



TRIMLEY ST. MARTIN

Coronavirus (COVID 19) GUIDANCE POLICY

Trimley St Martin Primary School
Information Correct as of 2nd August 2020

When further information is made available from central government, this Guidance Policy will be amended

Coronavirus (COVID 19)

Introduction

Guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, visitors, pupils, and students.

This guidance is applicable to date and will be reviewed when further information is made available by Central Government, although information is being updated daily this will be reflected in this document when announcements are made.

As part of national social distancing measures to limit the spread of coronavirus, we limited the numbers of children attending the school, to ensure that pupils and staff could do so safely. That is why, from 23 March, the school was only open to priority groups (children of critical workers and vulnerable children) and from the 8th June to specified classes.

Coronavirus (COVID-19): implementing protective measures at Trimley St Martin Primary School

The government has planned that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore there is a need to ensure all pupils can return to school sooner rather than later.

The proportionate protective measures and systems of controls for children and staff, set out in our school guidance uses the framework: [Guidance for full opening](#). While our aim is to have all pupils, back at school in the autumn, like every school we will also need to plan for the possibility of a local lockdown and how we will ensure continuity of education, if this occurs.

The system of controls provided within the government guidance sets out a set of principles and if we follow this advice, we will effectively minimise risks. All elements of the system of controls are essential. All schools must therefore cover them all, but the way different schools implement some of the requirements will differ based on individual circumstances and this has been considered and risk assessed as part of our continuing planning and provision.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will **(as much as possible)** include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Following the essential measures, the school has made the following arrangements:

Classroom Arrangements

Year 6 Classroom = Year 6 pupils/ Mrs Matthews & Mrs Hayter, Mrs Rowe and Miss Gillings

Year 5 Classroom = Year 5 pupils/Mrs Imlach and Ms Gray

Year 4 classroom = Year 4 pupils/Mrs MacFarlane, Mrs Cumming, Mrs Calver and Mrs Hammond

Year 3 Classroom = Year 3 pupils/Mrs Thompson & Miss Bewley, Mrs Wray, Mrs Conley, Mrs Ostler, Miss Lanigan

Year 2 Classroom = Year 2 pupils/Mrs Tubby & Miss Boggis

Year 1 Classroom = Year 1 pupils/Mrs Stockdale & Mrs Campbell, Mrs Wray, Mrs Turner and Mr Barnard

Year R Classrooms = Year R pupils/Miss Thurlow & Mrs Smith, Mr Ainsley, Mrs Allen, Mrs Goodhand and Miss Hewett

Communicating School Plans - Parents

When the children are being dropped off and collected, we must ask you to adhere to the following:

1. We are operating a staggered drop off and collection system details of which are below:

Dropping off

8.45 am - Year 1, Year 4 and Year 6

9.00 am – Year R, Year 2, Year 3 and Year 5

Collecting

3.15 pm- Year 1, Year 4 and Year 6

3.30 pm- Year R, Year 2, Year 3 and Year 5

PLEASE BE ON TIME

Reception = Reception access/egress.

Year 1 and Year 2 = KS 1 access/egress.

Year 3 = Blue ramped door located off from their classroom onto side of the playground.

Year 4 = Blue stepped door located off from their classroom onto the playground.

Year 5 and Year 6 = Blue door located off from their classrooms onto the playground.

Pupils and staff who use facemasks to travel to and from school: Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), disposal of temporary face coverings will be in a covered bin or reusable face coverings must be placed in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on [safe working in education, childcare and children's social care](#) provides more advice.

As part of our planning for full return in the autumn term, it is a legal requirement that we revisit and update our risk assessments (building on the learning to date and the practices we have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

