



# **Covid-19 Site Operating Plan for Parents and Students**

# The Key Values in our School Operating Plan are:

1. Overview
2. Attendance
3. Drop off and Collection
4. Operation
5. Communication
6. Travel
6. Hygiene practices

# Overview

While COVID-19 continues to pose a threat, new Operating Procedures will be applied across the school to minimise the risk of infection and enable our staff to continue supporting the emotional, educational, and general wellbeing of our students.

Based on Department for Education advice and enhanced with our own additional measures, The Emscote School COVID-19 protocols are designed to create 'a safe school environment' which separates our students from external factors and limit social interaction between groups of students and staff teams operating inside, as much as logistically possible.

Subject to further Government directives and guidance, we are confident that the current procedures offer the best possible levels of protection.

While safety remains the ultimate priority, we are focused on addressing the impact of the COVID-19 restrictions for each student to ensure support is tailored to their individual need.

There are bespoke aids to support parents preparing children for school during COVID-19 and where possible paperwork and daily updates have been digitalized to improve efficiency and ease of communication with staff.

In these extraordinary times our partnership with parents has never been more important.

## **ATTENDANCE**

- Only students who are symptom free or have completed the required isolation period can attend the setting.
- Symptoms of COVID-19 are;
  - A new or persistent cough
  - Loss of taste or smell
  - High temperature
- If a student presents symptoms at school. We must follow government guidance.
  - Isolate the student, and provide them with PPE. Staff will also wear PPE to supervise them.

- Contact the parent, and alert them to the situation.
- Advise the parent of the following.
  1. The child is returning home.
  2. The child must be tested by through their local testing center.
  3. If the test returns positive the student must isolate for 14 days or until symptoms have gone.  
They can return to school when symptoms have gone.
  4. If the test returns negative, they can return to school as normal.
- A Positive Case within the school; following a positive test of a child within the school.
  - Swift action to contact – the local Health Protection Team. Warwickshire Public Health, [wphadmin@warwickshire.gov.uk](mailto:wphadmin@warwickshire.gov.uk), 0344 2553 560
  - Public health will carry out a risk assessment, and decide on the course of action.
- If a student has socialized with someone who presents symptoms and is being tested. We must follow government guidance.
  - Isolate the student, and provide them with PPE.
  - Contact the parent, and alert them to the situation.
  - Advise the parent of the following.
    - I Until the test (of the person they have socialized with) has come back they cannot attend.
    - II If the test returns positive the student must isolate for 10 days, if symptoms arise, they can be tested themselves.
    - III If the test returns negative, they can return to school as normal.
  - Support the student throughout the time they are isolate by checking on them and ensuring they are comfortable.

**The government procedures for access to schools relating to the shielded and vulnerable is detailed below:**

- Child who have been classed as clinically extremely vulnerable due to a pre-existing medical condition and have been advised to shield are encouraged to attend school. They can attend school if the site is COVID-19 secure, and the student is able to confidently follow those instructions.
- A child who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting.
- A child living in a household with someone who is extremely clinically vulnerable, as set out in the shielding guidance on the government

website – should only attend school if the site is COVID-19 secure, and the student is able to confidently follow those instructions.

### **DROP OFF AND COLLECTION**

- Only parents/carers and taxi drivers who are symptom free and / or have completed the required isolation periods will be able to drop off or collect their child.
- When parents/carers and taxi drivers are waiting to drop off or collect their child, social distancing should always be maintained.
- Specific drop off and collection times may be introduced at a later stage if further adjustments are required to improve safety or efficiency.
- Students who travel to and from school in taxis are advised to wear PPE.

### **STUDENT BEHAVIOUR**

- We expect all student to follow normal school rules.
- If a child behaves in a way that they becomes a safety issue to others because they are not following the social distancing rules, they will be isolated and sent home immediately. This includes mimicking symptoms of coronavirus, even if intended as a joke.

### **OPERATION**

Government guidance recognises that in all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission. Social distancing should be kept 2 meters apart as frequent as possible. The emphasis on returning has been placed on the below areas:

- Avoiding contact with anyone with symptoms.
- Frequent handwashing and good respiratory hygiene practices.
- Regular cleaning of the setting.
- Minimising contact and mixing.
- Groups will be configured based on the numbers of children attending and the best use of space across the school. As safety remains an absolute priority the numbers of students attending may be limited to achieve and maintain safe operation and separation between groups.

- No more than 8 pupils in one group.
- The use of communal internal spaces will be restricted as much as possible.
- Outdoor areas will also be utilised to support more space for students to utilise play sports where it is safe to do so.

## **COMMUNICATION**

- We will continue to provide all parents/carers with regular communication, so that we can work together in ensuring safe operating procedures for your child and family.
- Accident forms can be emailed, but colleagues will still inform parents, carers, and council members verbally in the event of an accident.
- Staff will provide verbal feedback to parents about their child. If longer more detailed discussions are required telephone calls/video meetings can be arranged.
- Ensure parents/carers and students are aware of recommendations on transport to and from (including avoiding peak times, and the use of PPE).
- Our procedures and practices will be reviewed and updated in line with government guidance.

## **TRAVEL**

- Wherever possible colleagues and parents/carers should travel to the school alone, using their own transport.
- If public transport is necessary, please note any current guidance for the safe use of public transport.
- Students who arrive via taxi's can share with other student and follow the government advice of wearing a face mask within the taxi.

## **HYGIENE**

- All Students and colleagues must thoroughly wash their hands upon arrival at school and frequently throughout the day, particularly before

and after toileting, eating and handling of resources.

- Clean surfaces that students are touching, such as stationary, books, desks, chairs, doors, sinks, toilets, light switches, laptops, and sports equipment following the end of each lesson.
- All waste will be disposed of in a hygienic and safe manner.
- The immediate disposal of used tissues will be followed.
- Encouraged not to touch their mouth, eyes, and nose
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Windows will be open where possible to ensure ventilation.
- Classrooms have been reviewed and items removed to limit the number of hard surfaces requiring cleaning.
- Enhanced daily clean provided by school cleaning service.

#### **RISK ASSESSMENT**

- In the event a colleague develops Covid-19 symptoms whilst working they will be provided with a mask to safely exit the building and advised to return home immediately.
- In the event a student develops Covid-19 symptoms whilst working they will be provided with a mask, and isolated within the first aid area until they can be transported by the parent or council arranged taxis.
- They will be reminded of NHS guidelines regarding isolation and personal care and not allowed to return to work until the isolation period is over and they are no longer symptomatic.

**Government guidance states:**

- Where the child, young person, or staff member tests positive,
  - Swift action to contact – the local Health Protection Team. Warwickshire Public Health, [wphadmin@warwickshire.gov.uk](mailto:wphadmin@warwickshire.gov.uk), 0344 2553 560
- Public health will carry out a risk assessment, and decide on the course of action.
- The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

### **STAFF**

- Staff will only attend if they are symptom free, have completed the required isolation period and achieved a negative test result.
- Staff have a plan for social distancing during breaks for colleagues
- Colleagues will avoid physical contact with each other including handshakes, hugs etc.
- Colleague meetings and training sessions are being conducted through online virtual conferencing.

### **TRAINING AND PPE**

- All colleagues have received appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
- Government guidance is that PPE is not required for educational settings beyond that which is usually worn such as gloves and aprons for toileting procedures and first aid.
- PPE is encouraged but not mandatory within the corridors and communal areas.
- PPE is available for colleagues to use where a child is displaying symptoms and awaiting collection. This includes aprons, Nitrile gloves and masks.

Please refer to the COVID-19 Risk Assessment for further information.