

Alderman White School: School Re-Opening September 2020

Information for Visitors

1. Our Vision:

Schools have been asked to re-open full time to all students in September. Schools are also required provide remote education for any students who are unable to attend school and in the event of students being required to self-isolate or a school closure or local lockdown.

Most young people aged 11-16 have a very low risk of becoming seriously unwell even if they were to catch COVID-19, and being in school carries many important educational, development and wellbeing benefits. However, we know that COVID-19 is a very serious illness. We have a number of students, staff and family members within our community who have a higher risk of becoming seriously unwell if they catch COVID-19. Additional protective measures have been put in place for all staff.

Our aim is to provide the best possible education that we can to all students in line with our values and policies, whilst also preventing COVID-19 transmission within our school community by working together to rigorously apply our protective measures.

2. Visitor policy

Until further notice only essential visitors may attend site. Where possible, this should be arranged outside the school day. Any visitors must be approved by a member of SLT. All visitors must sign in using our remote sign in app or at reception. We will keep a record of all visitors.

Specialists, therapists, clinicians and other support staff for students with SEND will be allowed to provide interventions as usual.

Parents may only attend the school site if it is essential and by prior arrangement. In most instances, meetings will be held on zoom or MS teams. If a student needs to be collected from school, parents should come to the gate and use the intercom. Where possible the student should be supervised going out to meet them at the gate.

Visitors should respect social distancing at all times, and avoid gathering at the school gate or coming onto the site without an appointment. Site guidance on physical distancing and hygiene must be explained to visitors on or before arrival. Any visiting staff or professionals should be asked to minimise contact and maintain as much distance as possible from other staff.

3. Protective Measures:

The protective measures that we will have in place are:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) use of face coverings
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- 8) engage with the NHS Test and Trace process
- 9) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 10) contain any outbreak by following local health protection team advice

Everyone in our school community has an important role to play in minimising the transmission risk.

4. What are the expectations of visitors?

Everyone in our school community and any visitors to the school site must be ready and willing to:

- [book a test](#) if they or a household member are displaying symptoms.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Visitors are expected to:

- Make sure you know and follow the criteria for not attending the school site and ask if you are not sure
- Contact a member of staff as soon as possible if you develop any suspected or more than one possible symptom during the school day
- Make sure a member of staff is aware if you are clinically vulnerable to COVID-19
- Walk or cycle to the school site if possible; try to avoid car sharing and follow government guidance for use of public transport / car sharing
- If possible bring a suitable clean face covering or mask to school with a sealable bag in which to store it
- Support students to meet the student expectations through monitoring, reminders and explanations as required (if this is relevant to your work on site)
- Report any breaches of our protective measures that you are aware of to a member of staff
- Clean your hands on arrival and regularly during your visit including as you move rooms / areas, before and after using any shared equipment, after disposing of a tissue and at any other times in order to maintain good hygiene
- Wear a face mask / covering where 2m social distancing is not possible (unless you are unable to do so), ensuring that you follow the correct procedures to put it on, take it off and store it / dispose of it
- Use a tissue for sneezes, coughs, dispose of it in a lidded bin
- Ensure that any area or school equipment that you use is disinfected or that a member of staff is made aware that you have used it and it will require cleaning
- Keep your work area as well ventilated as possible but also a suitable temperature, and report any issues as soon as possible to a member of staff
- Maintain a 2m social distance from school staff and students
- Support the one-way system around school (see Section 15)
- If relevant, follow the arrangements for the use of staff facilities and be particularly careful to observe protective measures in these areas (see Section 18)

Protective Measures

5.1 Students, staff and visitors MUST NOT attend the school site if:

- They have tested positive for COVID-19 and symptoms started in the last 10 days or are ongoing (or tested positive within the last 10 days if there are no symptoms)
- They have **any** of the suspected symptoms or **more than one** of the possible symptoms of COVID-19 and have not received a negative test result after the symptoms started
- Someone in the household has COVID-19 symptoms (and has not received a negative test result)
- They have had close contact with someone who has tested positive for COVID-19 within the last 14 days
- They have been asked to self-isolate by the Track and Trace service
- They have returned from abroad within the last 14 days and are required to quarantine
- There is any other reason to suspect they may have COVID-19 and they have not yet received a negative test result

5.2 Symptoms of COVID-19

Suspected symptoms identified in government and NHS guidance are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Possible symptoms identified by the World Health Organisation include:

- (unusual) tiredness
- (unusual) aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- an (unexplained) rash on skin, or discolouration of fingers or toes

Please **do not** attend school if you have **any** of the suspected symptoms or **more than one** of the possible symptoms.

