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**

**Effective Procedures**

**to reduce and prevent infection from Covid 19**

**Please note that for the purpose of this document reference to PPE in the following situations means:**

**• face masks**

**• disposable gloves**

**• disposable plastic aprons**

**• face visor**

**Effective procedures to reduce and prevent infection from Covid 19**

There are important actions that children, their parents and staff can take during the coronavirus outbreak to help prevent the spread of the virus. This policy sets procedures that all connected with Holy Child Primary and Nursery will be following in an attempt to reduce the risk of infection.

Transmission of coronavirus mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person.

In Holy Child we are trying to avoid the spread of coronavirus by preventing:

• direct transmission, e.g. when in close contact with those sneezing and coughing;

• indirect transmission, e.g. touching contaminated surfaces.

We will be using a stage approach which will dictate the range of approaches and actions outlined in this policy. We are currently at Stage3 – Mitigate or Delay stage a table showing this stage approach is shown overleaf. The controls we are using can be seen as a hierarchy of controls that, when fully implemented, create a safer system where the risk of transmission of infection is substantially reduced.

This document should be used in conjunction with Department of Education’s*- ‘Guidance to support safe Working in Educational Settings in Northern Ireland’*

**New StopCovid NI Proximity App**

The StopCOVID NI Proximity App was released in July 2020 to assist in stopping the spread of COVID-19 in Northern Ireland, by anonymously contacting people who have been in close contact with someone who has tested positive for COVID-19. All staff and parents are encouraged to download this free application to help reduce the spread of COVID-19.

**Staged Response to Covid 19**

|  |  |  |  |
| --- | --- | --- | --- |
| **Response Stage** | **Trigger** | **Key Actions** | **Who** |
| **STAGE 1 – General** (everyday hygiene and procedures) | None | * Regular updates from PHA
* General reminders for hygiene
* Effective handwashing facilities and soap available
* Follow usual absence periods for sickness
 | Everyone |
| **STAGE 2 – Prevention**  | **Where an increased risk is present** | * Regular updates from PHA
* Increase hygiene procedure
* Communication with staff, children and families, users of the site
* Specific hygiene lessons in class
* Increased use of handwashing
* Consider the types of trips and events and make changes as necessary
* Reduce situations with lots of close contact
* Increase cleaning of touch points
* Daily review of the situation
 | PrincipalChair of GovernorsStaffBuilding Supervisor |
| **STAGE 3 – Mitigate/ Delay** | **Where a significant risk is present*** direct case or increased likelihood of cases
* Public health advice for restrictions
 | Initially there will no contact situations, this will be review every 4 weeks. This includes * Assemblies
* Carpet time
* School events
* Trips

- Reduction or exclusion of visitorsThermometers will be used in school to screen all staff and children on entrance. If temperature is above being above 37.8 degrees then staff will follow Appendix 1If a child becomes unwell during school or shows symptoms, then appendix 2 will be followed.Additional Cleaning will be carried out Appendix 3. | PrincipalChair of GovernorsStaffBuilding Supervisor |
| **STAGE 4 – Containment**  | **Where specific and/or significant changes or restrictions need to be in place**.* High levels of sickness
* High rates of absence
* Significance of danger of disease or illness
 | * Part / full closures of site / classes
* Deep cleans
* Reduction or exclusion of visitors
 | Principal Chair of Governors |

**Social Distancing – Protective Bubbles**

The Board of Governors have determined that whilst the school is implementing the Executive’s guidance on social distancing for children they feel the use ‘*an additional risk mitigation approach’* should also be employed. This means that the school will also use protective bubbles to adequately manage the risk of transmission between classes. Keeping children in ‘protective bubbles’ is a means of decreasing interactions between groups until further easing of measures is possible based on the public health situation.

The use of ‘protective bubbles’ will cover all aspects of the school day including drop off and pick up times, staggered times for meals and use of designated areas and times for play.

Social distancing between the staff working with such groups should also be maintained where possible.

**Drop off and pick up times**

The following expectations and procedures are in place to ensure the health safety and hygiene standards are met.

