# COVID-19 Operating Procedures

Sampford Arundel and Stawley Primary School

Adapted from the EYFS Guidance COVID-19 Operating Procedures presented by the SSE Early Years team

**SEPTEMBER 2020**

To ensure the operational procedures work for the setting, it is critical that all staff are aware of the content and have the opportunity to contribute. This should ensure that all staff are supported in having any questions they wish to raise answered and additions made to this set of procedures.

**Note:**

•The information in the Operating Procedures links to the information in the government document Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings.

•The document has been amended to suit the childcare setting’s individual need. The document needs to reflect the working practices of your childcare setting and work in liaison with your general risk assessment, health & safety checks etc.

•Things to consider are reflective points for the setting to consider when developing your Coronavirus Risk Assessment. Grey Highlighted areas link to information and examples. Please delete as appropriate

•If completing electronically the format of the documentation will change when things are added or edited.

•The front sheet (page 1) is for information, to save resources you do not need to print off.

Supporting Documentation

* [Statutory Framework for Early Years Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)
* [Actions for educational and childcare providers during the coronavirus outbreak (updated 15 May 2020)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#considerations-for-settings-that-are-open-during-this-period)
* [Coronavirus (COVID-19); Implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)
* [COVID-19: Cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
* [Overview of scientific information on coronavirus (COVID-19)](https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19)

## Disclaimer

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# Covid-19 Site Operating Procedures

Please note, procedures detailed within this document supersede previous policies and procedures until further notice.

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| **Focus** | **Area of consideration** | **Procedure** |
| **Children** | **Attendance** | * Only children who are symptom free**,** or have completed the required isolation period**,** should attend the setting. * Children must not attend more than one setting or bubble. * Children with **ANY** symptom of illness,must be kept away from the setting. This includes, but is not limited to sickness and diarrhoea, headache, cough, fever and rash, even if parents believe there to be a reason for the symptom such as teething. If a child has loss of taste or smell this has also been identified as a potential indicator and the child should not attend the setting. * However unless unwell attendance is mandatory in school from September 2020. Absences will be recorded as unauthorised where appropriate. |
| **Physical distancing/ grouping** | * Children attending each class will all be part of one ‘bubble’. This bubble will not exceed more than 30 children session and we are aiming to provide two members of staff. * Children will be spaced out when seated wherever possible, movement around seated groups will be kept to a minimum. * Any resourcing will be given to children – having been thoroughly washed/disinfected and will be issued to an individual child where possible. * Outdoor spaces will be used, at all possible times dependent on the number of groups on site and the weather conditions – bubbles will be kept separate but will have the same break time and lunch time where possible. |

