



## **GRANTA SCHOOL COVID-19 GUIDANCE**

### **HEALTH AND SAFETY PROCEDURES**

**Updated: 4<sup>th</sup> January 2022**

#### **INTRODUCTION**

The school acknowledges the need to provide clear and specific guidance to all staff in order to ensure the safety of the entire school community during the ongoing Coronavirus pandemic. As the school provides a significant level of care for underprivileged children and young adults and those with special educational needs and disabilities, it is important to make all possible arrangements to resume education and supervision as soon as possible but to do so taking into account all necessary precautions as well as those recommended by the Government, Local Authority, Department for Education, Local and National Health Authorities.

The success of the arrangements will be subject to a significant amount of effort, cooperation and communication over a sustained period in circumstances that will likely be challenging.

This document has been prepared with the specific goal of ensuring the health, safety and well-being of all staff, pupils and visitors associated with the school. In the event that any of the arrangements or instructions are felt to be unclear or if clarification is needed, staff should not hesitate to contact a member of the Senior Leadership Team to highlight and discuss these issues.

#### **RISK ASSESSMENT**

A risk assessment has been prepared to identify the key hazards associated with operating the school during the pandemic. The risk assessment will be reviewed and updated on a regular basis in order to ensure the hazards associated with the lockdown being relaxed or otherwise are carefully assessed and working practices are amended as necessary.

This document has been prepared in order to make the arrangements for managing the risks on this basis as clear as possible for staff and will be formally communicated prior to work commencing.

In the event of two or more students/staff that have mixed closely testing positive, the school will move to the outbreak management plan (below), where stricter mixing rules may be reintroduced dependent on Public Health advice.

#### **INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

Prior to work commencing, all staff will be given all necessary information on what is required of them to ensure risks are managed and minimised throughout the working day. Many arrangements and practices that have been part of the daily routine will need to change and staff need to be given all necessary information to confirm what needs to change and why.

All staff will be given a copy of these procedures to allow them to read the arrangements and to raise questions or seek clarification from the Senior Leadership Team (SLT) about any matters that may be unclear.



Heads of Pathways will also communicate the information to staff on a regular basis and will ensure staff are reminded of the requirements and given appropriate assistance to implement them when challenges arise.

## **REFERENCES**

**Actions for schools during the coronavirus outbreak - GOV.UK ([www.gov.uk](http://www.gov.uk))** - Updated guidance including details of how to respond to a possible/suspected case of COVID-19 including the expectation that setting will engage with the Test and Trace process.

**COVID-19: Cleaning of non-healthcare settings outside the home** - General principles of cleaning during the COVID-19 pandemic, as well advice for cleaning areas used by individuals with possible/suspected or confirmed COVID-19.

**COVID-19: Guidance for households with possible coronavirus infection** - Key messages for households with possible/suspected COVID-19 including the importance of booking a test and self-isolation.

**COVID-19: Guidance for contacts of people with possible or confirmed Covid-19 who do not live with the person** - Guidance for people who have been notified by NHS Test and Trace that they are a contact of a person who has had a positive test result for COVID-19.

**Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)** - Strategy for infection prevention and control, including the specific circumstances in which PPE should be used, to enable safe working during the coronavirus (COVID-19) outbreak

Contingency framework: education and childcare settings ([publishing.service.gov.uk](http://publishing.service.gov.uk))- Details of outbreak management

Encourage vaccination among all those eligible - this should be everyone >16 yrs including pregnant and clinically vulnerable staff, children over 12 years and those under 12 who have are considered vulnerable. <https://www.thevaccinators.co.uk/>

Ensure good hygiene for everyone [Information about the Coronavirus \(e-bug.eu\)](http://e-bug.eu)

Maintain appropriate cleaning regimes [COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Keep occupied spaces well ventilated [Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](http://hse.gov.uk); [CIBSE - Coronavirus COVID 19](http://www.cibse.org)

Regular asymptomatic LFD testing for all staff and advising people with COVID-19 symptoms not to attend the setting but to isolate and take a PCR test [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus)

Self-isolation of positive cases [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



**Risk Assessment:** Coronavirus Outbreak

**Location:** All Areas within School

**Persons Exposed:** Employees: ✓ Contractors: ✓ Visitors / Staff: ✓ Others: ✓

## Introduction

This assessment is intended to allow for a regular assessment of the risk of a Coronavirus outbreak within the school or that may affect any pupil, visitor, parent or member of the public who may regularly interact with the school or those who attend.