1. children, parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#)).
2. only one person is permitted to drop off and collect their child/ren wherever possible; younger or older siblings that do not attend Trimley St Martin Primary School should remain at home wherever possible.
3. parents should read the government recommendations on transport to and from education [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) details are listed later in this document (including avoiding peak times).
4. please proceed to the furthest available footprint painted within your class specified area on the school playground and wait for a member of staff, please say your goodbyes as quickly as possible and leave the playground keeping to social distancing rules. DO NOT LEAVE THE FOOTPRINT until told to do so by a member of staff. If your child has a 1-1 staff member, they will "come to you".
5. on collecting your child/ren we would ask for you to repeat the 'dropping off' process, proceed to the footprint furthest away that is available and wait for a member of staff to send your child/ren to you and leave keeping to social distancing.
6. Whilst it may be tempting to talk to other parents etc. that you have not seen in sometime, we would ask that you leave the school premises and allow clear access/egress for other parents and you adhere to government legislation (unless they have a pre-arranged appointment with a member of staff, which should be conducted safely).
7. For wheelchair users there are lines drawn alongside of the footprints please stop at this point following the instruction above, the wheelchair will be cleaned with antibacterial wipes by the collecting member of staff PPE will be worn by them. The wipes used will be placed in one of first aid buckets and disposed of safely in the first aid room.
8. we are encouraging parents and children and young people to walk or cycle to the school where possible. Children bringing scooters or a bike to the school will need to store where indicated in the playground, a member of staff will direct you to these areas upon arriving.
9. If your child is partially sighted or is blind, your child's keyworker will provide hand sanitiser and be wearing PPE, please follow steps 3 and 4.
10. Verbal or physical abuse will not be tolerated, and appropriate action will be taken.

What you need to know - Effective infection protection and control

There are important actions that the staff, children, their parents, and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

For the school, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and preventative measures are being put into place by Trimley St Martin Primary School.

This is a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school.

- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (catch coughs and sneezes in tissues).
- introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).
- where necessary, wear appropriate personal protective equipment (PPE)
- staff and children should stay at home if they are unwell with a new, continuous cough, a high temperature or a loss or change to the sense of smell or taste to avoid spreading infection to others.
- if staff or children become unwell on site with a new, continuous cough, a high temperature or a loss or change to the sense of smell or taste, they will be sent home.
- posters on general hand hygiene can be found at the end of this guidance policy together with checklists, they must be used.

Personal protective equipment (PPE) including face coverings and face masks

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. Face coverings are required at all times on public transport and in shops (for children, over the age of 11) or when attending a hospital as a visitor or outpatient.

The government have stated that this does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children, and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

Staff working in the school will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain 2 metres from others. PPE is only needed in a small number of cases including:

- children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- if a child or a person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.

A fluid-resistant surgical facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask should be worn by the supervising adult.

If a risk assessment determines that, there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

The school have used their local supply chains to obtain PPE. In the event the school is unable to purchase the necessary, PPE or cleaning products the Headteacher and Governors will close the school as a safety measure as we will not be able to conform to government legislations.

Effective infection protection and control

There are important actions that staff, the children, and their guardians can take during the coronavirus outbreak to help prevent the spread of the virus.

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. Another route of transmission is via aerosols (extremely small droplets), but this is only relevant to medical procedures for a very small number of children in education.

The school preventing the spread of coronavirus involves:

- direct transmission, for instance, when in close contact with those sneezing and coughing.
- indirect transmission, for instance, touching contaminated surfaces.

A range of approaches and actions have been employed by the school. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced.

1. Minimise contact with individuals who are unwell

If you have, or are showing symptoms of, coronavirus (a new continuous cough, fever or a loss or change to the sense of smell or taste), or have someone in your household who is, you should not be in school. You should be at home, in line with the [Stay at home guidance for households with possible coronavirus \(COVID-19\) infection](#).

2. Clean your hands often

Clean your hands more often than usual, particularly when arriving at school, returning from breaks, changing rooms, touching your face, blowing your nose, sneezing, or coughing, and before eating or handling food.

To clean your hands, you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand rub/sanitiser ensuring that all parts of the hands are covered. Supervision of hand sanitiser use with the risks around ingestion.

3. Respiratory hygiene (catch it, bin it, kill it)

Avoid touching your mouth, eyes, and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use a hand sanitiser.

4. Clean surfaces that are touched frequently

To prevent the indirect spread of the virus from person to person, the cleaning staff will be regularly cleaning frequently touched surfaces, such as:

- door handles
- handrails
- tabletops
- play equipment
- toys
- electronic devices (such as phones), ICT equipment and resources used

When cleaning, use the usual products, like detergents, as these will be highly effective at getting rid of the virus on surfaces.

The school are following the Public Health England (PHE) [guidance on cleaning for non-healthcare settings](#).

5. Minimise contact and mixing

The school has created class bubbles and is, as much as possible, altering the environment of the school (such as classroom layout including seating pupils side by side and facing forwards) and the timetables (such as staggered break time) to minimise contact and mixing.

5a. Measures within the classroom

Adults should maintain a 2-metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal, where possible.