* Staggered drop off and pick up times will be used to limit interactions between adults and children.
* At both arrival and collection times, **only Nursery and Foundation parents** may enter the school building. This is an extremely important as a means of preventing spread of the virus.
* Nursery and Foundation parents must wear face mask plus use hand sanitizer before entering the school and follow the one way arrows to exit.
* Children are at school only for the duration of the school day there will be no after school clubs at present.
* Children will not be able to enter the playground before their allocated time again this is to limit interactions.
* It is **extremely important** that all children are dropped off and picked up at their designated times.
* Children will enter the school at their designated doorway where they will have temperature checked.
* Detailed procedures for staff and children entering the school are outlined in **Appendix 1**

**Entering and exiting the classroom**

Beginning of the day:

* Children will not bring any belongings with them to the classroom.
* All belongings coats and lunch boxes will remain outside on hangers.
* Children must be encouraged to use bathroom before entering the classroom, they are then ready to begin the day

During the day:

* Children must wash their hands when they enter and exit the classroom; this is before and after break, before and after lunch, before and after using the toilet or any other time they enter or exit the room.
* Each class has a sink, supply of liquid soap and paper towels these will be checked twice per day by building supervisor.
* Children will be encouraged to visit the bathroom before entering classroom in morning and each class will have an assigned time to use bathrooms before break time.

End of the day:

* Children wash their hands before lining up
* Children put on their coats and bags in corridor
* Children sanitize their hands when exiting the school all children will exit through the same door they use in the morning

**Lunch and snack procedures**

All children will eat snack and pack lunch from canteen or home in their classroom for the first three weeks initially then this will be reviewed.

The guidelines below will be followed:

* All children and staff wash their hands before and after eating snack or lunch
* Children sit in their designated spot in class for lunch and snack.
* Snack and lunch is supervised by the teacher/classroom assistant/canteen supervisor
* Staff use the provided disinfectant and paper towels to clean the tables after children have eaten
* We will be implemented a contactless payment method for free school meals, snack and pound fund and would encourage all parents to make use of this system.

**Classrooms and use of materials**

* A clear desk policy will be in place in all classrooms and offices in the school.
* All exercise and text books must be store on shelves at back of rooms or in cupboards.
* Window sills must be kept clear and no hanging posters to be placed across the classroom.
* Class teachers will maintain the sanitizing of the classroom and materials.  Each class will have a classroom assistant to help with this.
* All desks to be cleared at end of each day, with seats left down to allow for cleaning.
* Reading and library books can be taken home by children but must be stored for 72 hours on return before being place back in library or reading stores.
* Homework will be set each night Monday to Thursday, the children will use two homework books on alternative weeks which will allow for 72 hours storage before being marked by teacher.
* All library books and reading books must be returned to appropriate place as soon as possible and not be allowed to accumulate in classroom.
* All toys must be washed daily. If they cannot be washed they must be packed away.
* All school materials stay at school; no materials are brought to school from home with the exception of a pencil case which then stays at school
* Children cannot bring personal toys to school

Toys

* All toys and manipulatives to be washed after school
* Soft toys, pillows/cushions/blankets and mats removed

iPads, laptops and mice

* Must not be shared while using
* Need to be wiped before and after use with disinfecting wipes
* Children must wash hands before and after use

Other materials

* Each child will have a school supplied A5 folder which will contain white boards markers, pencils, scissors, glue sticks and rulers which are wiped down and stored after use.
* Other art materials i.e. paint etc. used, cleaned and then packed away
* No play dough/plasticine/clay/sand/water
* Role play corners washed down daily if used

**Health and safety guidelines**

Sick Children

* **Children who show any signs of illness should not attend school.**
* Please do NOT send your child to school if he or she is showing any symptoms of illness which could be passed onto another child or adult.
* If any member of the household has symptoms of Covid-19, do NOT send your child to school.
* Children who show signs of illness or have a temperature of 37.8 C (100 F) or higher will be sent home from school. If a child is found to have a temperature on entrance procedures outlined in Appendix 1 will be followed, if they become unwell during the day procedure in Appendix 2 will be followed.
* If cleaning up bodily fluids PPE must be worn

Handwashing and hand sanitizing

* Children will enter and exit the school through their assigned door and sanitize their hands.
* Children will wash their hands at the sink in their classroom every time they enter or exit the classroom