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|  | | **Wellbeing and education** | | • | All children will wash their hands when entering the classrooms – every time.  Staff will remind children frequently of handwashing/cough/sneeze procedures and model these themselves at all time. Posters will be used to provide additional reminders to observe good handwashing hygiene and use of tissues. |
|  | |  | | •      • | Staff should be aware of additional changes and difficulties in children’s lives caused by the current situation. Staff should ensure open communication with parents and carers can continue, whether at drop-off or over the phone/by email.  The Curriculum is currently suspended however the schools will focus on supporting children’s well-being and offering English and Maths opportunities primarily in the first instance. From the experiences shared in June it is very evident that the children wish to return to as normal a classroom and curriculum as possible. |
| **Workforce** | | **Attendance** | | • | Staff should only attend if they are symptom free, have completed the required isolation period or achieved a negative test result. |
|  | |  | | • | Staff to be aware of any symptoms they present and follow government guidelines of self-isolating. Risk assessing with health questionnaires for returning staff to ensure symptom free. |
|  | |  | | • | Staff who may previously have received a shielding letter from their GP or Consultant are able to attend work. They should socially distance wherever possible.  Staff working outside a bubble need to be mindful of maintain social distance from all other staff and children. Contact within a bubble should only be made when no other option is available. |
| **Physical distancing/ grouping** | | • | Children and staff operate in one bubble. Parents and staff should be clear that there are likely to be 3 on either site at any point. Staff should maintain reasonable social distance from each other, although this will not be possible from the children within their own bubble. |
|  | |  | | • | Staff teams have been allocated in pairs to ensure best delivery of the curriculum. Break times and Lunchtimes will be supervised outside by two members of staff allowing breaks for the rest of the staff. HOWEVER if a child from a bubble which the supervising team are not part of has an issue staff need to be aware it may be necessary to call them to maintain the integrity of the bubbles.  During breaks and lunch times staff must adhere to social distancing and be aware of areas of the building, which may conflict with this including the Kitchen. The staff room has carefully spaced furniture which may be used once zoned by class. |
|  | |  | | • | Staff members should avoid all physical contact with parents, for example hugs and  handshakes. Protocols have been set in place for drop off and collection to ensure  that no physical contact shall be necessary with parents. |
|  | |  | | • | Staff members should avoid physical contact with each other including handshakes, hugs etc. |
|  | |  | | • | Where possible, meetings and training sessions will be conducted through virtual conferencing. Emails are widely used throughout the organisation as a core means of initial communication. |
| **Training** | | • | All staff members will receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating. This will be reviewed**,** and updated regularly**,** with all staff. |
| **Parents** | | **Physical distancing** | | • | Only parents/carers who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. |
|  | |  | | • | Only one parent/carer should attend pick up/drop off. If another family member attends, they should remain in the car if possible. |
|  | |  | | • | On arrival, parents should take their child to the main gate (Stawley) or the edge of the car park leading to the Village Green in front of the school (Sampford Arundel). |
|  | |  | | • | When waiting to collect children, parents should stay in their car (or standing at least two metres away from anyone) until a staff member brings their child out of the school. Parents need to continue to observe social distancing throughout. |
|  | |  | | • | **ALL PARENTS NEED TO LEAVE THE SITE ONCE THEY HAVE DROPPED OFF OR COLLECTED THEIR CHILD/REN** |
| **Communications** | | • | Government guidance (posters) will be displayed in the setting and on entrances. Parents/carers will receive clear communication (reviewed and updatedregularly) regarding the role they play in the safe operating procedures and of all measures being taken to ensure the safety of their children and themselves, which may be new information. This will be conducted**,** via email. |
| **Visitors** | | **Visits** | | • | Attendance to the setting is restricted to children and staff as far as practically possible and visitors will not be permitted onto the site unless essential (e.g. essential building maintenance). Where essential visits are required**,** these should be made outside of the usual operational hours where possible.  Any attendees on site must respect the group bubbles and ensure their integrity is maintained. |
| **Travel** | |  | | • | | Wherever possible staff and parents should travel to the schools alone, using their own transport. |
|  | | Travel associated with setting operations | | • | | If public transport is absolutely necessary, current guidance on the use of public transport must be followed. |
|  | |  | | • | | Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats and scooters. These will not be able to come on to site. |
|  | |  | | • | | There will be no outings requiring travel outside of the site grounds for the first half term inclusive of swimming and sports events. Welly walks will only be conducted, once individually risk assessed on a case-by-case basis. |
| **Hygiene and**  **Health & Safety** | | **Hand Washing and personal hygiene** | |  | | * All children and staff must wash their hands upon arrival at the site. * After being led into the school building by staff, children will wash their hands immediately using antibacterial soap. * Children and staff members will be encouraged to wash their hands frequently. * To avoid touching mouth, eyes and nose where possible – staff will give reminders to children * Gloves must be worn if sun tan is applied by a member of staff. It is preferable that all children arrive with sun cream on and apply top up applications themselves. * Staff should bring a change of clothes to work to enable them to change if they are compromised at any point by a coughs/vomit/tears etc. |
| **Cleaning** | |  | | * An enhanced cleaning schedule (hygiene and infection control procedures followed) must be implemented that includes furniture, surfaces and children’s toys and equipment – all staff on site will have a role cleaning for the bubble they are with and will regularly wipe down door handles and areas of consistent use. Where possible, older children can additionally help with this if it also serves to reassure them. |
|  | |  | |  | | * Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly. * Staff will be briefed on cleaning standards and procedures |
|  | | **Waste disposal** | |  | | * All waste must be disposed of in a hygienic and safe manner * Tissues must be immediately disposed of in a lidded bin, which will be emptied regularly |
|  | | **Laundry** | |  | | * All items within the setting requiring laundering must be washed in line with Government guidelines * Hand towels and tissues will all be disposable- there will be no use of fabric resources or tea towels on site * ALL CHILDREN MUST RETURN TO SCHOOL UNIFORM IN SEPTEMBER – THIS WILL HELP CREATE NORMALITY FOR THE CHILDREN ONCE MORE. * No PE kit required for the first four weeks – the children will be engaging in PE but as uniforms will be washed regularly it makes sense to keep additional clothing off site where possible. |
|  | | **Risk assessment** | |  | * All activity should be risk assessed and due consideration given to any adaptations to usual practice. This must be shared with all staff. * Staff may provide cooked playdough and separate it into named containers for use by one child only and discarded after use. * Sand will not be used. * All Soft toys and furnishings should be removed. * Carpet should be sprayed with anti-bac before and after each session, or covered with oilcloth/lino which can be cleaned. * It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils. Cooking and some aspects Risk assessments should be regularly reviewed, and updated, if required. |
| **Hygiene Measures** | |  | * Government guidance is that PPE is not required for general use in school settings to protect against COVID- 19 transmission. Aprons and disposable gloves should continue to be worn as normal for nappy changing and the administration of first aid * PPE will be available if required when isolating in setting with a child displaying symptoms. * If First Aid has to be administered PPE in the form of mask, gloves and apron should be applied – a mask should also be applied to the child to minimise transmission. |
| **Premises** | | **Building** | |  | * All appropriate Health & Safety checks should be conducted prior to re-opening as they are each term. * Legionnaires test will be carried out cyclically as it usually is. |
|  | |  | |  | * Fire alarms will be checked prior to opening. * Windows will be kept open where possible when the site is in operation to maximise air flow and low risk rating. |