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. We will ensure we minimise contact and maintain as much distance as possible from other staff and follow all our guidance as set out in this policy to minimise risk to the staff and children within the class. Specialists, therapists, clinicians and other support staff for pupils with SEND will continue to provide interventions as usual and we will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.

Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because the prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, we will ensure that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; and will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

5b. Measures elsewhere

Bubbles will be kept apart, meaning that we will be avoiding large gatherings such as assemblies or collective worship.

Timetabling of sessions such as PE, playtimes and lunchtimes have been created to keep bubbles apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits.

Previously our outdoor playground equipment were out of bounds, however the new guidance allows the use of our equipment with more frequent cleaning. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.

6. Personal protective equipment (PPE)

Staff in the school will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PPE is only needed in a small number of cases:

- children, young people, and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms.

7. Engage with the NHS Test and Trace process

The school will use the NHS Test and Trace process and knows how to contact our local [Public Health England health protection team](#). We understand that staff members and parents/carers will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. By the autumn term, all schools will be provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

We ask parents and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

We will take swift action when we become aware that someone who has attended TSM has tested positive for coronavirus (COVID-19). We will immediately contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has **tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.**

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide us with definitive advice on who must be sent home. To support the process the school will keep a record of pupils and staff in each bubble, and any close contact that takes places between children and staff in different bubbles.

A template letter will be provided to us, on the advice of the health protection team, to send to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

9. Contain any outbreak by following local health protection team advice

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, the health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year bubble.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class bubble, then the whole school if necessary, in line with routine public health outbreak control practice.

Attendance

Attendance expectations

In March when the coronavirus (COVID-19) outbreak was increasing, the government made it clear no parent would be penalised or sanctioned for their child’s non-attendance at school.

School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools’ responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct

Pupils who are shielding or self-isolating

The government now knows much more about coronavirus (COVID-19) and so in future, there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).
- Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

School workforce

Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will be attending school.

It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, our school leaders will consider what is feasible and appropriate.

Staff who are clinically vulnerable or extremely clinically vulnerable

Where we apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we recognise those in the most at risk categories to take particular care while community transmission rates continue to fall.

Advice for those who are [clinically-vulnerable, including pregnant women](#), is available.

Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the [guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#).

The school will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who are pregnant

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for [clinically-vulnerable people](#).

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#). The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we will discuss their concerns and explain the measures we are putting in place to reduce risks.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

If unsure, please contact the Headteacher or Business Manager.

How to implement protective measures in an education setting Planning and organising

The school have:

- written this Coronavirus (Covid 19) Guidance Policy.
- reviewed the schools risk assessment, health and safety policy including lockdown procedures and advice for children, young people, and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also, ensure that all health and safety compliance checks have been undertaken before September opening.
- organised class bubbles, of children and adults.
- organised classrooms and other learning environments for those groups, maintaining space between seats and desks where possible, with tables facing forward.

Learning Timetable:

- Headteacher and teachers have decided which lessons or activities will be delivered and how.
- Headteacher and teachers have decided which lessons or classroom activities will take place outdoors.
- the timetable has been amended to a classroom setting to reduce movement around the school.
- no assemblies to take place.
- break times (including lunch) will be staggered, so that all children are not moving around the school at the same time. Lunches for Years 4, 5 and 6 will be eaten in the classroom with the staff working with them.
- staggered drop-off and collection times.
- planned parents' drop-off and pick-up protocols that minimise adult to adult contact as detailed earlier in this document.

Communication – Teaching – Teaching Assistant Staff, Contractors and Cleaning

- staff will be emailed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.
- communicate in advance with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers.
- discussed with cleaning staff the additional cleaning requirements and agree additional hours to allow for this.

In September

- the school will ensure that children are kept in the same bubbles at all times each day, and different bubbles are not mixed during the day.
- the school will ensure that the same teacher and other staff are assigned to each bubble and, as far as possible; these stay the same during the day and on subsequent days.