Cleaning of the building

* Hand sanitizer will be placed inside each building entry door
* Hand rails, door handles, light switches, etc. will be sanitized after every movement break throughout the day by the building supervisor
* Toilets and sinks will be sanitized after every movement break throughout the day by the building supervisor
* Movement break will be after all children have entered in morning, after break time, after lunch time

First Aid and Imitate Care

* If a member of staff carries out imitate care or first aid they must wear appropriate PPE
* If lifesaving First Aid is necessary, then the member of staff can forgo wearing PPE

Uniforms

All children will wear full school uniform, parents are encouraged to change and wash uniform daily. Due to the nature of their duties classroom assistants are instructed to wear a uniform and all teachers particularly those in Nursery and Foundation are encouraged to wear a uniform.

**Discipline**

If any child splits on another child or a member of staff this will be considered a major breach of the discipline policy and may result in a suspension. Chair of Governors will be informed immediately.

**Children of concern**

Due to the new nature of all learning, the school’s capacity to manage particular behaviors will be limited. As such, it is important that children follow school rules with a greater degree of independence. Teachers and staff will monitor the emotional well-being of children in the new learning environment. Parents are also asked to share any concerns with their child’s class teacher, Vice Principal or Principal.

We will be particularly aware of the following situations and issues:

1. Reluctant children – these are children who are reluctant to come into school, who have difficulty separating from parents, who refuse to enter the building or who make excuses during the day to be sent home
2. Social / emotional concerns including new concerns because of new class or teacher
3. Behaviour / disciplinary issues
4. Late and absent children
5. Child protection issues

|  |  |
| --- | --- |
| Concern | Response |
| Reluctant children | Teachers and staff will make reasonable efforts to encourage children to enter and stay in school. Children who are not able to cooperate easily unfortunately will be have to be sent home. |
| Social/emotional issues | Teachers will report children of concern to Mrs Concannon, Mrs Cullen or Mrs O’Connor |
| Behaviour/ disciplinary issues | There is an enhanced expectation for children to follow school rules, classroom agreements and cooperate when instructed and directed. Children are also expected to adhere to the new hygiene and distancing procedures so the school can follow the guidelines for health and safety.  Teachers should contact Mrs Cullen or Mrs Concannon with any concerns, next steps will be determined on a case by case basis. |
| Late and absent children | Regular recording and monitoring of attendance and late coming will continue. Parents will be contacted if attendance is a concern. It is **extremely important** that all children are dropped off and collected at their designated time. Any child who arrives late must enter school through main door and will have temperature check there. If this continually happens parents will be contacted., |
| Child Protection issues | The same child protection procedures are in place. Staff should inform Mrs Concannon, Mrs Cullen or Mrs O’Connor immediately.   |

**Test, Trace and Protect**

Pupils and staff who exhibit any symptoms associated with COVID-19 should not attend school. The N.I. Executive has rolled out a Test and Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff are expected to follow the advice and obtain a test for COVID-19.

Where an individual has had a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receive a negative result, the pupil or member of staff can return to work providing they are well enough and have not had a fever for 48 hours.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency, and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes. Passing in corridors and short periods of contact does not therefore present a significant risk to staff or pupils. All household members should follow PHA isolation guidance which currently requires everyone in the house to stay at home. Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class or ‘bubble’ being instructed to self-isolate at home.

## Emergency learning: How to keep your distance as an adult

Working together will look and feel different. It is likely to be awkward and will certainly take getting used to. In addition to above please use the following guidelines:

* Staff must wipe down their computer, iPad, mouse, etc. several times a day
* When working in the same room, adhere to the two-meter distance guidelines if they cannot be adhered to please wear appropriate PPE.
* Use of staff room will be suspended and hall will be used in the interim. Staff will sanitize hands when entering and exiting the staff room and apply social distancing expectations at all times.
* Face coverings must be worn in staff rooms and during adult to adult meetings lasting more than 15 minutes and by adults visiting the school site.
* Spread out in meeting rooms, apply social distancing expectations and wash/santize hands before entering and after leaving the room
* Teachers are expected to be available to speak to parents when necessary this will be done through an appointment system. These appointments can be made for after school at office.

**Further lockdown situations**

If further lockdown measures are reintroduced, staff will ensure that teaching and learning continues during this emergency learning situation. Staff will be required to attend school three days per week unless they have written medical evidence from their doctor to advise against this.

