

*The summary advice below is based on DfE and PHE guidance and was accurate at the time of writing. However, the DfE are making regular updates and the online version will always take precedence. Additional cleaning information has been provided by Devon health and safety team.*

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### 1) Preparation of the School site and preparing pupils and parents

- Discourage parents from gathering at school gates and ask them to model social distancing so that their children learn good practice. Plan arrival and hand-over of children to maintain 2-metre social distancing wherever possible.
- Install a notice at the edge of the site for unplanned visitors. Give them a phone number to ring before they enter. This will apply to parents picking up and dropping off children during the school day.
- Tell children, parents, carers or any visitors, such as suppliers, not to visit the school setting if they are displaying any symptoms of coronavirus (COVID-19)
- If you have an administrator or receptionist on duty, ensure they know, and help re-enforce, the precautions that all site users must follow when in the building.
- If using a rota, ensure you have a first aider on site.
- Ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible.
- Where possible plan so staff can stay working in one area or classroom to avoid sharing equipment etc.
- Stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering.
- Allocate different year groups to different toilets wherever possible.
- Have tissues available for staff and pupils.
- Increase cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms. *(see cleaning - section 4 below)*

- If parts of buildings are not used, prevent access to these to avoid them becoming places for unauthorised use and to remove the need for cleaning. (ensure fire regs are followed when doing this e.g. access to fire exits)
- Keep the building well ventilated for flow through of fresh air.
- Tell anyone who is feeling ill to stay at home, but:
- Plan for children or staff becoming ill while at school and have a well-ventilated room available should they need to be isolated while waiting to go home.

### 2) Arriving and hygiene while at School.

- Wash hands as soon as you arrive at work. Use hand sanitiser if soap and water is not available.
- Wash hands regularly, at least at every break and if possible more often, before eating, after using toilets, after coughing or sneezing.
- If children or young people have trouble washing their hands, ensure help is available
- Encourage pupils to cough / sneeze into a tissue and then throw straight into the bin (not up a sleeve or in a pocket. Cough or sneeze into bent elbow if too slow with a tissue.
- Staff should implement the social distancing measures as far as they are able, with very young children it is recognised that this will be harder to maintain.
- Plan activities as far as possible to also reflect social distancing measures, e.g. no pairs work with pupils sat close to each other.
- Clear up at the end of the day so that all surfaces can be cleaned. Get the cleaning poster [here](#)

New guidance (29<sup>th</sup> March 2020) on supporting young people's mental health (including specific advice for children with special education needs), can be found here.

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing> .

### 3) Leaving school to go home

- Before leaving the school to return home, wash your hands.
- Do not bring resources from school back to your home.
- On entry to your house wash your hands (and any exposed skin on your lower arms) for 20 seconds.

Advice about managing difficult feelings or behaviours to do with hygiene, washing or fears of infection is available in the new PHE guidance, <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>.

### 4) General cleaning of the school site

- Work with cleaners to prioritise prevention of transfer of Covid19.
- Make equipment available for staff to keep their own area clean.
- If cleaners cannot attend and staff need to clean the work areas, then the following should be observed:

- Regularly clean surfaces where children work – at breaks, lunchtime, after school. Desktops, door handles and computer equipment in particular.
- Use cleaning chemicals provided by the school. Follow instructions given verbally and on the container label.
- Wear disposable gloves, if available. If supply of gloves has run out keep hands as free of chemicals as possible.
- Wash hands thoroughly after cleaning for at least 20 seconds.
- Wash and rinse cloths, mops and buckets after use, leave to dry.

### 5) Children or staff becoming ill while at school.

- If anyone becomes ill with a new, continuous cough or high temperature they must be sent home to follow current guidance.
- If they have to wait for collection they should be isolated in a ventilated space, ideally a window should be opened, and they should be monitored until picked up.
- 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.
- Those who have been near the person need not go home, just wash hands and follow normal hygiene rules.
- The rest of the school can continue to operate.