Cleaning and Hygiene:

Whilst some of this information is repeated from above, we cannot stress enough the importance of cleaning and hygiene. Please follow the measures the school has detailed:

- follow the [COVID-19: cleaning of non-healthcare settings guidance](#).
- the school has ensured that there are sufficient handwashing facilities available. These include hand-sanitising stations at all entrances/egress at the school, bacterial hand wash at sinks, hand sanitiser in classrooms and other learning environments, together with each member of staff being given a personal hand-sanitising bottle.
- surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal with appropriate solutions and at the end of every day the cleaning staff will carry out a deep clean.
- The school are ensuring that all adults and children are aware to:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#) posters are attached at the end of this document that will be displayed throughout the school.
 - clean their hands on arrival at sanitising stations, before and after eating, and after sneezing or coughing.
 - are 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').
 - staff to help children and young people who have trouble cleaning their hands independently, using PPE.
 - consider how to encourage young children to learn and practise these habits through games, songs, and repetition.
 - ensure that bins for tissues are emptied throughout the day using PPE.
 - where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
 - prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
 - there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.

Reduce mixing within the school by:

- accessing rooms directly from outside where possible.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children should clean their hands beforehand; bubbles will be kept apart as much as possible and tables will be cleaned. Our kitchen will operate, and will comply with the [guidance for food businesses on coronavirus \(COVID-19\)](#).
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time, with a member of staff available to clean after the toilets have been used (taking safeguarding into account).
- the school has a hoist and bed for changing children that are wheelchair bound. When the equipment is used, the two members of staff will wear PPE. The bed will be covered with a protective disposable plastic sheet and the sling used will be for that individual only. Once the child's needs have been carried out, one of the members of staff will deep clean the equipment using supplies purchased by the school. All disposable items should be double bagged up and placed in the first aid room. The school will arrange for PSH Group that specialise in clinical waste to collect these items.
- the school identifies that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules), they will receive assistance from staff allocated to their year group.

Use outside space:

- the children will be able to exercise during the day; this will be staggered and overseen by the staff that are working alongside them in the classroom.
- the school swimming pool is closed until further notice.
- The government recommend having outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. This will be reflected in the timetable being arranged by your child's class teacher.

For shared rooms:

- we have staggered the use of staff rooms and offices to limit occupancy.
- staffroom toilets have posters with clear instructions on how to keep them sanitised and the requirements of using the facilities, PPE must be worn.
- using the first aid room will be kept to one member of staff with a child unless the child protection and safeguarding policies suggest otherwise. Icepacks will be placed in a disposable plastic bag and placed in the first aid room bin in readiness for PSH Group to collect (clinical waste), PPE must be worn.
- using the first aid room toilet has a poster detailing clear instructions on how to keep it sanitised and the requirements of using the facilities. If assistance is required to clean the facilities a member of the school office should be asked to assist, before used by anyone else, PPE must be worn.

Reduce the use of shared resources:

- the school is limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people, and staff.
- each pupil will be given their own plastic wallet containing pencils, rubber, ruler etc. by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently by staff within the classroom as well as the cleaning staff at the end of the day.

- practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or thoroughly cleaned between cohorts.

Adjust transport arrangements where necessary including:

- we are encouraging parents and children and young people to walk or cycle to the school where possible. Children bringing scooters or a bike to the school will need to store it where indicated in the playground
- the government are asking, parents and young people follow the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) when planning their travel.
- we will do our utmost to ensure that parents are kept up to date concerning transport arrangements and any changes to start and finish times, set out in this document will be notified to parents via Parentmail.
- the school would ask anyone travelling to the school do not attend if they or a member of their household are displaying any symptoms of coronavirus.
- Government have asked we reiterate that transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.
- taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example, when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.

Local authorities or transport providers -Suffolk County Council, Taxi companies, Coach companies etc:

The above-mentioned transport providers should refer to the following link and adhere to government regulations as detailed below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators>

- guidance or training for school transport colleagues.
- substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers.
- cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.
- communicating revised travel plans clearly to contractors, local authorities, and parents where appropriate (for instance, to agree pick-up and drop-off times).

What happens if someone becomes unwell at the school?

If anyone becomes unwell with a new, continuous cough, high temperature or a loss or change to the sense of smell or taste at the school, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area, which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use the First Aid room. The First Aid room should be cleaned and disinfected using standard cleaning products before being used by anyone else.

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

In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature or a loss or change to the sense of smell or taste, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below).

They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Curriculum expectations

This section sets out some key principles and expectations for our curriculum planning, so that all pupils – particularly disadvantaged, SEND and vulnerable pupils – are given the catch-up support needed to make substantial progress by the end of the academic year.

The key principles that underpin our curriculum planning are:

- education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects
- remote education, where needed, will be of high quality and align as closely as possible with in-school provision.
- to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content: In particular, we may consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading.
- aim to return to the school's normal curriculum in all subjects by summer term 2021.
- plan on the basis of the educational needs of our pupils: Curriculum planning will be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems.
- develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.