* Children will receive four weekly learning packs and daily lessons will be posted by class teacher on SeeSaw. These daily lessons will be posted using PicCollage and will consist of 2 maths and 2 English activity **per day** and religion with clear expectations and instructions to ensure all parents can follow. Teachers can set an additional project / longer task where appropriate. Other core learning to be completed:
* Mathletics
* AR
* Daily Reading

When at school, teachers and classroom assistants will contact children to continue pastoral care this can be done through ‘phone or Microsoft teams. All staff must ensure that they maintain contact throughout lockdown period by ‘phone and c2k email.

The school will also be following Department of Education’s ‘*GUIDANCE FOR SCHOOLS ON SUPPORTING REMOTE LEARNING TO PROVIDE EDUCATIONAL CONTINUITY Circular Number: 2020/05’*

**Key Actions of this policy are contained in Appendix 3.**

**Core Measures in place are contained in Appendix 4.**

**Appendix 1**

All staff will enter the premises through the foyer where a member of staff, wearing appropriate PPE and adhering to the social distancing guidelines will check their temperature.

If a member has a temperature of above 37.8 degrees then they will be asked to wait in foyer for 10 minutes and temperature checked again. If still raised they will be given the **‘Invitation To Register For Testing’** help sheet asked to return home and follow these directions within 48 hours. Staff member must isolate at home until they receive results.

Members of staff wearing the appropriate PPE and adhering to the social distancing guidelines will check every children’s temperature on entrance at

1. Nursery entrance
2. Foundation entrance
3. Room 18 – Mrs Baxter’s P2
4. KS1 Entrance
5. KS2 Entrance
6. P3 hut Room 10 &11

If a child has a temperature of above 37.8 degrees we will wait 10 minutes and then retest. If their temperature remains high, then they must be sent home and advised to follow the guidance for households with possible coronavirus infection.

We would ask if your child or a member of your household has been tested for Covid can you please inform the school whether the test was positive or negative.

If a child has come to school unaccompanied then they must be send to the office where they will be directed to hall to wait for collection or instruction from parent.

Whilst in the hall the doors will be opened for ventilation and each child will wait in an area which is at least 2 meters away from other people. Appropriate adult supervision will be provided.

If the child needs to go to the bathroom while waiting to be collected, they should use bathroom in First Aid room. The bathroom should be cleaned and disinfected before being used by anyone else.

As soon as the child/ren are collected the hall will be cleaned, followed by disinfection immediately to reduce the risk of passing the infection on to other people.

**Appendix 2**

If a child becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) they and any members of their household will be sent home and parents will be advised to follow the guidance for households with possible coronavirus infection.

A child awaiting collection should be moved to First Aid room. A window should be opened for ventilation. If there is more than one child, then they will be moved to the hall in an area which is at least 2 meters away from other people. Appropriate adult supervision will be required.

If the child needs to go to the bathroom while waiting to be collected, they should use bathroom in First Aid room. The bathroom should be cleaned and disinfected before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If the child is seriously ill or injured or their life is at risk, call 999.

If a member of staff (who was wearing the appropriate PPE or adhering to the social distancing guidelines) has helped someone who was unwell, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

If a staff member becomes ill with COVID-19 symptoms, they should go home as soon as possible. Staff testing should be arranged.