The assessment process is reviewed at least weekly, or after any event that may give cause to reassess, in order to confirm the level of risk to the school and those who use it.

Examples of issues that may give cause for reassessment would include:

- Confirmed infection of an individual known to the school or in regular contact with school users
- A local infection or outbreak
- Visitors who have visited a country or area where an outbreak is confirmed
- A recommendation from a governmental or educational authority regarding an increased risk level
- Return after a term holiday

The level of risk should be reassessed frequently and the status of the risk level clearly communicated to those who may be affected or who are responsible for monitoring health.



Known Hazards / Last Update	Risk Rating			Control Measures to Reduce Risk	Current Risk Level		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
4 <sup>th</sup> January 2022	H	H	High	<p>Staff and eligible students are encouraged to take up the vaccine and enabled to attend vaccine appointments where practical.  <a href="https://www.thevaccinators.co.uk/">https://www.thevaccinators.co.uk/</a></p> <p>Staff are encouraged to notify the setting when they have completed their vaccine course (to enable long term planning) – <i>please note staff do not have to share medical information with their employer if they do not wish to, however doing so ensures timely communication to those at higher risk.</i></p> <p>Staff who are not double vaccinated may wish to be more cautious regarding their own mixing in the staffroom.</p> <p>Staff who cannot receive the vaccination due to medical conditions can complete a medical exemption form, which will nullify any close contact isolation period (LFT for 7 days instead whilst attending work) – those with this exemption must notify the Headteacher.</p> <p>Staff and secondary aged students are encouraged to take Lateral Flow Tests twice a week and to share results with the setting and report them to the national system online.</p> <p>Staff and all students are additionally encouraged to take a lateral flow test the day before returning to school following any holiday period.</p> <p>Staff/children that meet the criteria of clinically vulnerable or clinically extremely vulnerable, have a risk assessment completed to identify any suitable control measures that must be in place to keep them safe in the setting. This should be completed with reference to the HSE guidance <u><a href="#">Protect Vulnerable Workers during the Coronavirus (Covid-19) Pandemic.</a></u></p>	M	L	Low
Staff and pupils contracting Covid-19							



				<p>Risks to new and expectant mothers in the workplace are considered and will have an individual risk assessment in place.</p> <p>All students who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. Special school students that are primary aged will soon be eligible for vaccines and this will be encouraged through in-school vaccination with parents present.</p> <p>Visitors to the school are encouraged to test prior to entering and must adhere to the school risk assessment and their own organisations' guidelines. Visitor details are recorded for track and trace purposes.</p> <p>School will continue to provide FSM and remote learning for those not able to come to school due to Covid.</p>			
4 <sup>th</sup> January 2022	M	H	Medium	<p>Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return. Staff travelling during holiday periods must plan such that they are able to return to school and do not miss work due to isolation periods.</p>	L	L	Low
Children and staff travelling from abroad				<p>Children and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate <u>list</u> of countries for more information.</p> <p>If any member of a household tests positive on the Day 2 return test, the entire household must isolate for the full 10 day period.</p>			
4 <sup>th</sup> January 2022	H	H	High	<p>Staff and secondary aged students (where able) will wear face masks in communal areas and on transport.</p>	M	L	Low
Spread of Covid 19 within the setting				<p>There is a suitable supply of soap and access to warm water for washing hands.</p>			



