

Infection Control Policy Appendix

May 2020

Infection Control During the Coronavirus Pandemic

[This appendix has been created in line with guidance from the DfE and PHE.]

Statement of intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety for the school community. This appendix includes provisions which the school will have due regard for during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government guidance as it is released.

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - DfE and PHE (2020) 'Coronavirus (COVID-19): implementing social distancing in education and childcare settings'
 - PHE and DfE (2020) 'Coronavirus (COVID-19): guidance for educational settings'
 - PHE (2020) 'COVID-19: cleaning of non-healthcare settings'

2. Social distancing measures

- 2.1. The school will adhere to the government's social distancing guidelines as much as is possible.
- 2.2. To ensure the risk of virus spread for both staff and pupils still in school is as low as possible, the following action will be taken:
 - Pupils, parents, carers and any visitors will be told not to enter the building if they are displaying symptoms of coronavirus.
 - The way pupils arrive at school will be reviewed, with a view to reducing any unnecessary travel on coaches, buses or other public transport.
 - Class sizes will be reduced and based on the number of teaching staff available.
 - Pupils will be sat at desks that are two metres apart and will be required to sit in the same seats every day.
 - Break and lunch times and the movement of pupils around the school will be staggered to prevent large groups of pupils from gathering.
 - At lunch time, both pupils and staff will be asked to queue for meals and sit at tables whilst maintaining a two-metre distance at all times.
 - Pupils will be asked to visit the toilet one after the other.

- Staff will ensure pupils keep a safe distance whilst in the playground or taking part in physical exercise.
- All unnecessary staff gatherings will be avoided, e.g. where possible, meetings will take place via video conference from different classrooms or offices.
- Parents will be discouraged from gathering at school gates. Floor markings will be placed in pick up areas to ensure parents maintain a two-metre distance from one another.
- Families collecting FSM will be asked to adhere to the school's social distancing measures.
- **EYFS:** Staff will consider using age and developmentally appropriate ways to encourage children to follow social distancing, handwashing and other guidance, e.g. through games, songs and stories.

3. Additional hygiene and cleaning measures

- 3.1. Anyone who feels unwell will be told to stay at home for 7 days if they live alone, or 14 days if they live with others.
- 3.2. All staff and pupils will be:
 - Told to frequently wash their hands with soap and water for 20 seconds.
 - Encouraged not to touch their faces.
 - Told to use a tissue or their elbow to catch coughs or sneezes and use bins for tissue waste.
- 3.3. Pupils who have difficulty washing their hands will be supported by a member of staff.
- 3.4. **EYFS:** Staff will ensure thorough handwashing before and after supporting children who need help with nappy changing, going to the toilet or eating.
- 3.5. **EYFS:** Sharing food, drink, utensils, equipment and soft toys will be avoided as much as possible. Equipment, toys and surfaces will be cleaned and disinfected more frequently than usual.
- 3.6. The frequency of cleaning will increase, particularly for surfaces in classrooms, within toilet blocks and in changing rooms, in accordance with PHE's 'COVID-19: cleaning of non-healthcare settings' guidance.
- 3.7. Equipment, including keyboards, tables, chairs, door handles, light switches and bannisters, will be cleaned and disinfected regularly.

4. Preventing the further spread of infection

- 4.1. If anyone becomes unwell with the symptoms of coronavirus, they will be sent home and advised to follow PHE's 'COVID-19: guidance for households with possible coronavirus infection'.
- 4.2. If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and receive adult supervision, if required. Where possible, a window will be opened for ventilation.
- 4.3. Where isolation is not possible, the pupil will be moved to an area which is at least two metres from anyone else.
- 4.4. If the pupil needs to use the toilet whilst waiting to go home, they will be required to use a separate bathroom. This bathroom will be cleaned and disinfected using standard cleaning products before anyone else uses it.
- 4.5. If a member of staff has helped someone who is unwell with coronavirus symptoms, they will not be sent home unless they develop symptoms themselves.
- 4.6. Staff must wash their hands thoroughly for 20 seconds following any contact with someone who is unwell.
- 4.7. When cleaning an area where a person with possible or confirmed coronavirus has been, staff will use disposable gloves and an apron. Staff will wash their hands with soap and water for 20 seconds after all PPE has been removed.
- 4.8. If there is visible contamination to an area, e.g. with bodily fluids, cleaning staff will use additional PPE to protect their eyes, mouth and nose.
- 4.9. Areas where a symptomatic individual has passed through and spent minimal time, e.g. corridors, but which are not visibly contaminated with bodily fluids, will be cleaned thoroughly with normal cleaning products.
- 4.10. All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including objects which are visibly contaminated and those which are potentially contaminated, e.g. door handles.
- 4.11. Disposable cloths or paper rolls and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using one of the following options:
 - A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
 - A household detergent followed by disinfection (1000 ppm av.cl), following the manufacturer's instructions for dilution, application and contact times
 - An alternative disinfectant which is checked to ensure it is effective against enveloped viruses

4.12. Cleaning staff will be asked to:

- Avoid creating splashes and spray when cleaning.
- Dispose of any cloths and mop heads used, by putting them into waste bags.
- Steam clean items that cannot be cleaned using detergents, e.g. upholstered furniture.
- Dispose of items that are heavily contaminated with body fluids and cannot be cleaned by washing.

4.13. Waste from possible cases and the cleaning of potentially infected areas will be put into a plastic rubbish bag which will be tied when full. The plastic bag will then be placed into a second tied bin bag, put in a suitable and secure place, and marked for storage until the individual's test results are known.

5. Communication with parents

5.1. The school will inform parents about the measures being taken and request they provide support with implementation, e.g. by encouraging measures to continue at home.

6. Pupils with SEND

6.1. The school will work with the LA and parents to decide how best to continue supporting pupils with EHC plans whilst ensuring they stay healthy and safe.

6.2. Some pupils with SEND or complex needs may be unable to follow social distancing guidelines. In these circumstances, staff will increase their level of self-protection by minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

7. Monitoring and review

7.1. The headteacher is responsible for continually monitoring PHE and DfE updates and updating this appendix in line with any changes to government guidance.

7.2. Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.

31st May 2020

Reviewed by Governors: 1st June 2020

Emailed to all staff: 1st June 2020