

## Post Covid- 19 Staff Induction Booklet

### Sandgate School Covid 19 Student's Routines

Students will be in a classroom where small toys, books and soft furnishings have been removed. Our school is going to feel very different however, we will continue to show students our care in different ways that does not involve as much close contact.

#### **General operation:**

Students will be in a class groups and will be allocated to a Bubble. A Bubble is an isolated group of up to three class groups that will not mix with other Bubbles. The Bubble system is in place to both reduce the likelihood of cross infection, but also in the event of a positively identified case reduce the number of students that have to isolate for 14 days.

It is expected that all students and staff are back in school in September

Students are advised to attend school in school uniform, with NO Ties or Blazers. If the school jumper is in the wash and you only have one, please send your child into school with a jumper that has no slogan on it.

Classes will have staggered starts to avoid high numbers of people congregating in one spot. Members of staff will collect from taxi. School and the LA will liaise with taxi companies to ensure that a staggering occurs.

There will be no after school clubs or community based learning at the start of term, school will risk assess the situation when we get to September.

Students are starting back in the classes that they were in pre-lockdown and a transition up to their next class will happen around the October half term holiday.

Where possible, toilets will be allocated to each class bubbles and no other class group will use them.

The students will not be able to bring in anything from home except a water bottle, packed lunch, spare clean clothes and pads (if required) in a clean bag for life. No diaries or any other item except medical items.

All student will be encouraged follow social distancing rules at all times, where possible.

#### **Behaviour**

It will be impossible to enforce social distancing rules and personal hygiene protocols for all students. Staff will support students to do this as far as possible. PPE is available for all staff when they need to wear it, guidance for this is clearly given on our student control measures document.

Students with a behaviour support / healthcare / intimate care plans in place will need to have this reviewed in the light of Covid-19 guidance.

Students will be encouraged to walk on the left hand side of corridors.

### **Hygiene**

Children will wash their hands for at least 20 seconds as soon as they enter school and immediately before they leave school. They must also do this at regular times during the day for example after going to the toilet, sneezing or playing outside

Students must wear **clean** clothes everyday they are in school. They need to bring clothing suitable for PE activities. (It is recommended that parents immediately change their child's clothes on re-entering the home and put them straight into the wash – a bath or shower is also recommended to avoid your child bringing the virus into your home.)

Shoes that can be wiped clean are also recommended.

Students will be encouraged to clean their work areas at regular intervals with some staff support where required.

Masks will not be worn INTO school. They must be removed by a parent before the child enters the site.

### **Drop off and pick up:**

Students will arrive to school in a morning and be picked up in the evening at staggered times. This is to minimise the numbers of people on the site at any one time. No parents/carers will be allowed in the school building without an appointment.

Your child will be collected from you in the morning and brought out to your car/taxi at the end of their school day. You will be asked to remain in your car at all times. Display your child's name in the window of your car. Parents will queue up with regular taxis. Any pedestrians dropping their children off will need to come in at their allotted time (different from taxi time) and observe social distancing by standing on the 2m markers.

This will continue to be our procedure for arriving and leaving school regardless of weather conditions.

### **Break times and lunch times.**

Lunches will be provided on a limited scale, the school office will contact as to the offer on the Sandylands Site / notification letter will be sent home if students attend the QKS site.

Lunch times and break times will be staggered so that groups of students do not mix with any other groups.

Outside play equipment will only be used if students wash their hands first and it will be cleaned after use.

**In the classroom:**

The children will remain in their allotted classroom for the duration of the day except for allocated break times.

Where safe to do so, doors will be kept open to avoid touching handles

Windows will be open at all times. Please send a jumper in with your child even on hotter days.

Students may only use the room(s) they have been allocated. Many rooms in the school will be locked. Regulation activities will take place in the classrooms where possible.

All unnecessary furniture, equipment and soft furnishing will have been removed. Many of the activities the students will do during the day will be the same as the learning sent home by the teachers.

Students will be provided with the equipment they need, and it will only be used and touched by them.

Every classroom will have tissues in their room for hygiene.

**Cleaning**

The classrooms will be cleaned at the end of each day in line with Government guidance. The bins will be emptied, and desks will be sprayed throughout the day. Handles will be wiped regularly.

**Symptoms of Coronavirus.**

If your child, or anyone in your household, is displaying ANY of the 3 symptoms (cough, temperature, loss of sense of smell or taste) your child **MUST NOT** come to school for 7 days. You must inform school immediately either via the school office, or if it is out of hours by texting 07423114447

If a student displays symptoms (temperature, cough or loss of sense of smell / taste) at school they will be immediately taken to the medical isolation room and you will be expected to collect them immediately.

