

St. Joseph's Catholic Primary School

Covid – 19 Handbook

Reopening from 15th June 2020

Drop off and pick up arrangements

The following expectations and procedures are in place to ensure the health safety and hygiene standards are met.

In general:

- All movement around and within the building is to happen with the expected 2 metres distance, where 2 people pass in a corridor – one should step into a space and wait for the other to pass.
- Children and staff are not to be in school if they show any symptoms of illness. Parents and staff must report an illness to the school office and provide a list of ALL symptoms before 9am.
- Children are on site only for the duration of the school day.

Staggered drop off and pick up times

- All drop offs and pickups are to take place at the entrance/exits assigned – Parents are to remain outside the school building.
- Social Distancing to be maintained by parents waiting on the playground.

Year group	Entry point	Drop off time	Afternoon Pick up Time
Reception	Main Entrance	9.15am	2.45 pm from Early Years playground gate (12.30 pm Wed/Fri)
Year 1	Main Entrance	9.15am	2.45 pm from main yard (12.30 pm Wed/Fri)
Year 6	Main Entrance	9.00am	3.00 pm from main yard (12.30 pm Wed/Fri)
Keyworker children	Main Entrance	8.45am	3.15pm from main yard

Expectations for children

- Children will be allowed in the building at the assigned staggered start time.
- Children enter the building without parents.
- Children must sanitise hands when entering the building.
- Children must adhere to the 2 metre rule when entering and exiting the building.
- Children should bring a coat to school but no school or book bag.
- Cloakrooms are not in use.
- In order for these arrangements to work well, it is really important for children and parents to stick to these times as much as possible.
- If a child is late and misses their drop-off slot, parents must phone school to arrange a drop-off time. This will be after other groups have been dropped. If you will be collecting your child before the end of the school day, please ring the school office 10 minutes before you arrive and they will be brought out to you.
- Children will be ready at their pick up points. When parents are there to pick up their child, the children will be released by the staff.

Expectations for parents

- Parents will arrive at the assigned staggered start time and dismissal time – it is very important to keep to these times to encourage social distancing.
- Parents drop off their children outside of the school building.
- Parents will pick up children from the main yard.

Staff

- Staff must only enter through the main entrance.
- Staff must sanitise hands when entering the building.
- Staff need to use the two metre distancing when entering and leaving the building.
- Staff should limit their presence at school and are encouraged to leave shortly after the children have all been dismissed.

Class group guidelines

During the Summer term, the children have been allocated a 'bubble' of no more than 15 children and two members of school staff.

The goal when creating bubbles is to ensure everyone is as safe as possible. When creating class groups, please adhere to the following guidelines as much as possible:

- No more than 15 children in a group.
- Bubbles will ideally be created by year group, there may be some mixed year group bubbles. depending on numbers in each year group.
- 'Safety over friendship' is the priority when creating groupings.

Once school is open it will not be possible to interchange between bubbles.

Attendance

A small number of Key Worker parents have said that they will not require their child to attend full time. While this may seem disruptive, it does minimise the number of children in each bubble. Children attending in year groups, not in Key Worker bubbles, should be in when their year group is in. For most year groups this will be Monday- Friday.

Entering and exiting the classroom

Beginning of the day:

- Children will bring their coats and lunch bag to the classroom . The cloakrooms will not be in use.
- On entering the building they must sanitise their hands.
- They wash their hands on entering the classroom clean and go straight to their assigned seat, placing their coats on the back of their chair.
- They are then ready to begin the day.

During the day:

- Children must wash their hands when they enter and exit the classroom; before and after going out to play, after going to the toilet or any other time they enter or leave the room.
- Each bubble will have use of designated toilets; there must only be one child in the bathroom at any one time.

End of the day:

- Children put on their coats.
- Children wash their hands before lining up to be taken to their dismissal point.
- Children sanitise their hands before walking out of the door.

Expectations around use of materials

Classrooms and use of materials

- Staff will maintain the sanitising of the classroom and materials throughout the day.
- Equipment must be washed daily. If equipment cannot be washed it must be packed away.
- All school materials stay at school; no home materials are brought to school.
- Each child will be provided with a pencil case with a set of personalised resources.
- Children cannot bring personal toys or pencil cases to school.