Specific points for early years foundation stage (EYFS) to key stage 2

For pupils in Reception, teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. We will follow updates to the [EYFS disapplication guidance](#) and consider how all groups of children can be given equal opportunities for outdoor learning.

For pupils in key stages 1 and 2, we will prioritise the identification of gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so pupils read widely, and develop their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.

Music

We are aware that there may be an additional risk of infection in environments where pupils are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. To reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons, we will adhere to physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.

Physical activity

Pupils will be kept in class bubbles, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports will be prioritised where possible, and if using the hall, maximise distancing between pupils and pay scrupulous attention to cleaning and hygiene.

External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities.

We will refer to the following advice:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)

Catch-up support

The government has announced a package worth £1 billion to ensure that schools have the resources they need to help all pupils make up for lost teaching time, with extra support for those who need it most.

£650 million will be spent on ensuring all pupils have the chance to catch up and supporting schools to rise to the challenge. This one-off grant funding will be paid to all state-funded primary, secondary and special schools in the 2020 to 2021 academic year.

Whilst Headteachers will decide how the money is spent, the Education Endowment Foundation has published [guidance on effective interventions to support schools](#).

The government will set out how this funding will be distributed between individual schools shortly.

Alongside this universal offer, the government will roll out a [National Tutoring Programme](#), worth £350 million, which will deliver proven and successful tuition to the most disadvantaged and vulnerable young people, accelerating their academic progress and preventing the gap between them and their more affluent peers widening. The evidence shows that tutoring is an effective way to accelerate learning, and we therefore believe a targeted tutoring offer is the best way to narrow the gaps that risk opening up due to attendance at school being restricted.

Pupil wellbeing and support

Pupils may have been experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. It is important to contextualise these feelings as normal responses to an abnormal situation.

Some of our pupils may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.

The return to school will allow social interaction with peers, carers and teachers, which benefits wellbeing.

Our provision of pastoral and extra-curricular activities will be designed to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

Where there is a need for more focused pastoral support where issues have been identified for individual pupils teachers may wish to access the free MindEd learning platform for professionals, which includes a [coronavirus \(COVID-19\) staff resilience hub](#) with materials on peer support, stress, fear and trauma and bereavement.

Behaviour expectations

We have updated our behaviour policy with new rules/expectations for social distancing and expected safety behaviours, and will set out clearly our expectations, rewards and consequences.

We acknowledge that some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as

children with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors.

Contingency planning for outbreaks

Process in the event of local outbreaks

If the local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. We will provide more information on this process in due course.

Contingency plans for outbreaks

In the event of a local outbreak, the PHE health protection team or local authority may advise the school or number of local schools to close temporarily to help control transmission. In this this eventuality, we may return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.

Remote education support

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we have the capacity to offer immediate remote education.

In developing our contingency plans, we will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that are linked to the school's curriculum expectations
- give access to high quality remote education resources
- use online tools including Seesaw and Google classroom in order to allow interaction, assessment and feedback
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so we will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, we will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

Education guidance

The most important symptoms of coronavirus (COVID-19)



new and
continuous cough

or



high
temperature

or



loss of, or change in,
your normal sense of
taste or smell (anosmia)

If **you have symptoms** of coronavirus, you need to **self-isolate for 10 days**

If **you live with someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

For most people coronavirus will be a mild illness. However if you have any of the symptoms you should self-isolate at home

Stop the spread of coronavirus



Wash your hands more often and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Supervise young children to ensure they wash their hands more often than usual



Posters and lesson plans on general hand hygiene can be found on the eBug website



Clean and disinfect regularly touched objects and surfaces more often than usual using your **standard cleaning products**



Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature or loss of, or change in, normal sense of taste or smell **to avoid spreading infection to others**

If staff, young people or children become unwell with any of the coronavirus symptoms on site, **they should be sent home**

We are asking schools, colleges, nurseries, childminders and other registered childcare settings **to remain open for children of critical workers and vulnerable children** where they can

Have you washed your hands?



Sing 'happy birthday' twice to make sure you've washed for enough time

1



Wet your hands with water

2



Cover your hands with soap

3



Rub your hands together

4



Rub one hand on top of the other - get between the fingers, then swap hands

5



Rub your palms together and get between the fingers again

6



Rub the back of your fingers against your palm

7



Rub your thumb with your other hand, then swap over

8



Rub your fingertips on the palm of your other hand, then swap hands

9



Rinse your hands to get rid of the soap

10



Dry your hands with a paper towel

11



Turn off the tap using the paper towel

Have you washed your hands?