If the child needs the toilet during this time that they show symptoms in school, the toilet must be fully cleaned and disinfected with standard cleaning products before being used by anyone else. Staff supporting a student in this scenario will wear in full PPE.

If parents cannot collect the child for any reason, the child must be taken home in the minibus and all staff on the bus will wear PPE.

The student should then be taken for testing. You should book a test at your nearest testing centre. We ask that you do **NOT** use the postal test service as the turnaround time of the result is longer. If the test is positive you must inform the school, and the student's class will be shut down immediately. No students will be allowed to return for 14 days and must have not displayed any symptoms on their return.

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The same process will be followed by the adults at school if they develop symptoms.

June 2020- For all staff

## Sandgate School Covid 19 Staff Routines

**Working in school will be a very different experience from today forwards. Please talk to SLT if you feel that people are not sticking to the Risk Assessment and the guidance- these are new times for us all and we need to sensitively change the way in which we work.**

We expect you to have a plan for the day which you share with the colleagues and students in your room. We do not expect this to be linked to your theme or your Knowledge Organiser, but you may wish to do this.

### **Entry to school**

You must wash your hands on entry and sign in as usual (ideally with your own pen).

Small bags can be brought into school. It is recommended that these be made of a fabric that can be easily cleaned using disinfectant. The same applies for footwear.

Packed lunches should be in disposable containers or lunch boxes that can be cleaned thoroughly upon entrance/exiting the building.

Staffroom – maximum of 5 people in the space adhering to social distancing rules and all windows kept open at all times. One person in kitchen area at one time. Signs will be up to remind people. It is expected that you wipe all surfaces you have come into contact with. Students are not allowed in the staffrooms at any time under any circumstances.

Toilets –It is expected that you wipe down items you have touched before leaving the bathroom.

Moving around school – following signs. If someone is approaching, where possible move to the side to allow them to pass.

All rooms will have a PPE area with relevant equipment. If you notice something is running low, please inform a member of SLT.

All class bases will be allocated PPE should you require it. This includes:

- gloves
- tissues
- plastic aprons
- personal visor

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- disposable face masks
- soap
- sanitizer
- cleaning wipes.

(If you feel you need anything else, please ask.)

N.B. If anything runs out please inform a member of SLT so we can replace it.

**General operation:**

Students will be in a class groups and will be allocated to a Bubble. A Bubble is an isolated group of up to three class groups that will not mix with other Bubbles. The Bubble system is in place to both reduce the likelihood of cross infection, but also in the event of a positively identified case reduce the number of students that have to isolate for 14 days.

It is expected that all students and staff are back in school in September

Classes will have staggered starts to avoid congregations of people as the number of children attending school increases.

There will be no after school clubs or community based learning at the start of term, school will risk assess the situation when we get to September.

Students are starting back in the classes that they were in pre-lockdown and a transition up to their next class will happen around the October half term holiday.

You will be working in a class team or supporting an individual student/small group (where appropriate). You cannot mix/swap or go into another one unless authorised to do so with specific working protocols, this is to avoid potential passing of the virus to other teams and is for everyone's safety. Students will not mix with other classes. "Stay in your class bubble at all times"

Staff will wipe down the student lunch boxes and water bottle as they arrive and then place them in a class lunch bag.

Please do not bring in anything from home except a water bottle, lunch and small bag. Staff may consider bringing in their own mug/cutlery.

All adults will be expected to follow social distancing rules with other adults at all times. We appreciate that this may not be possible with the students.

If you need to apply first aid you need to ensure you wear the correct PPE.

If you need to support with intimate care please ensure PPE is worn and disposed of correctly, guidance of appropriate PPE is given on the 'student control measures

document'. If you wish to wear addition PPE than is advised please consult with Sarah Spence.

Classrooms will be decluttered with minimal resources in them.

Remove soft toys, fabric toys/dressing up clothes, toys with intricate parts, wooden toys and sand trays. Water trays must be emptied and disinfected after use.

Any equipment must stay with the class using it and not shared with other classes.

Rooms such as Food Tech will only be used for one class per day and timetabled.

Every child needs to have their own resource bank of ruler, pencil, scissors ruler etc kept in their own labelled tray/bag.

Headphones must not be used by more than one pupil.

Books must not be on general display. Books must not be shared by any pupils.

### **Behaviour**

The safety of staff and other students is paramount. We do not expect many of our students will adhere to social distancing rules and hygiene procedures but will actively encourage them to do so. Lead by example.

Where it is felt that a student has the cognitive ability to choose to endanger staff in the light of transmission of Covid-19, these issues will be addressed directly and parents/carers informed.

Read all Behaviour / health / intimate care Plans and note any changes that are required due to Covid-19.

Report any concerns in the usual way via Solar and inform SLT.