				<p>Appropriate controls are in place to ensure the suitable sanitisation of student's hands on arrival at the setting, following outdoor play, before meals and following the use of toilets.</p> <p>Monitor the use of hand sanitiser with students to ensure it is not ingested.</p> <p>Staff will encourage students to learn and practise good hygiene habits through games, songs and repetition.</p> <p>Staff will model the use of "catch it, bin it, kill it" to students.</p> <p>Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use.</p> <p>Identify any poorly ventilated areas and premises team to take steps to ventilate these as well as possible.</p> <p>Plan to use outdoor space as often as possible during the day.</p> <p>Large staff meetings will be virtual or split into smaller groups.</p> <p>Meetings with parents and external professionals will be virtual wherever possible.</p> <p>Regular cleaning procedures are in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"><li>○ Taps and washing facilities,</li><li>○ Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser</li><li>○ Door handles and push plates</li><li>○ Handrails</li><li>○ Lift and hoist controls</li><li>○ Machinery and equipment controls</li></ul>			
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				<ul style="list-style-type: none"><li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles</li><li>○ Telephone equipment</li><li>○ Keyboards, photocopiers and other office equipment, tables and chairs</li></ul> <p>Where possible ensure surfaces are kept clear to enable cleaning.</p> <p>If someone has tested positive with covid-19 then any area/room they have accessed will undergo a thorough clean; surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure students cannot access the surfaces during this time.</p> <p>Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond:</p> <ul style="list-style-type: none"><li>○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature)</li><li>○ A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual)</li><li>○ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal</li></ul> <p>Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this.</p> <p>If a member of staff has tested positive using a home based Lateral Flow Device test they should book a polymerase chain reaction (PCR) test immediately to confirm the result and self-isolate until that result is</p>			
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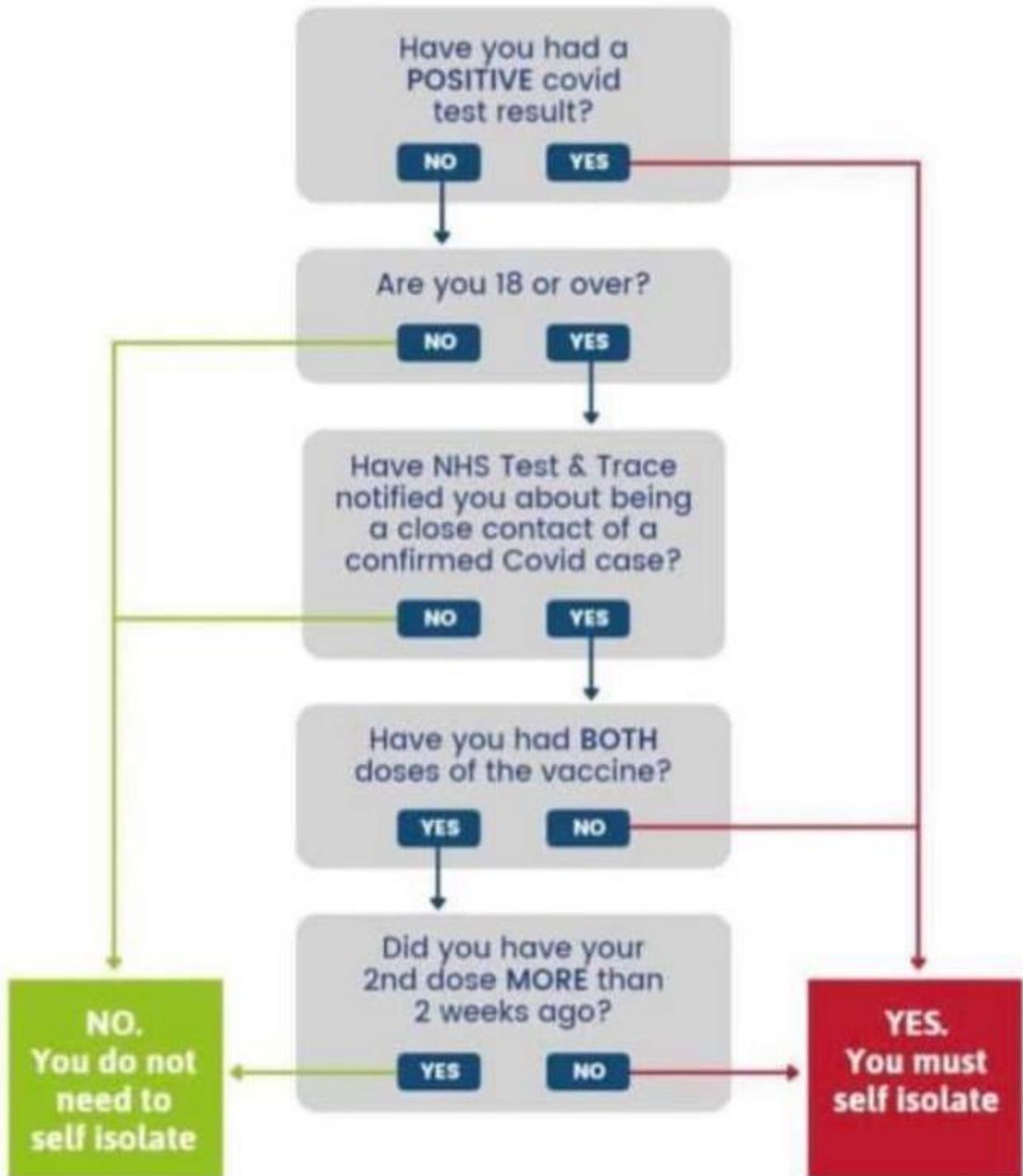