Remember to do this ...

- After going to the toilet
- After break and PE
- Before you leave the house
- When you get to school
- Before you eat



Soap



Water



Wash for
20 seconds



Paper towel



Coronavirus questions: where to go for answers

AUTHORITY TO CONTACT	ISSUES THEY MANAGE
<p>Department for Education</p> <p>Email: DfE.coronavirushelpline@education.gov.uk</p> <p>Telephone: 0800 046 8687</p> <p>Open Mon-Fri from 8am to 6pm and weekends from 10am to 4pm</p>	<p>Official government guidance for schools, including on:</p> <ul style="list-style-type: none"> • Which pupils can still attend • How to maintain educational provision • How to implement social distancing • How to look after early years and vulnerable children • How to provide free school meals • How students will receive GCSEs and A-levels • Cancelling trips
<p>Public Health England</p> <p>PHE East of England Health Protection Team, Council Offices, College Heath Road, Mildenhall, IP28 7EY</p> <p>Tel: 0300 303 8537 option 1 EastofEnglandHPT@phe.gov.uk; 03003038537</p>	<p>Official guidance on:</p> <ul style="list-style-type: none"> • Self-isolation for those with symptoms or living with those with symptoms • Social distancing for everyone and shielding for those who are extremely vulnerable • Cleaning and decontamination
<p>Local authority</p> <p>Suffolk County Council</p> <p>Endeavour House, 8 Russell Road, Ipswich, Suffolk IP1 2BX</p> <p>Tel: 03456066067 https://www.suffolk.gov.uk/coronavirus-covid-19/schools-guidance/</p>	<ul style="list-style-type: none"> • Decisions on whether to keep the school open • Moving pupils and staff between schools if necessary • Safeguarding matters • Providing for children with EHC plans • Pupil transport to school
<p>Unions</p> <p>Mrs Samantha Ross – Headteacher 01394 448313</p>	<ul style="list-style-type: none"> • Advice on managing staff, including protecting their health and safety
<p>NHS Online https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	<ul style="list-style-type: none"> • Advice for those with symptoms or living with someone with symptoms
<p>Local authority</p> <p>Suffolk County Council</p> <p>Endeavour House, 8 Russell Road, Ipswich, Suffolk IP1 2BX</p> <p>Tel: 03456066067</p>	<p>Payroll</p> <p>HR issues</p> <p>Legal advice</p>

Coronavirus Health and Safety checklist

Arrangements in place to reduce spread of virus

MEASURE TO TAKE	✓
Stagger the beginning and end of the school day, so not all pupils enter and leave school at the same time using the same entrances and exits.	✓
Discourage parents picking up their children from gathering at the school gates.	✓
Identify a room that sick pupils can be kept in until parents come to collect them, ideally with: <ul style="list-style-type: none">• A door you can close• A window you can open for ventilation• A separate bathroom they can use (either attached to the room or nearby)	✓
Make sure staff in school know that they should: <ul style="list-style-type: none">• Move pupils to this room if they are sick• Wash their hands for 20 seconds after making contact with the ill pupil	✓
Make sure you know: <ul style="list-style-type: none">• How to get in touch with the parents of children at school if they need to pick their child up	✓

During the school day

MEASURE TO TAKE	✓
Keep pupils at their desks, facing away from each other, for as much of the school day as you can, ideally 2 metres (3 steps) apart from adults	✓
Avoid any group activities that require pupils to be in close physical contact with each other, such as: <ul style="list-style-type: none">• Assemblies – you could deliver these online, even for pupils in school• Certain sports and playground games	✓
When serving meals: <ul style="list-style-type: none">• Stagger lunch times so fewer children are eating in the same area at once	✓
Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly: <ul style="list-style-type: none">• After coming into school• After sneezing or coughing• Before and after handling or eating food	✓

MEASURE TO TAKE	✓
<ul style="list-style-type: none"> • After going to the toilet • Before and after staff hand out food packages if that is how you are organising free school meals 	
If you can, place alcohol-based hand sanitisers at the entrance of each room you are using, including toilets, classrooms, and halls.	✓
Encourage pupils and staff to avoid touching their face with unwashed hands.	✓
Provide tissues in rooms that you are using, and make sure pupils and staff are trying to catch sneezes and coughs in these and binning them afterwards or using their elbow if they don't have a tissue available.	✓
When possible, open windows to increase air flow and ventilation.	✓

Daily cleaning

MEASURE TO TAKE	✓
<p>Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Toys • Telephones • Fingerprint scanners 	✓
Remove rubbish daily and dispose of it safely.	✓

Cleaning if there has been a suspected case in school

Trimley St Martin Primary School are following government guidance.