### **Hygiene**

Staff must wash/sanitize their hands on entry to school and continue to /sanitize them at very regular intervals during the day (after using the photocopier for example) Hand gel will be available to use in rooms without sinks.

Please ensure that students are encouraged and supported to clean their work areas at regular intervals.

You should wear clean, machine washable clothes each day. It is recommended that upon re-entering your home after work you should remove your clothes without shaking them, put these into an opened washing machine and proceed to shower. Then wipe down anything you have touched including items in your bag you have accessed throughout the day. This is to minimise the risk of bringing the virus into your home.

Staff should only wear a wedding band with no other jewellery on their body. Finger nails must be kept short. False nails are not permitted.

Long hair should be tied up.

Staff are advised to have a change of clothes in school.

Toilet lids must be closed before flushing.

Hand driers must not be used- paper towels will be used instead.

Supporting children with Intimate Care- ask the child to look away if possible during intimate care. Wear the PPE appropriate for the child's needs/behaviours and presentation and in consultation with class teacher/SLT. Use the "Control Measures" document for guidance.

**Drop off and pick up:**

Students will arrive to school in a morning and be picked up in the evening at staggered times. Assigned students will be collected from their cars in the car park and taken back to the cars at the end of the day. Avoid contact with the parents/carers where possible.

Depending on the student(s) you are supporting entrance/exit to the school will be allocated with the most direct route from the outside.

Parents are not allowed to enter the school building. Parental contact will continue to be electronic via TEAMS, Parentmail, email or telephone

This will continue to be our procedure for arriving and leaving school regardless of weather conditions.

**Break times and lunch times.**

The students will eat their lunch in their classroom. Dinner supervisors will cover you for your lunch break as the number of students increase.

Lunch times and break times will be staggered so that groups of students do not mix with any other groups.

Please check and monitor that students who are bringing lunchboxes are cleaning these before bringing them into the building. This can be done on the table at the school entrance set up for this purpose. They should also be cleaned on leaving the school building in the same way.

Outside play equipment will only be used if students wash their hands first and it will need be cleaned by staff after use. Be aware what equipment is being used to allow it to be wiped down afterwards.

Students will be allocated toilets/changing spaces. Ensure that you have everything you need to avoid having to 'loan' from another bathroom.

Staff lunches – you can use the staffroom (adhering to the maximum of 5 in the space) or you can use an outside area. Please wipe down anything you touch afterwards.

**In the classroom:**

The students will remain in their allotted room(s) for the duration of the day except for allocated break times.

Where safe to do so, doors will be kept open to avoid touching handles. Remain alert to the changes.

Windows will be open at all times.

You must not mix with other staff and students unless with prior agreement. Areas such as those used for sensory regulation will be timetabled where possible.

Please, where possible, do not allow the students to leave the classroom for any other reason except toileting. The toilets will be cleaned regularly (see below).

All unnecessary furniture, equipment and soft furnishing will have been removed.

The students will be provided with the equipment they need, and it will only be used and touched by them. Plan ahead and get teaching materials ready before the lessons to avoid moving unnecessarily during the day. This needs to be carefully monitored, given that some students like to mouth or play with items that can harbour the virus.

**Cleaning**

The classrooms will be thoroughly cleaned at the end of each day in line with Government guidance by a cleaner.

Toilet handles, seats and taps will be cleaned every 2 hours by a designated cleaner and the cleaning log filled in.

Light switches, door handles, telephones, keyboards, ipads, key pads will be wiped with anti-viral wipes regularly by staff throughout the day (limiting contact with these things is advisable)

**Symptoms of Coronavirus.**

If you are displaying any of the 3 symptoms (cough, temperature, loss of sense of smell or taste, you MUST NOT come to school for 7 days.)

If you display symptoms (temperature, cough or loss of sense of smell / taste) at school you must immediately go to the medical isolation room (Medical Room) and use the phone to call SMT (an emergency team of staff will fill in for you). You will be sent home and it is recommended that you go immediately for testing.

If you need the toilet during this time, the toilet must be fully cleaned and disinfected with standard cleaning products before being used by anyone else.

If the test is positive you must inform the school, and your class/team will be shut down immediately.

No students or other member of staff in your class/team will be allowed to return for 14 days and must have not displayed any symptoms on their return.

How to remove PPE safely after dealing with a suspected case-

Remove apron

Remove gloves by turning them inside out in one motion

Double bag the items and tie securely.

Store the bag in the designated space on both sites for 72 hours before putting in the normal rubbish.

Hands should be washed for 20 seconds with hot soapy water.

A room which needs full cleaning after a suspected case has been in it, requires the staff member to wear- gloves, apron, eye protection and face mask.

**This guidance could and will be updated and amended in line with updates from Government.**

**If you have any concerns, please do not hesitate to contact a member of SLT who will do their best to support you.**