				<p>available. All positive results must be sent to the Headteacher via the email <a href="mailto:testandtrace@granta.cambs.sch.uk">testandtrace@granta.cambs.sch.uk</a></p> <p>If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. If the test is positive they should self-isolate for 10 full days from the day after their symptoms started. They can choose to reduce their isolation period by taking a lateral flow test on Day 6 and Day 7, if they are a child or are double vaccinated. If both of these are negative and they do not have a temperature, they can then return to school/work on Day 8 but they should continue to exercise caution, including social distancing and mask wearing.</p> <p>All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>The isolation period includes the day the symptoms started (this is day 0) and the next 10 full days (or 7 full days if Day 6 &amp; 7 lateral flow tests are carried out).</p> <p>Any child displaying symptoms must be taken to the isolation room where they can be isolated whilst they are waiting for collection. A familiar adult, with appropriate PPE stays with them. This room is then thoroughly cleaned after use (detailed above).</p> <p>Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. Only adults over 18 years who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are</p>			
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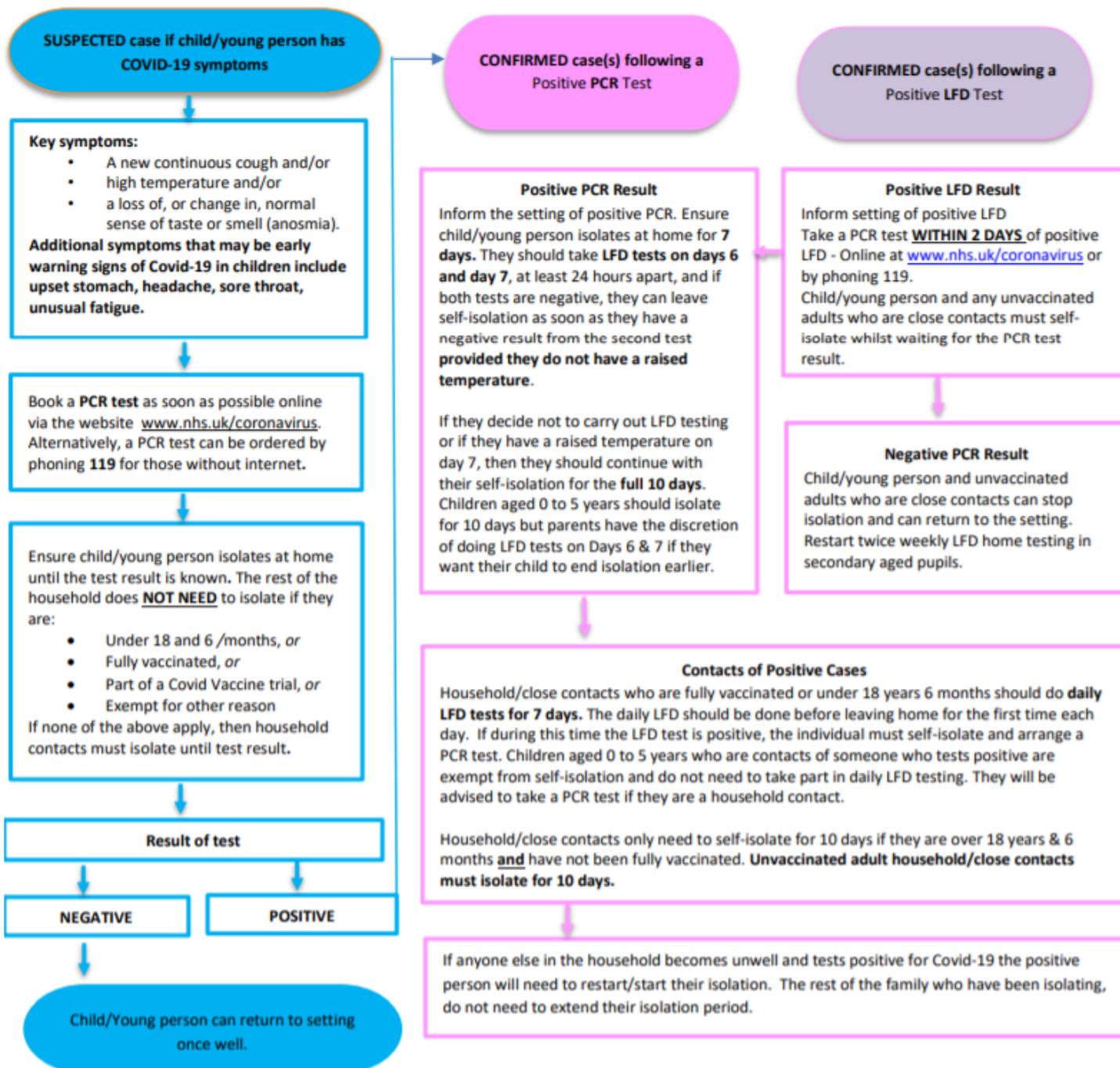
				<p>in close contact but should take a daily lateral flow test for 7 days following contact.</p> <p>If advised by Public Health the setting will implement the Outbreak Management Plan (below).</p>			
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## Do I need to self-isolate?