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|  | **Resources** |  | * Children should not bring items from home into the setting unless absolutely essential. Where this is the case, items should be appropriately cleaned upon arrival. |
|  |  |  | * All resources required for play and learning experiences of children will be regularly washed and/or sterilised. * Playdough will be disposed of at the end of each session * Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed. |
|  |  |  | * Staff should use their own clipboard and pen (if needed). Camera should be cleaned regularly. * Pens used by parents to sign accident forms (if needed), should be cleaned before and after use. |
| **Supplies** | **Procurement & monitoring** |  | * The setting will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control – parents must be aware of this, as the setting will not run without adequate supply. |
|  |  |  | * A monitoring system for the usage of PPE such as aprons and disposable gloves is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low the School Secretary and Headteacher **MUST** be informed, so that further stocks can be sourced before they have run out. |
|  |  |  | * Catering will resume with our usual suppliers HOWEVER for the first four weeks they will be supplying packed lunches for UIFSM and FSM children rather than cooked lunches to minimise cross contact. * Milk will continue to be provided to those who usually access it. * THE FRUIT AND VEG SCHEME HAS NOW STOPPED SO SNACKS FOR BREAKTIME NEED TO BE PROVIDED FROM HOME. |
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| **Responding to a suspected case** |  |  | * In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance |
|  |  |  | * Whilst waiting for the child to be collected they should be isolated from others. A window will be opened for ventilation in any room occupied by an unwell child. A PPE mask should be applied to the child if possible – in both schools the best place for this is the Headteacher’s Office . |
|  |  |  | * Suitable PPE will be provided for the staff member responsible for the child during this time. |
|  |  |  | * The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours |
|  |  |  | * The person responsible for cleaning the area should wear appropriate PPE, if this person wishes to self-isolate, they will discuss with their manager |
|  |  |  | * In the event of a staff member developing suspected coronavirus symptoms whilst working, they should return home immediately and isolate at home in line with the NHS guidance. In this instance, all children will need to be collected immediately. |
| **Additional**  **Information** | **Beginning and end of day** |  | * Start and end times will be staggered to make a safe but smooth start and end to the day. * **Parents must leave site as soon as they have collected or dropped off their children otherwise it will totally invalidate the enhanced process of keeping our class bubbles as separate as possible.**   **SAMPFORD**:  Siblings – all families with more than one child attending **8.45am and 3.10pm**  Individual children – one child only in the school **8.55am and 3.20pm**  Parents should not come on to the green and should leave the car park ASAP to ensure the ongoing safety of all our children.  The methodology for this decision is to create the smoothest, quickest start to the day for all our children ensuring they make the most of their time in school.  **STAWLEY:**  Having reviewed the numbers involved it is essential for the smooth running of the school that parents drop off and collect at the set times due to the restrictive parking.  We are going to try a rapid turnaround model initially in the hopes of creating the smoothest possible start to the day for our children – therefore parents need to leave the area around the school as soon as they have dropped off their children.  8.20 to 8.55 – Drop off  3.00 to 3.20 - Collection |