If you have **any** suspected symptom you must self-isolate and have a COVID-19 test as soon as possible. You **must not** return to school until you feel well enough and have either had a negative test result or 10 days has passed since you developed the symptoms and you have no remaining symptoms other than a lingering cough / loss of sense of smell or taste.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If you have **more than one** possible symptom you must not attend school until a) you have had a negative test result, have no other reason to believe you may have COVID -19, and feel well enough or b) you have had a positive test result, 10 days has passed and you have no remaining symptoms other than a lingering cough / loss of sense of smell or taste.

If you develop symptoms or test positive for COVID-19 within 3 days of your visit, or become aware that you had been in close contact with someone who has now tested positive during the 3 days prior to your visit, please make the member of staff that you visited aware of this as soon as possible.

Visitors are encouraged to access a COVID-19 test as quickly as possible if they have symptoms, and to make school aware of the test result. This will be treated in confidence but positive test results will be shared without identifying the person who has had the result.

5.3 What will happen if someone becomes unwell at school?

Anyone developing possible symptoms during the school day will be sent home as quickly as possible to self-isolate and arrange for a COVID-19 test.

If you become unwell with any suspected or more than one possible symptom please notify the school office who will arrange for you to go home. Please do not visit other areas of the school, and ask the office to bring any essential items that you require to you. If you require first aid this will be arranged, preferably in the Quarantine Room. If you require someone to collect you, you should wait if possible in the Quarantine Room (meeting room). Please make sure the office staff are aware of all the areas that you have been to during your visit, and anyone you have had close contact with.

5.4 Will temperatures be checked at school?

Government guidance is that this is not a reliable way of identifying COVID-19 symptoms. However, we are aware that temperature screening is being used by some schools and in some other settings including hospitals and some workplaces.

We have non-contact thermometers in school. We do not currently intend to check visitor temperatures, although we advise visitors to have a thermometer at home and check their temperature before attending site. Visitors may voluntarily have their temperature checked at school.

6. Shared equipment

Minimise the use of shared equipment where possible. Where it is required, all shared equipment MUST be quarantined for 48 hours (72 hours for plastic items) between uses, or thoroughly disinfected.

7. Travelling to school

Government policy is to encourage walk or cycle to and from school if possible.

Visitors are encouraged to try and avoid the use of public transport if at all possible. If public transport has to be used, government guidance including wearing a face covering and social distancing as much as possible should be followed.

Visitors should try to avoid car sharing with people who are not part of their household as per government travel guidance.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

8. Hygiene Measures

8.1 Hand hygiene

We have an alcohol hand sanitiser dispenser or hand washing facilities in every area of the school. Visitors must clean their hands thoroughly:

- on arrival at school
- as they move between rooms / areas of the school
- before and after eating
- after using the toilet facilities
- after using a tissue for a sneeze / cough

Alcohol based hand sanitiser is a flammable substance.

Please avoid touching your eyes, nose and mouth as much as possible, and clean your hands before and after doing so.

8.2 Respiratory hygiene

Use a tissue to catch sneezes or coughs (or their elbow where a tissue is not available) and dispose of it in a lidded bin, then clean their hands. Tissues and lidded bins for tissues are provided in every classroom and area of school. Tissues must be disposed of in the lidded bins provided.

8.3 Ventilation

All rooms have door stops and we will keep doors and windows open where possible to maximise natural ventilation.

We will follow the Health and Safety Executive guidance on the use of air conditioning units. The current guidance states that these are safe to use where natural ventilation is not sufficient.

Ensure that your work area is as well ventilated as possible whilst also maintaining an ambient temperature, by adjusting blinds / curtains, windows and doors and radiator / room thermostats (where possible). Make the person you are visiting or the school office aware of any issues with ventilation or temperature control.

8.4 Face masks / coverings

Following a recent change in WHO and government advice, we would like all visitors to bring a clean face covering or mask to the school site, with a sealable bag in which to store it when they are not using it. Face coverings must be worn correctly covering the nose and mouth. We will provide support with providing a mask or face covering if necessary.

Visitors will be expected to wear a face covering:

- as they are moving around indoor areas of the school
- at any other times where 2 metre social distancing is not possible

Visitors may wear face coverings at other times if they choose to do so.