**Appendix 3**

***Key Actions***

|  |  |  |
| --- | --- | --- |
| **Specific Issue** | **Actions including messages** | **Who** |
| Suspected case in school (staff or pupil) | * Procedures outline in Appendix 1 should be followed if discovered whilst entering building.
* Appendix 2 must be follow if occurs throughout the day.
 | Principal  |
| Confirmed case in school | * Inform Public Health Agency
* Deep clean of the classroom and school
 | PrincipalCaretaker/cleaners |
| Suspected case in a family | * Parents are to be advise that children over 5 can avail of testing. Children to remain home until they receive negative test or 14 days whichever is sooner.
 | Families; Staff; office staff |
| Confirmed case in a family | * Children in the family to remain at home for a 14 days
* Deep clean of the classroom and school
* Public Health Agency informed
 | Caretaker/cleaners |
| Teacher shortage  | * Supply teacher secured or classroom assistant to help with supervision.
 | Principal |
| Support staff shortage | * Prioritise most needy children / classes with remaining staff
 | Principal |
| Protection for most vulnerable children  | * Children who are identified as vulnerable e.g. underlying health conditions or SEN will have care plan drawn up in consultation with parents key actions will be agreed
 | SEND Team; BoG |
| Staff with health issues  | * Medical evidence must be produced either shielding letter or sickline to cover absences
 | EABOGStaff  |
| Staff with symptoms  | * Stay at home; and follow **‘Invitation To Register For Testing’** help sheet
 | StaffPrincipal |
| Pregnant staff | * Follow PHA
 | PrincipalBOG |
| Kitchen shut down | * Parents to provide packed lunches
 | Principal |
| Cleaning team shortage | * Discuss with cleaning contractor cover arrangements
* Cleaners in school can cover with pay
 | Caretaker |
| Leadership shortage | * Access via phone
 | Principal |
| Admin shortage | * Cover with CAs / Principal
 | Principal |
| Other school users  | * Inform of control measures, including the possibility that a suspension of usage may occur.
 | Caretaker |
| Long period shut down | * Continue learning by allowing children to take specified textbooks home with them and work will be directed by teachers through Seesaw.
 | PrincipalBOGEA |

**Appendix 4**

**Core Control Measures**

| **Control Measure** | **Action** | **Who** | **Review****Date:** |
| --- | --- | --- | --- |
| Tissues for each Class | * Ensure adequate stock levels of tissues for each class / **office**
* Replenish as needed
* Staff to self-replenish from class supply
 | Caretaker; Staff |  |
| Alcohol based gel | * Hand sanitiser dispensers placed at entrances and exits
* Ensure dispensers are full from the start of each day
* Ensure adequate stock levels
 | Caretaker; Staff;  |  |
| Increase hand washing facilities | * Liquid soap and paper towels in each class as well as toilets.
* Ensure adequate stock levels of paper towels and soap in both areas
* Check bathrooms three times per day replenish as needed
 | Caretaker |  |
| Other users of the building | Inform them of usage expectations:* Use gel before using facilities
* Restrictions or suspensions of usage
* No after school clubs until reviewed
 | Caretaker |  |
| Monitoring daily any child or staff absence | * Daily report to the Principal on number of absences and symptoms that directly relate to coronavirus type signs and symptoms
 | Office staffPrincipal |  |
| finding out about travel arrangements now and in the future of staff and children | * Ask parents to inform us of any close family members who have returned from abroad within the last month
* Staff members to inform Principal of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with.
 | Office staff Principal |  |
| Reducing contact point activities | Ensuring extremely high hygiene for **all activities**Avoid any activity where you are passing items around a class * Circle time objects
* Book sharing
* Activities such as PE / Gymnastics

Other* No hand shaking of children and visitors
* No using of shared cups in class replace with disposable cups;
* No drinking from fountain: inform parents that if children have water bottles in school they must have child’s name on them
* No food making / tasting
* No after school clubs initially
* No trips
 | Staff |  |
| Good Personal Hygiene  | * Inform parents of hygiene expectations and to discuss with children;
* All children to wash their hands before coming to school, before going home and when they get home.
* Classes to teach children hand washing techniques
* Children to wash hands before snack and dinner
* Key information posters in all areas
 | P, VP, Staff |  |
| Review of cleaning  | * Meet with caretaker to review cleaning arrangement and make any necessary changes
* Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed)
* Touch point cleaned at least three times during day
* Daily cleaning of classrooms / twice if dual day in operation
* Preparations for deep cleans if necessary
 | Caretaker; Cleaners |  |
| Additional touch point cleaning daily | * Handles and rails to be cleaned at three points during the day
 | Caretaker |  |
| School visitors and site users | * Compulsory use of sanitizer before entering school;
* Inform them of new requirements and risk of suspension of use
 | Office staffCaretaker |  |
| Absence policy | * Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard
 | PrincipalBOG |  |
| Support for families affected | * Communicate to parents and staff to contact GP and school if they require support;
* Regular contact with affected families and staff – wellbeing checks.
 | PrincipalBOG |  |
| Taking temperature of anyone entering/in school who may begin to feel unwell | * Purchase hand held non-contact thermometer.
* 37.8 degree temperature on entering building
 | Principal |  |