Toys and manipulatives

- All toys and manipulatives to be washed after school.
- Soft toys and pillows/cushions/blankets should be removed from all areas of school.

iPads, laptops and mice

- Must not be shared while using.
- Need to be wiped before and after use several times daily with wipes.
- Children must wash hands before and after use.
- Ipads should be wiped before returning to the trolley for charging.
- Keyboards should be wiped with a damp cloth after each use.

Other materials

- White boards and markers wiped down after use and stored in child's tray.
- Other art materials i.e. pastels etc. used, cleaned and then packed away.
- No play dough/plasticine/clay.
- Role play corners removed.

Classroom libraries closed. Instead:

- EYFS: a small selection of books available daily. Once a child has read the book it is packed away and cleaned at the end of the day.
- No reading books will be sent home.
- Teachers have a box of books relevant for the day which they use, clean and pack away.
- Older children can store a book in their class tray until complete, upon which it is wiped down before being stored/swapped.

Health and safety guidelines

How long does the virus survive?

The virus is coated in a fatty membrane which enables it to live on surfaces. A FOMITE is a surface which transmits or transfers diseases. Humans are exposed to transmission of the virus when they touch an exposed fomite.

Clothing

The virus can live on clothing for up to 6 hours (until it dries).

Surfaces

The virus can live on smooth surfaces for up to 6 days. Warm soapy water is sufficient to kill the virus.

Paper (in regards to marking)

Normal paper/books is similar to clothing (6 hours) so leave paper in a holding space for 12-24 hours

Soapy detergents like washing up liquid should be used to wipe surfaces.

Sick children

Children or members of staff who show any signs of illness must not attend school.

Please do NOT send your child to school if he or she is showing any symptoms of illness which could be passed onto another child or adult.

If any member of the household has symptoms of Covid-19, do NOT send your child to school.

Children who show signs of illness or have a temperature of 37.8 C (100 F) or higher will be sent home from school. They will be isolated until a parent arrives to collect them.

Parents and staff must report an illness to the school office and provide a list of ALL symptoms before 9am.

Handwashing and hand sanitising

Children will enter school through the main school gate, one at a time, two metres apart and will remain two metres apart when in class spaces. With younger children we will remind about social distancing but the emphasis on safety will be on protecting the bubble and not playing with others beyond their bubble.

Handwashing Lesson

- Upon entering school children will use hand sanitiser before going to their classroom.
- Children will wash their hands every time they leave the classroom.
- Children will wash their hands before eating.
- Children will wash their hands regularly.

Two-metre distance

- Two-metre markers will be placed at intervals around school.
- Where possible, the children will be separated by two metres throughout the school day both in the class and when transitioning to/from the playground.

Cleaning of the building

- Hand sanitiser available in each classroom.
- Door handles will be sanitised on a continuous basis throughout the day by members of staff as they move around school.
- Toilets and sinks will be sanitised regularly throughout the day.

Classrooms and use of materials

Staff will maintain the sanitising of the classroom and materials.

All toys must be washed daily. If they cannot be washed they must be packed away. iPads, laptops and mice are not to be shared during use and will be wiped before and after use.

PPE

A selection of PPE has been provided including gloves, aprons and face coverings.

The Government guidelines continue to state that PPE in schools is not required.

Keeping your family safe

It is advisable that you change your clothes and shower on returning home from work. Clothes should be placed directly into the washing machine. You must also remember to encourage family members to continue to maintain a regular handwashing routine at home.

Emergency learning: How to keep your distance as an adult

Working and collaborating together will look and feel different. It is likely to be awkward and certainly will take getting used to. In addition to following the guidelines for moving around the building, please use the following guidelines:

- Staff should enter via the main entrance.
- Staff must wipe down their computer, iPad, mouse, etc. several times a day.
- When working in the same room, adhere to the two metre distance guidelines, spread out in communal areas and wash hands before entering the room and after leaving the room.
- Use of staff rooms is allowed only if adults wash hands when entering and exiting the staff room and apply social distancing expectations.
- Adults - When talking to children:
 - Keep a 2m distance
 - Talk to them from above – rather than level with them
 - Start holding/clasping your hands together as you walk around to stop yourself from touching backs of chairs or tables etc.

