



Infection Control During the Coronavirus Pandemic

June 2020

Date for review: September 2020

James Montgomery Academy Trust

Statement of intent

The James Montgomery Academy Trust understands that we face a time of great uncertainty and, as a trust, we are doing all we can to provide clarity and safety for the school community. This appendix to the Health and Safety Policy includes provisions which the school will have due regard for during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government guidance as it is released.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE and PHE (2020) 'Coronavirus (COVID-19): implementing social distancing in education and childcare settings'
- PHE and DfE (2020) 'Coronavirus (COVID-19): guidance for educational settings'
- PHE (2020) 'COVID-19: cleaning of non-healthcare settings'

Social distancing measures

The schools in the trust will adhere to the government's social distancing guidelines as much as is possible.

To ensure the risk of virus spread for both staff and pupils still in school is as low as possible, the following action will be taken:

- Pupils, staff and any visitors will be told not to enter the school building if they are displaying symptoms of coronavirus.
- Parents and Carers will not be allowed to enter the building.
- Appropriate measures will be taken by the school to ensure the safe arrival and exit for children, staff and parents. This includes staggered arrival times, social distancing measures implemented in school grounds, a one way system and SLT support to guide this.
- The way pupils arrive at school will be reviewed, with a view to reducing any unnecessary travel on coaches, buses or other public transport.
- Class sizes will be reduced and based on the number of teaching staff available.
- Classes will operate in 'bubbles' of a specified number of children and children, according the needs of each individual school.
- Pupils in Y1-Y6 will be sat at desks that are two metres apart and will be encouraged to sit in the same seats every day.
- Break and lunch times and the movement of staff around the school will be staggered to prevent cross contamination.
- Corridors will be only used by pupils when accessing the toilets. Pupils will be escorted by an adult to ensure they adhere to social distancing at all times and pupils will be asked to visit the toilet one after the other.
- At lunch time, meals will be delivered to the classrooms by the lunchtime staff and will be collected from outside the classroom door.
- All unnecessary mass gatherings, such as assemblies, will be avoided.
- Class bubbles will remain in place for break times, lunch and when taking part in physical exercise, ensuring minimal cross infection between class bubbles.
- Staff will ensure pupils keep a safe distance whilst in the playground or taking part in physical exercise.
- All unnecessary staff gatherings will be avoided, e.g. where possible, meetings will take place via video conference from different classrooms or offices.

- Parents will be discouraged from gathering at school gates. Floor markings will be placed in pick up areas to ensure parents maintain a two-metre distance from one another.
- Families collecting FSM (If re-introduced) will be asked to adhere to the school's social distancing measures.
- Staff will consider using age and developmentally appropriate ways to encourage children to follow social distancing, handwashing and other guidance, e.g. through games, songs and stories.

Additional hygiene and cleaning measures

Anyone who feels unwell will be told to stay at home for 7 days if they live alone, or 14 days if they live with others.

All staff and pupils will be:

- Told to frequently wash their hands with soap and water for 20 seconds. Staff have been given guidelines as to when this would be.
- Encouraged not to touch their faces.
- Told to use a tissue or their elbow to catch coughs or sneezes and use lidded bins for tissue waste.
- All bins throughout school will have a lid where possible and be emptied at least twice a day.
- Bins must be put outside the classroom at 11am for emptying by the cleaning team.
- Pupils who have difficulty washing their hands will be supported by a member of staff.
- Staff will ensure thorough handwashing before and after supporting children who need help with intimate care, going to the toilet or eating.
- Sharing food, drink, utensils and equipment will be avoided as much as possible. Equipment, toys and surfaces will be cleaned and disinfected more frequently than usual.
- Staff will follow the hygiene checklist and sign to say cleaning measures have taken place.
- The frequency of cleaning will increase, particularly for surfaces in classrooms, within toilet blocks and in changing rooms, in accordance with PHE's 'COVID-19: cleaning of non-healthcare settings' guidance.
- Equipment, including keyboards, tables, chairs, door handles, light switches and bannisters, will be cleaned and disinfected regularly.

Actions in the event of a pupil or staff member displaying symptoms of coronavirus

- If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow PHE's 'COVID-19: guidance for households with possible coronavirus infection'.
- Prior to being sent home and before leaving the school site, the pupil or staff member will be instructed to book a COVID-19 test and inform school of the time of the test once booked. The staff member or pupil will then await the result of the test before:
 - a. Being allowed to return to school should the result be negative
 - b. Isolating for 14 days should the result be positive for a pupil
 - c. Isolating for 7 days should the result be positive for a staff member
- Whilst PHE guidance states 7 days self-isolation for a positive result, due to the fact that the pupil's household members and their class bubble will be self-isolating, the pupil will be unable to return until the end of this 14-day period.
- Staff members who test positive are able to return to school after 7 days, as long as they are fit and well. The staff member will be reassigned within school and in line with social distancing measures.
- Should a member of staff or pupil test positive for COVID-19 the class bubble will be closed down and all staff and children from that bubble will self-isolate for 14 days.
- If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and receive adult supervision, if required. Where possible, a window will be opened for ventilation.
- If a pupil is awaiting collection, the supervising member of staff will wear PPE, including face mask, visor, apron and gloves.

- Where isolation is not possible, the pupil will be moved to an area which is at least two metres from anyone else.
- If the pupil needs to use the toilet whilst waiting to go home, they will be required to use a separate bathroom. This bathroom will be cleaned and disinfected using standard cleaning products before anyone else uses it.
- If a member of staff has helped someone who is unwell with coronavirus symptoms, they will not be sent home unless they develop symptoms themselves.

Preventing the further spread of infection

- Staff must wash their hands thoroughly for 20 seconds following any contact with someone who is unwell.
- When cleaning an area where a person with possible or confirmed coronavirus has been, staff will use disposable gloves and an apron. Staff will wash their hands with soap and water for 20 seconds after all PPE has been removed.
- If there is visible contamination to an area, e.g. with bodily fluids, cleaning staff will use additional PPE to protect their eyes, mouth and nose.
- Areas where a symptomatic individual has passed through and spent minimal time, e.g. corridors, but which are not visibly contaminated with bodily fluids, will be cleaned thoroughly with normal cleaning products.
- All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including objects which are visibly contaminated and those which are potentially contaminated, e.g. door handles.
- Cleaning staff will be expected to follow the PHE guidance (2020) 'COVID-19: cleaning of non-healthcare settings' alongside the protocols and procedures of their company policy.

Communication with parents

The school will inform parents about the measures being taken and request they provide support with implementation, e.g. by encouraging measures to continue at home.

Pupils with SEND

The school will work with the LA and parents to decide how best to continue supporting pupils with EHC plans whilst ensuring they stay healthy and safe.

Some pupils with SEND or complex needs may be unable to follow social distancing guidelines. In these circumstances, staff will increase their level of self-protection by minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

Monitoring, Evaluation and Policy review

Infection control and the use of PPE equipment will be monitored through both safeguarding and health and safety audits throughout the year.

The policy will be promoted and implemented throughout the JMAT schools.

This policy will be assessed for its implementation and effectiveness **annually** by the **DSL** and the **Safeguarding Director**.

The scheduled review date for this policy is **September 2020**.