COVID summary of

control measures

Changes from 04.01.21 05.01.21

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| Coming onto and leaving site |
| 1. Staggered starts and pickups alphabetical by surname as follows:
	1. 08:45 – 08:50 children with surnames A-G
	2. 08:50 – 08:55 children with surnames H-O
	3. 08:55 – 09:00 children with surnames O-Z
2. Different entrances and exits used (see attached plan) to spread the load of pedestrians on site and minimise crossover of bubbles.
3. Must be a school adult on the Car park gate and main OLR gate each morning and afternoon. The adult in S&W should oversee anyone entering the site from the sliding classroom doors as the gate is open for public access but this is restricted to parents or those dropping off and collecting children.
4. Staff and parents to wear masks at drop off and pick up times and during meetings unless 2m social distancing can be guaranteed.
5. Pick up times changed as follows:
	1. ~~15:15 – 15:20 children with surnames A-G~~
	2. ~~15:20 – 15:25 children with surnames H-O~~
	3. ~~15:25 – 15:30 children with surnames O-Z~~
6. All children are collected at 15:15
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| Visitors |
| 1. Parents may only come onto site for a meeting if it is pre-arranged. 2m social distancing should be observed at all times. Meetings should take place outside under the station and adults should remain masked at all times.
2. Visitors, including outside agencies and peripatetic teachers must sanitise hands on entry and ensure they complete a visitor record form. They must wear masks for the duration of their visit and some may choose further PPE if their own risk assessment dictates it.
3. Where possible, they must maintain a 2m social distance from children and definitely from staff to reduce the risk of bubble closures and infection.
4. Parents of children in pre-school may not stay in the setting or cross the threshold according to guidance on new lockdown restrictions from 5 November.
5. Home visits must not take place. Meeting new parents and children can take place on the school site, in the amphitheatre with adults masked. The adult working with the child should wear a face shield and may mask if in agreement with the parent and member of staff.
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| Classrooms |
| 1. Children have their own set of equipment, including a water bottle, and their own chair which only they must use. Children should be reallocated seats on their return from Christmas break in Upper School and move these around class as and when used.
2. Children must remain in their bubble throughout the day and not cross into another, including at break times and lunchtimes. The Upper school bigger bubble should only mix when at play or lunch outside and mixing should not be encouraged with children reminded about social distancing. At the end of the playtime, children come in and immediately list who they have played with from the other class. This will aid track and trace purposes.
3. Use of the field and trim trail where possible to extend the playing space and keep bubbles separate
4. Where resources remain out, they should be capable of being sterilised by Milton tablets at least once per week or subject to dishwashing at over 60 degrees or machine washing at over 60 degrees.
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| Learning and playing activities |
| 1. Playdough can be used in class/Pre-School but only when a child has their own individually named pot. They should work on the table surface and this should be thoroughly cleaned with wipes or spray after use, making sure that all remains of the playdough are collected up and put back in the pot.
2. If a group are working at a table, where possible, they should have a different colour than their neighbour so it’s easy to identify at clean up time.
3. Music lessons (whole class ones) may go ahead as may singing but children must not be facing each other and, where possible, these must be done outside.
4. Tablets and chromebooks should be wiped and sprayed after each use
5. Assemblies for more than 1 bubble may take place but only if they can be held outside with social distancing between bubbles.
6. Children come to school in their PE kits ready for Monday PE. NO PE bags are therefore brought into school.
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| PPA cover |
| 1. PPA may involve staff going into another bubble. This cannot be avoided. Where LMc is going into multiple bubbles, a 2m space at the front of the class will be marked off and children should not enter this space. Resources should be handed out by children rather than the teacher mingling into the wider classroom.
2. Staff entering another bubble should limit the items they use from that bubble and, whatever is used, including chairs or desks, should be wiped and sprayed at the end of use.
3. Staff entering another bubble should endeavor to keep 2m social distance from the children. Children should be reminded of this when that member of staff starts working with them EACH TIME.
4. Staff on PPA or subject leader time may take it at home as space is limited in school.
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| Staff conduct |
| 1. Teaching Staff to ensure they have a break at lunchtime whilst MDSAs support lunch. Pre-School staff to take their lunches in the pre-school office so that they get a break from the children. Clean down any rooms used by any staff so that it’s safe for another member to use.
2. MDSAs to take a break after lunch
3. Staff room to be relocated to the hall so that staff have somewhere to sit to eat.
4. Lunchtimes for staff to be taken outside where possible or in classrooms leaving the staff room clear for those preparing lunch.
5. No more than 3 members of staff in the staff room at once and where possible, should be socially distanced – this means one person at a time at the work counter, 1 at the island area and 1 at the water cooler.
6. Adhere to the quotas on each door in the admin corridor and elsewhere in school.
7. Only 1 person near the photocopier with a person allowed to go through this space to the toilet but not to linger in that space if there is another person there. Photocopier to be relocated to either hall or corridor to alleviate the pinch point in the admin corridor.
8. All staff to wear facemasks when in communal areas or when meeting if they cannot be sat 2m apart.
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| Infection control |
| 1. Use auto hand sanitisers on each entry point before entering the building at any point in the day.
2. Remind all about good hand hygiene
3. Staff remind children of good respiratory hygiene and posters displayed in the toilets for catch it, bin it, kill it.
4. Staff to monitor children washing hands
5. Limited resources to be brought to school and books etc should not be taken home.
6. Cleaning bucket in the classroom – joint responsibility for staff to keep it topped up so that you never run short – please don’t just rely on the caretaker or cleaners for this.
7. Toilet cards used by bubbles to ensure no cross over of bubbles in the toilet – this is proving effective and children are managing this independently and successfully.
8. KE has clinically vulnerable husband and herself has pneumonia. Work from home once well enough to for any period of lockdown. Sick note needs to be sought and then doctor visit to OK her back to work once we resume face to face learning after the national lockdown. OH referral where appropriate
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| Suspected cases |
| 1. If you suspect you or a child has COVID-19, you should act immediately.
2. Isolate in the ticket office.
3. Notify the Headteacher.
4. Call for the child to be sent home or go home if it is you that is suffering from symptoms.
5. A test must be administered within 24hrs of a member of staff leaving if they suspect COVID and we will ask parents of an isolating child to do the same.
6. Home test kits may be given to families and staff who would struggle to get a test – the priority postbox is outside the police station on Stockbridge High Street.
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