Deep cleans for cleaning staff MEASURE TO TAKE	✓
<p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) <p>You do not need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids</p>	
<p>When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> • Disposable cloths, or • Paper rolls and disposable mop heads 	
<p>When cleaning and disinfecting, use either:</p> <ul style="list-style-type: none"> • A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine • A household detergent, followed by a disinfectant with the same dilution as above • An alternative disinfectant, that is effective against enveloped viruses 	
<p>Make sure all cleaning staff:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron <p>If there is a higher level of contamination, or there is visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p>	
<p>Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.</p>	
<p>Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.</p>	
<p>If items cannot be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p>	
<p>Dispose of any items that are heavily soiled or contaminated with body fluids.</p>	
<p>Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.</p>	
<p>Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage.</p>	
<p>If the individual tests negative, put the bags in with the normal waste.</p> <p>If the individual tests positive, then you will need a safe and secure place (away from children) where you can store waste for 72 hours.</p> <p>If you do not have a secure place, you will need to arrange for a collection for 'category B' infectious waste from either your:</p> <ul style="list-style-type: none"> • Local waste collection authority (if they currently collect your waste) <p>Or, by a specialist clinical waste contractor</p>	

Deep Clean: checklist

Use this checklist to clean and disinfect surfaces after a suspected case of COVID-19.

Equipment

Personal protective equipment (PPE)

For all the tasks below, you need to wear:

- Disposable gloves and apron – wash your hands with soap and water for 20 seconds once you remove these.
- If there is a higher level of contamination (e.g. if the individual with suspected coronavirus has slept somewhere) or there is visible contamination with body fluids, you might need to wear a surgical mask or full-face visor. Speak to Headteacher, Assistant Headteacher or Business Manager to find out if you need one.

Cleaning equipment

To clean all hard surfaces, you need to use **disposable** equipment including:

- Cloths/paper roll
- Mop heads

Cleaning requirements

ITEMS TO COVER	MEASURES TO TAKE	CLEANING PRODUCTS	✓
All objects which are visibly contaminated with bodily fluids	<ul style="list-style-type: none">• Clean and disinfect• Avoid creating splashes and spray when cleaning	A combined detergent/disinfectant solution at a dilution of 1,000 parts per million	
<p>All potentially contaminated high-contact areas, including:</p> <ul style="list-style-type: none">• Bathrooms• Door handles• Telephones• Grab-rails in corridors and stairwells• Floors• Chairs <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids</p>	<ul style="list-style-type: none">• Clean and disinfect• Avoid creating splashes and spray when cleaning	A combined detergent/disinfectant solution at a dilution of 1,000 parts per million	
All potentially contaminated fabric items, including:	<ul style="list-style-type: none">• Wash items in accordance with	<ul style="list-style-type: none">• Standard detergent	

ITEMS TO COVER	MEASURES TO TAKE	CLEANING PRODUCTS	✓
<ul style="list-style-type: none"> • Curtains • Cushion covers <p>Plus, anything used for transporting the fabric items</p>	<p>the manufacturer's instructions</p> <ul style="list-style-type: none"> • Use the hottest setting you can • Dry items completely • Clean and disinfect anything used for transporting laundry 	<ul style="list-style-type: none"> • Standard cleaning products to clean and disinfect anything used to transport the items 	
Items that cannot be laundered, e.g. upholstered furniture	Steam clean	N/A	
Items that are heavily soiled or contaminated with body fluids	Dispose of these items (see instructions below)	N/A	

Waste disposal requirements

MEASURES TO TAKE	✓
Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths, and mop heads) in a plastic rubbish bag and tie when full	
Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the person's coronavirus test results to take the waste out of storage	
<ul style="list-style-type: none"> • If the individual tests negative, put the bags in with the normal waste • If the individual tests positive: <ul style="list-style-type: none"> • Waste should be stored in the girls changing room at the school swimming pool for at least 72 hours before putting in with the normal waste. 	