Visitors who are unable to wear a face covering for a medical reason or due to a disability will not be expected to do so. We are mindful that the use of face coverings in school may be difficult for some of our students, staff and visitors, including those with hearing impairments, and will work with them to identify the best strategies to address this.

Anyone wearing a face covering at school must ensure they wash or sanitise their hands before putting on or removing their face covering, touch it by the straps only, and store it in a sealable bag when they are not wearing it or dispose of it in a lidded bin. Reusable cloth face coverings must be washed before being brought back to school. Face coverings are an addition to our other protective measures and do not remove the need for social distancing where it is possible.

We will keep our policy with regard to face coverings under review with reference to government and WHO guidance and data on COVID-19 transmission in our local community.

9. Social distancing

Visitors will be expected to maintain a 2 metre distance from others wherever this is possible. Where this is not possible, they will be expected to maintain as much distance as possible, avoid close face to face contact, wear a face covering, and minimise time spent within 1 metre of anyone.

Adults in school are expected to maintain a 2 metre distance from each other. Students will be expected to maintain a 2 metre distance from adults in school, although adults may use their professional judgement to go within 2 metres of students for short periods if other protective measures are in place.

10. Movement around school

Visitors must follow one-way systems at times when students are also moving around the school and must always “give way” to those following the one-way system. There may be times when it is safe for adults not to follow the one-way system. Please be mindful that this will increase “touch points” and ensure you clean your hands before and after doing this. Students must always follow the one-way system and must not be allowed not to by staff or visitors unless there is an emergency including an emergency evacuation.

11. Staff Only Areas of the Site

Visitors must maintain 2m social distancing at all times in staff only areas of the school. They must observe all signage with regard to maximum capacity and spaces that now have restricted access, but also use their own common sense to minimise any transmission risk. The use of face coverings / masks is requested while visitors are moving around in these areas.

Please wash your hands before and after using staff kitchen areas. Please use your own mug or lidded container and take it home to clean. Please avoid using any shared crockery, cutlery or equipment.

Visitors should use the toilets in the admin block near to reception.

12. Cleaning

Cleaning and disinfecting of frequent touch surfaces will takes place as follows:

- Thorough cleaning of all surfaces in all areas of school at the start or end of every day, following our usual cleaning rota
- Additional cleaning of all non-classroom areas by a cleaning team on site during the school day, including regular cleaning of all toilets
- Cleaning of the Dining Hall by our lunchtime supervisors
- Cleaning of frequent touch surfaces and shared resources in classrooms and teaching areas by students and staff

Students will be required to wipe surfaces they have touched at the start and end of every lesson and any shared resources before and after use under the direction of the teacher, using a disinfectant wipe or paper towel to wipe an area sprayed with disinfectant by an adult.

Guidance for the cleaning of non-healthcare settings will be followed by the cleaning team.

13. Can PPE be worn in school?

The majority of staff in education settings will not require PPE. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

All staff will receive have access to items of PPE and training on how to use PPE safely.

Visitors may wear PPE that they provide in accordance with their own organisations policies and procedures if this is agreed with the person who has arranged their visit.

14. What will happen if someone who has attended the school site contracts COVID-19?

Staff, parents/carers, students and visitors are required to:

- book a test if they are displaying symptoms
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

If you develop symptoms or test positive for COVID-19 within 3 days of your visit, or become aware that you had been in close contact with someone who has now tested positive during the 3 days prior to your visit, please make the member of staff that you visited aware of this as soon as possible.

We will encourage anyone who displays symptoms of coronavirus (COVID-19) to have a test, and we will ensure that staff, parents and students know how to book a test.

If we become aware that someone linked to our school community has tested positive for COVID-19, we will be advised and supported by our local health protection team. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Household members of those contacts do not need to self-isolate themselves unless the person who is self-isolating subsequently develops symptoms.

If someone that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

15. Education workforce

PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments. Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced, and shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue.

Visitors who are clinically vulnerable

Clinically vulnerable visitors should particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.

Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice.

who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Supply teachers and other temporary or peripatetic teachers

Schools can continue to engage supply teachers and other supply staff during this period. Supply staff and other temporary workers can move between schools, but we will consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.

Expectation and deployment of ITT trainees

We will continue to provide placements for ITT students and will review how to appropriately support them.

16. Risk Assessment

Our COVID-19 Risk Assessment is available from our school website and a copy is available on request from the school office.

Further information

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>