottle, lunch bag, book, small toy, can be kept on or under their desk. They cannot put things into a locker or share their things from home.



## Toilets

Diane will be cleaning all the toilets at regular points throughout the day. Toilets are now unisex. No urinals to be in use. An adult from each bubble will need to check that no one from a different bubble is in the toilet.

## Playtimes/Outdoor Learning

Y1 bubbles: staggered playtimes and outdoor learning on KS1 playground and field, through negotiation with bubble staff. This will be reviewed if/when we have more bubbles.

Key worker/Vulnerable bubbles: staggered playtimes 2 bubbles to go out at a time. 1 bubble to go on MUGA, the other bubble to use the rest of the playground. This will be reviewed if/when we have more bubbles.

## Lunchtimes

Staggered lunches with dinner supervisors offering cover. Packed lunches in the classroom. Hot dinners may be available as time goes on – will make necessary changes as we go. Need to consider staff from different bubbles mixing. Set up different staff break areas eg staffroom, PDC room, PIT office, outside etc

## Staff break spaces

All staff are responsible for wiping down and cleaning anything they use or touch. Staff are to wash their hands on entry to staff rooms, before and after preparing food and drinks, and before leaving. (There is potentially a greater risk of catching the virus in communal areas for staff.)

### Main Office

No adult or child to enter the office (apart from staff who are not part of a bubble team e.g. Gina/Jane/PIT/Sarah J).

For those staff who are allowed to enter the office, there will be a sign on the door saying, "Please wash hands before entering." There should be a maximum of 2 people in the office (**this may be reviewed**).

The glass partition will be shut.



Photocopying and printing. Staff who are working in the KS2 building should not use the KS1 printer so office staff will need to do the photocopying/printing in the office. Either leave a copy of the sheet on the counter or email it to the admin staff and then they will leave it on the counter to collect.

Parents will not be allowed in the building, unless for a pre-arranged PIT meeting. They must stand behind barrier on the X mark. Staff will go out and talk to them (2 metres distance from X).

Visitors are not to use the signing in system. Member of the office team will sign in and out for them. If a staff member is leaving earlier than normal and the system asks for a reason, then use hand gel before and after touching the screen.

Delivery drivers will be instructed to leave items in the foyer and office staff will sort

If teachers want to make phone calls, use Gill's phone and clean before and after use (cleaning product next to phone). Admin staff will get parents' phone numbers for you from the folder. Shredding can be left on the school office counter for the admin team to do.

## Unwell children

Children who are ill and **not displaying COVID symptoms** can still be sent up to the office with a member of staff. Staff should wear plastic **gloves and apron** when dealing

with a vomiting child – soiled wipes, gloves etc into hazardous waste bag and dispose in Nursery hazardous waste bin.



Children who **display COVID symptoms**:

- adult to take child to an isolation area, ideally with a hard floor and wipeable chair
- adult to wear PPE (**plastic gloves, apron, face mask and face visor**)
- parents to be called and pick up child as soon as possible
- isolation area to be disinfected
- parents to arrange COVID test

The staff and children in that bubble be asked to self-isolate for fourteen

days. If the child's test comes back negative, then there will be no need to continue isolating.

### Symptoms of CORONAVIRUS (COVID-19)



Fever



Shortness of breath



Cough

will