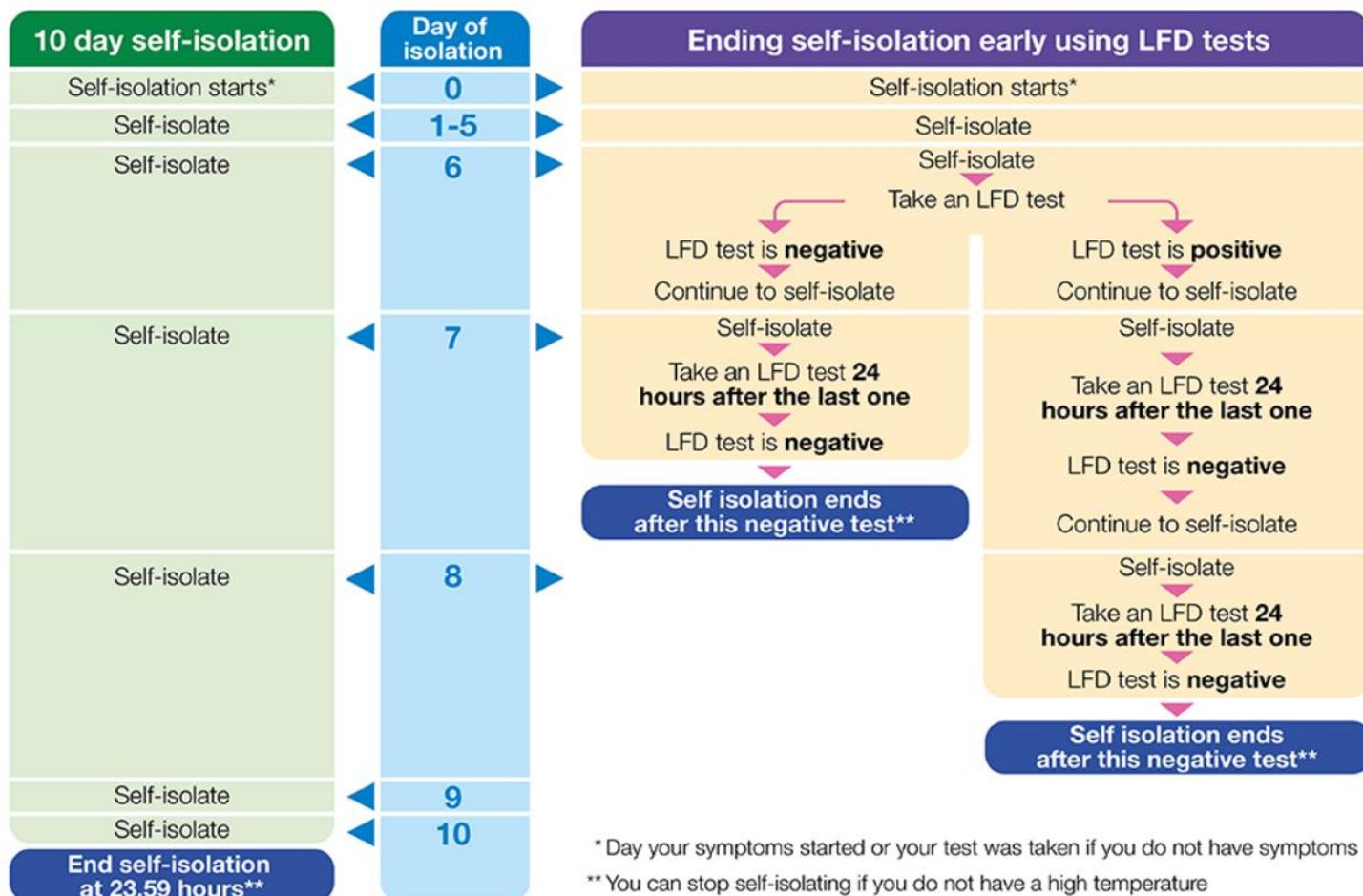


For any **SUSPECTED** or **CONFIRMED** case of COVID-19 in a child/young person please follow the flow chart below





## SELF ISOLATION GUIDANCE FOLLOWING A POSITIVE PCR TEST





**Granta COVID Outbreak Contingency Plan – January 2022**

<p><b>Should my child self-isolate or miss school?</b></p> 	 <p><b>NO</b></p>	<ul style="list-style-type: none"> <li>• All children <b>MUST attend school unless they are ill.</b></li> <li>• From 16<sup>th</sup> August 2021, children under 18 (or double vaccinated adults) do not need to self-isolate if a member of their household or a contact has COVID.</li> <li>• <b>Instead, they will need to take a lateral flow test daily for 7 days but can continue coming to school so long as they have no symptoms and the test results continue to be negative.</b></li> </ul>
	 <p><b>YES</b></p>	<ul style="list-style-type: none"> <li>• If your child develops COVID symptoms at home, they should <u>stay at home</u> and should book a PCR test, <u>NOT</u> a Lateral Flow Test.</li> <li>• If your child develops COVID symptoms at school, they will be sent home and you should book them a PCR test.</li> <li>• <b>If your child tests positive for COVID, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated- but instead should take lateral flow tests daily for 7 days.</b></li> </ul>

