

## **Infection control policy St Joseph's and St Gregory's Catholic Primary School May 2020**

The threat of COVID19 infection means that social distancing and infection control is a very important aspect of our school life. Below are described the measures we and our community will take to reduce the risk. In addition, our Behaviour for Learning Policy has an addition. Wilful failure, by children, to keep to social distancing and infection control measures will be considered an extreme behaviour or defiance.

Whilst we aim to support all our children to behave in an appropriate way, some children will not have the self-regulation skills to be able to learn safely in the school setting. A risk assessment will be made for children's return. If it is judged unsafe for any child to be in the school setting, these children will continue their learning remotely from home.

For the safety of others, we may not always be able to accommodate, in school, those whose stage of maturity and development or emotional regulation makes it impossible for them to behave in a safe manner.

### **Social distancing**

#### Parents and carers

- Must make an appointment by 'phone or email to talk with school staff
- Will remain outside the school building when bringing and collecting children
- Will bring their child to the class access door at their allocated time and collect in a similar way. They will, as far as possible, come alone and remain 2m from other people.

#### Children in classroom/outside learning environment

- When working at desks, children will be positioned one at each desk. They will be allocated a desk which will remain theirs and will be positioned as far as possible from others. No more than fifteen children will be in any classroom or identified outdoor space.
- If sitting together on the floor, children will similarly be positioned in their own space as far as is practical from others.
- In EYFS and Y1, plan activities that do not necessitate children being near each other
- When necessary, remind children to increase distance between them in a calm, non-judgemental and light-hearted way
- We acknowledge that children in EYFS and Y1 cannot always remain 2m from each other or from adults

#### Children in communal areas

- Except for toilet use, classes will use communal areas on a rota basis. Toilets are allocated to year groups to minimise cross-contamination.
- The aim is to remain in classroom and associated outside area for most of the day

- Children will go to the toilet singly or in small numbers so as to allow social distancing
- They will remain 2m from each other
- Use of play grounds, dining area and any other communal area will be on a rota basis

Educational staff in classroom/outside learning environment or communal areas

- Remain 2m from children and other adults as much as possible
- When interacting with others, try to be side by side or behind and at a different level from the child's face

Visitors

- Only essential visitors will come to the school
- They will remain 2m from others

#### **Protocol for meetings between adults in school (formal and informal)**

- Meet virtually or outside whenever possible
- Keep 2m distance between people and avoid facing someone at the same height
- Use a calm, measured tone when speaking (avoid enthusiastic, animated speaking)
- If inside, open windows and, if possible, doors
- If inside, keep meetings to less than 15 minutes
- Clean surfaces that will be touched before and after meeting (e.g. chair backs, door handles)

#### **Infection control measures**

Cleaning

- Sites will be deep cleaned before re-opening
- There will be cleaning of communal areas during the day
- Spaces that have been used will be cleaned thoroughly at the end of the day
- Teaching staff and children will also "clean as they go"
- Toilets will be cleaned hourly

Parents and carers

- Must assess their child's health each day before bringing them to school
- Keep their children away from school if any symptoms of COVID19 are seen in their household and inform school by 'phone
- Must minimise any risk of infection within their household (e.g. by inviting non-household members into the house)
- Teach their child handwashing and personal hygiene routines

#### Children in classroom/outside learning environment

- Work outside wherever possible and have windows and doors open when inside
- Children will clean hands more often than usual; approximately hourly. This will include when first arriving at school. Additional, outdoor wash stations will be used as may sinks and wash bowls in classrooms.
- Handwashing will happen so that only one child is using a wash area at a time and throw away towels will be used to dry hands. Children will be taught how to wash their hands and therefore have responsibility for their own hand washing.
- Tissues plentifully available. Use the 'catch it, bin it, kill it' approach
- Bins emptied during the day
- Frequently touched surfaces cleaned often (by staff and/or children as appropriate to age and stage)
- If an outside area is to be used by another group, any surface that could act as a fomite (harbouring infective matter) will be cleaned before the other group uses it
- Resources that are needed throughout the school day will be 'given' to children to keep (possibly in a tray). They will be their resources and not used by another person. These may include a pen or pencil, colouring pencils, scissors, ruler etc.
- When a session is over, children will clean their desks, chairs and other equipment they have used (by staff and/or children as appropriate to age and stage). Cleaning materials available in each classroom that is being used.
- If an infection is suspected, the teacher will contact the office and implement "Suspected case isolation" protocol
- Avoid touching eyes, nose, mouth
- Avoid touching surfaces outside individual's work/learning area (if possible at age and stage)
- Library books will be delivered to the outsides of classrooms with children's names on. Books for returning will be cleaned (on the cover) by the child returning them and put in a class box. These will not be added back to the library stock for at least 48 hours. (This is most relevant to Y6 but may be employed by Y1).

- EYFS may use a similar system so that books, once used by a child, has its cover cleaned and is quarantined for at least 48 hours
- If coats are needed, they will hang on the back of a chair used exclusively by that child

#### Children in communal areas

- Doors will be propped open to minimise the need to touch
- Reminders will be given to avoid touching any surface
- Hands will be washed before and after using a communal area
- Cleaning staff will clean contact surfaces sites during the school day
- Educational staff in classroom/outside learning environment
- Supervise or undertake frequent cleaning of shared surfaces
- Will adhere to all infection minimisation measures (monitor own health; wash hands; avoid touching eyes, nose, mouth; catch, bin, kill)
- Consider face covering when close contact with a child is necessary (first-aid or changing)
- Learning books will be kept on children's desks. They will be photographed for marking purposes and post-its of immediate feedback will be given to children/stuck on books. This is to avoid infection by fomites.

#### Educational staff in communal areas

- Monitor and supervise safe use of spaces
- Ensure surfaces are cleaned if another group will use the space
- Ensure hands are washed before using any shared facilities, wipe clean after touching. This includes photocopiers, 'phones and cupboard doors.

#### Adult entry points

- Sanitiser will be available to allow safe contact with Inventory and access keypad or buzzer

#### Staff amenities

- Ensure that no one will touch items that have been in contact with others to avoid fomite infection e.g. mugs to be put in dishwasher immediately
- Social distancing and infection control measures apply in the staff room, work room and any other staff communal spaces
- Ensure hands are washed before using any shared facilities, wipe clean after touching. This includes 'phones, cupboard doors, kettle

## Office environments

- All social distancing and infection control measures will be used (to include: cleaning telephone and computer apparatus; avoiding sharing working tools and spaces)
- Visitors will stand 2m from the enquiry hatch to speak to office staff (point marked on floor)
- Non-office staff should avoid or significantly limit coming into the office.

## Suspected case isolation

- Government guidance will be followed **What happens if someone becomes unwell at an educational or childcare setting?**
- 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).
- On LPS the meeting room will be used
- On UPS the Head teacher's office will be used