Home learning plan

We are able to offer children not at school opportunities for Home Learning during this emergency learning situation. Children who remain home will be able to access similar lessons and activities as their classmates who are in school. Home learning will continue until the end of the summer term, including for those whose year groups have returned but who remain at home.

What does “home learning” look like?

Children at home will receive instructions and activities of maths, reading, writing and well-being through the school website.

Hygiene procedures for the classroom

Daily routines / could be done during playtimes

- Clean table tops, door handles and other surfaces that are frequently touched by using cleaning wipes or spray.
- Let the disinfection solution sit for 30 seconds and wipe the surface dry with paper towels if still wet.

Before and after lunch:

- Before the children eat, wash the tabletop with the damp cloth and spray.
- After lunch, empty waste into lidded bin.
- Wash the table top again with the damp cloth to remove food waste, followed by another round of spray disinfectant to remove virus/bacteria.

Movement of all people in, out and throughout the building

All movement of children around and within the building is to be supervised by an adult and they must adhere to the expected two metres distance. When children are moving around the building, they need to be taught the following expectations. These expectations must then be reinforced consistently by all staff.

They include:

- Everyone washes hands on entering the classrooms.
- Stay on the left when moving through the corridors (follow the arrows).
- Move through doorways one at a time.
- Keep hands and bodies to him/herself.
- Use the assigned bathrooms.
- No more than 1 child at a time uses their assigned toilet.
- Children must wash hands after using the toilet.

Visitors

Except for emergency repairs, visitors to the school building are restricted.

Anyone outside of the staff team, who enters the building, will be expected to provide details of their reason and their full name, address and telephone number.

Outdoor play

A revised playtime schedule has been created to provide increased outdoor playtime for all children and limit the number on the playground at one time. Each bubble will lead their own supervision.

Children's expectations for outdoor play

- Children are expected to follow the school rules and co-operate when instructed and directed.
- Children are expected to adhere to all new procedures so the school can follow the guidelines for health and safety.
- Children must maintain a two metre distance when playing.
- Football matches are not permitted during this time although children can play distanced with footballs.
- Children will not have access to playground toys and bikes.
- Children will not be able to play on the adventure trail / wooden climbing structure (EYs).

Staff illness

Staff who show signs of illness or have a temperature of 37.8 C (100 F) or higher should not come to school or if already at school go home immediately.

You are considered sick when there are symptoms of illness, even with mild symptoms of illness. This means that in case of symptoms of illness you have to stay home from work.

You must inform school of your symptoms so that we can look for patterns in sickness throughout your bubble.

Staff can return to school 48 hours after they have been tested, received a negative result and are no longer showing ANY symptoms of illness. This means that if you have symptoms of illness, you should stay home until you are well.

If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the school must be informed of it in order to inform the persons with whom he/she has been in close contact.

It is recommended that persons with proven COVID-19 isolate themselves as much as possible in the home away from others family members and avoid all physical contact with persons in the home. If a positive test result is received for a child or staff member the bubble will be closed down for 14 days.

When a family member is ill

When you suspect someone in your house has COVID-19, stay at home out of caution. Do your best to isolate yourself from the ill person. Ask to have the ill person tested as you are a key worker and need to return to work. If it is confirmed that it is not COVID-19, you should return to work.

Pupils of concern

Due to the nature of emergency learning, the school's capacity to manage particular behaviours will be limited. As such, it is important that children follow school rules with a greater degree of independence. Unfortunately, children who cannot meet the new expectations will not be permitted to stay at school. Staff will monitor the emotional well-being of children in the new learning environment. Parents are also asked to share any concerns with their child's class teacher.