Community COVID Risk	Description	Action
 <p><b>Low Community Transmission. No School Cases.</b></p>	<ul style="list-style-type: none"> <li>• There have been no cases of COVID within school for 10 school days.</li> <li>• Cases of COVID locally are low and/or stable.</li> <li>• Hospitalisations/Deaths due to COVID nationally are low.</li> </ul>	<p>NO COVID measures are necessary beyond:</p> <ul style="list-style-type: none"> <li>• Reminding children of good hand-hygiene.</li> <li>• Ensuring good ventilation encouraged where practical.</li> <li>• Ensuring children/staff to stay at home if they have COVID symptoms (and to book a PCR test)</li> </ul> <p>Staff and secondary aged students will continue to test themselves twice weekly using Lateral Flow Tests.</p>
 <p><b>Rapidly Rising Community Transmission</b></p>	<ul style="list-style-type: none"> <li>• No current COVID cases have been recorded at school, but...</li> <li>• Cases of COVID Omicron cases are rising rapidly in the community causing disruption to other local schools.</li> <li>• Cambridgeshire Public Health/Public Health England issue warnings of expected local/national infection wave.</li> </ul>	<ul style="list-style-type: none"> <li>• Ventilation of classrooms increased &amp; hand-washing fully supervised.</li> <li>• Staff room capacity is reduced.</li> <li>• Extremely clinically vulnerable staff meet with line managers to review their Individual Risk assessment and discuss additional protection (e.g. use of face coverings, reduction in movement between classes/groups).</li> <li>• Face coverings worn in communal areas by staff and secondary aged students.</li> </ul>



Number of Cases	Description	Actions
 <p data-bbox="233 577 437 640">A single child tests positive</p>	<ul data-bbox="491 353 858 479" style="list-style-type: none"> <li>• A single child tests positive for COVID in a class.</li> <li>• No other year groups are affected.</li> </ul>	<ul data-bbox="890 353 1385 801" style="list-style-type: none"> <li>• The child self-isolates for 10 days. Remote learning will be provided if they are well enough to complete it.</li> <li>• The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.</li> <li>• Likely contacts will be contacted by NHS Track &amp; Trace and advised to book PCR Test. The school will contact parents to advise this if close contacts are known.</li> <li>• <b>Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have COVID symptoms.</b></li> </ul>
 <p data-bbox="213 1070 456 1196">2 children or staff within a year group test positive within 10 days of each other.</p>	<ul data-bbox="491 817 858 1032" style="list-style-type: none"> <li>• There have been 2 cases of COVID where the individuals have been in close contact within 10 days which could mean that COVID is spreading within a group of children/staff</li> </ul>	<ul data-bbox="890 817 1385 1167" style="list-style-type: none"> <li>• <b>As above for each positive case.</b></li> <li>• The school will discuss the outbreak with Cambridgeshire and Peterborough Public Health and agree strengthening protective measure for 10 school days. Including:               <ul data-bbox="986 981 1385 1167" style="list-style-type: none"> <li>○ Adapting, limiting or postponing indoor sporting events, trips, open days etc</li> <li>○ Reverting to video-link meetings.</li> <li>○ Reducing the amount of classes staff work across.</li> </ul> </li> </ul>
 <p data-bbox="209 1473 459 1570">COVID cases continue to increase rapidly within a 10 day period.</p>	<ul data-bbox="491 1236 858 1491" style="list-style-type: none"> <li>• Despite the measures indicated above, COVID cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that COVID is spreading widely throughout the school.</li> </ul>	<ul data-bbox="890 1236 1385 1684" style="list-style-type: none"> <li>• Incident Management Team meeting held between the school and Cambridgeshire and Peterborough Public Health to agree further measures, for a further 10 school days, including:               <ul data-bbox="986 1402 1385 1684" style="list-style-type: none"> <li>○ Re-introducing class bubbles.</li> <li>○ Reverting to class-based lunches.</li> <li>○ Limiting all non-essential visitors to school.</li> <li>○ Postponing all non-essential events.</li> <li>○ Re-introducing remote learning for individual classes for 10 school days.</li> </ul> </li> </ul>

The school will inform parents of any changes to COVID measures should these be needed.