#### **Arrange additional cleaning of a symptomatic person's work area** (guidance link:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>)

- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
- The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) has been working is disposable gloves and an apron.
- Keep the door closed with windows open to improve airflow and ventilation whilst using detergent and disinfection products
- If there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.
- All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
  - objects which are visibly contaminated with body fluids
  - all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
  - use either a **combined detergent disinfectant** solution at a dilution of 1,000 parts per million available chlorine, **or**

- a **standard household detergent followed by disinfection** (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants, **or**
  - if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
- Avoid creating splashes and spray when cleaning.
  - Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
  - After all PPE has been removed hands should be washed with soap and water for 20 seconds. These items should be disposed of as in the waste section below.
  - [PPE equipment for cleaning staff is provided by the outsourced Service]

### ***Items that need to be laundered***

- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely.
- Clean and disinfect anything used for transporting the laundry in line with the cleaning guidance above.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

### ***Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):***

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. The waste should be stored securely and not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

A poster to remind you is available here.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876221/COVID19\\_Guidance\\_Cleaning.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876221/COVID19_Guidance_Cleaning.pdf)

**6) Residential special schools social isolation - please refer to the specific guidance found [here](#)**

**7) Safeguarding and Child protection (including for school clusters) during Covid-19 Summary** ([see full DfE advice on safeguarding during Covid 19 here](#)) Please note the below is accurate

as of 28<sup>th</sup> March, the online DfE advice (as by the link above is comprehensive and will continue to be updated and therefore must be the main reference point.

Where schools and colleges collaborate and children and/or staff from multiple settings are clustered in one place, the principles in Keeping children safe in education (KCSIE) and this guidance continue to apply. The information below covers this situation as well as other schools.

### **Designated safeguarding leads (DSLs)**

- The optimal scenario for any school or college providing care for children is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:
  - a trained DSL or deputy from the school or college can be available to be contacted via phone or online video - for example working from home
  - sharing trained DSLs or deputies with other schools or colleges (who should be available to be contacted via phone or online video)
- Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommends a senior leader takes responsibility for co-ordinating safeguarding on site.
- For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

### **Workforce moving between sites**

- The existing school and college workforce may move between schools and colleges on a temporary basis in response to COVID-19.
- The receiving school or college should judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.
- There is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children. The onus however remains on schools and colleges to satisfy themselves that someone in their setting has had the required checks, this can be via seeking assurance from the current employer rather than requiring new checks.
- Where schools and colleges are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE.
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.
- DBS checks can now be completed quickly by following the usual referral processes.

### **Children attending other settings**

It will be important for any school or college whose children are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information.

- Important information should be provided on day one, including emergency contact details, dietary requirements and medical needs to safeguard the health, safety and welfare of children.
- Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe.
- Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.
- In all circumstances where a vulnerable child does not take up their place at school or college, or discontinues, the school or college should notify their social worker or education welfare office as applicable. (Please see Risk Assessment guidance previously shared with Devon Headteachers)
- Education settings should also follow up with **any** parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

### 8) Statutory and Safety Maintenance during Covid-19.

- Schools should continue to carry out maintenance checks.
- DCC are classing certain building maintenance as essential work and as such, we expect that NPS (or other service providers) will send in their contractors to attend to carry out maintenance/ inspection checks on the equipment listed below:
  1. Gas safety inspections of Gas Boilers and pipe work.
  2. Oil fired heating system - Maintenance and Thorough Examination (TE)
  3. LPG – Boilers - Maintenance and TE.
  4. Lifting Equipment – all checks carried out or taken out of action.
  5. Fire safety checks on: Call points / Fire alarm and system / Emergency lighting.
  6. Legionella - all routine checks.
  7. Air receivers (compressors) Pressure vessels – TE.
- Suitable handwashing and drying facilities, or hand sanitizer where this is not possible, must be available and ensure that contractors use these on arrival on site.
- All usual safeguarding processes for contractors should be followed.