We will be particularly aware of the following situations and issues:

1. Reluctant children*
2. Social / emotional concerns including new concerns because of new class, teacher, environment, friendships
3. Behaviour / disciplinary issues
4. Late and absent students
5. Child protection issues

*children who are not agreeable to coming to school, who have difficulty separating from parents, who refuse to enter the building, who make excuses during the day to be sent home

Concern	Response
Reluctant children	Staff will make reasonable efforts to encourage children to enter and stay in school. Children who are not able to co-operate easily and quickly will be sent home.
Social/emotional issues	Staff will report children of concern to SLT
Behaviour/ disciplinary issues	There is an enhanced expectation for children to follow school rules, classroom agreements and co-operate when instructed and directed. Children are also expected to adhere to the new hygiene and social distancing charter so the school can follow the guidelines for health and safety. Children who can't meet the new expectations will not be permitted to stay with the bubble. Teachers should call for HT. Next steps will be determined on a case by case basis.
Late and absent students	Regular recording of attendance will continue.
Child Protection issues	The same child protection procedures are in place. Teachers should inform a Designated Safeguarding Lead if they have concerns.

Teaching and learning

Teaching

This is an emergency learning situation. Our goal is to provide children with some familiarity of school routines for social/emotional/academic learning in a school environment. Lessons will be designed to provide practice for consolidating skills and will focus on some new learning, where possible. Lessons should be as independent as possible. Teachers will use teaching materials, strategies and teaching styles that are familiar to them. The academic work for children will be as familiar and as independent as possible.

There is no homework assigned during emergency learning. School books, notebooks and materials may not be brought back and forth from home to school. Children will be encouraged to read independently at home.

Timetable

The emergency learning timetable is designed to limit the movement and contact of staff and children throughout the building.

The focus of lessons will be revision of reading, writing, maths and “well-being” (social/emotional learning) within their assigned bubbles. The members of staff within each bubble will organise the daily schedule of lessons within the arrival/dismissal time and play times. All lessons will take place in the children’s assigned bubble room or outside.

No external providers will be permitted on site during the partial opening.

St. Joseph's Catholic Primary School

Covid-19 Control measures

Quick Reference

When making accommodations and assessing risks, be guided by these principles:

- **Stay in your Bubble** (*no mixing*)
- **Keep your distance** (*2m*)
- **Limit close proximity time** (*15 minutes indoors*)
- **Clean it** (*hands and all surfaces*)
- **Don't touch it if you can help it** (*prop open doors and use elbows*)
- **Avoid face-to-face** (*stay higher than the children – face in different directions*)
- **Leave your eyes alone** (*don't poke or rub them*)
- **Stop sharing resources** (*hand things out individually - in advance*)
- **Model it** (*expect it*)
- **Remove temptations** (*especially hard to wash shared items*)
- **Ventilation** (*get outside or open the windows*)
- **Toilet individually** (*flush and clean*)
- **Act like you've got it** (*it'll keep you cautious*)
- **Be kind** (*it's new for us all*)

Donning and Doffing of PPE for Droplet Precautions For COVID-19

- Ensure hair is tied back securely and off the neck and collar
- Before putting on PPE, decontaminate hands with soap and water and/or alcohol sanitiser.
- Check you have everything you require for the tasks you are going to undertake.
- Never bring your hands up to your face or adjust the PPE when you are in patient contact.

Donning Procedure



1 First apply apron.



2 Apply fluid shield mask; pinch around bridge of nose and ensure bottom of mask is secure under chin area.



3 Eye protection is only required if in face to face contact or there is a risk of splashing. (risk assess) Then apply gloves.



4 Donning procedure complete.

Doffing procedure for PPE



1 First remove gloves by pinching the outside of the glove with the opposite gloved hand and peel off.



2 Slide the fingers of the un-gloved hand under the remaining glove at the wrist and peel the remaining glove off over the first glove and discard.



3 Wash or decontaminate hands



4 Next remove apron by breaking straps at neck and waist. Carefully roll away from body /fold apron in on itself and try not to touch outside/front of apron.



5 Wash or decontaminate hands.
Remove eye protection if worn. Use both hands to handle the straps/or goggles by lifting away from face.
Wash or decontaminate hands.



6 Lastly remove the fluid shield mask when more than 2 metres away from the patient /outside patient room. Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Carefully remove the mask away from the face. DO NOT reuse once removed.



7 Decontaminate hands using soap and water and/or alcohol hand sanitiser.