



Coronavirus (COVID-19) POLICY, 8th JANUARY 2021

This policy should be read in conjunction with: Thomas's Kindergarten Behaviour Management Policy, COVID-19 Risk Assessment, Confidentiality Policy, Safeguarding and Child Protection Policy, Whistleblowing Policy

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1. INTRODUCTION

“On Monday 4th January 2021, the Prime Minister announced a national lockdown, which came into force on Tuesday 5th January 2021, to control the spread of coronavirus (COVID-19). The government continues to prioritise the wellbeing and long-term futures of our young children. Early years provision should remain open and continue to allow all children to attend full time or their usual timetable hours.”

“Early years settings remain low risk environments for children and staff. Current evidence suggests that pre-school children (0<5 years) are less susceptible to infection and are unlikely to be playing a driving role in transmission. There is no evidence the new strain of the virus causes more serious illness in either children or adults and there is no evidence that the new variant of coronavirus (COVID-19) disproportionately affects young children.” (DfE Guidance ‘ Education and childcare settings: national lockdown from 5 January 2021)

As the virus continues to be prevalent within the community, Thomas's will follow the guidance as set out by the Government with regards to the education of children. The guidance is updated regularly in response to ever-changing circumstances so parents are advised to monitor and follow the government guidance given in the web links provided.

[DfE Education and childcare settings: national lockdown from 5 January 2021](#)
[DfE Action for schools during the coronavirus outbreak](#)

DfE Action for Early Years and Childcare Providers

2. AIMS

- To enable all Thomas's Kindergarten children to attend an early years provision
- To maintain clear communication between the Kindergarten and families to support the education, welfare and safeguarding of all children and staff
- To provide a safe environment within the Kindergarten site, acknowledging and responding to the guidance of social distancing and hygiene requirements. **See Appendices 2 and 3.**

Risk assessments have been carried out and strategies put in place in relation to:

- consideration of any adjustments needed to the curriculum;
- re-organising groups to support social distancing measures;
- movement around the building;
- utilising outdoor space whenever possible;
- staggered arrival and departure locations;
- reducing 'pinch points';
- enhanced cleaning regimes and ventilation.

There are active arrangements in place to monitor that the controls are:

- effective;
- working as planned;
- updated appropriately considering any issues identified and changes in public health advice.

The full Thomas's Kindergarten COVID-19 Risk Assessment, updated 5th January 2021 can be found on our website or by clicking on this link: [COVID-19 Risk Assessment Tier 5 8th January 2021](#)

3. PROCEDURES

3.1 Awareness to minimise risk (Risk Assessment Point 1)

Children, staff and other adults must not come into the Kindergarten if they have COVID-19 symptoms, or have tested positive in at least the last 10 days, and anyone developing those symptoms during the Kindergarten day should be sent home. All staff will be made aware of this process. The Kindergarten will adopt the following measures:

- 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, including the possible use of [NHS COVID-19 App](#)
- formal consideration of how to reduce contacts and maximise distancing between those in kindergarten wherever possible and minimise potential for contamination so far as is reasonably practicable

Government legislation with regards to quarantine is currently that anyone returning from countries not currently under the UK's air bridge scheme will be required to quarantine for 10 days, even if they have had a negative test.

3.2 Supporting those who are clinically vulnerable in line with PH Advice (Risk Assessment Point 2)

Children who are clinically vulnerable

During period of Tier 5 lockdown restriction it is expected that all clinically vulnerable children will stay at home to shield. Parents of any children who fall into this category should make contact with their child's key teacher to discuss how best to support their learning at home.

Staff who are clinically extremely vulnerable

Staff who are extremely clinically vulnerable are advised to shield in line with government guidance. As such they should work from home and not attend the Kindergarten.

Staff who are clinically vulnerable

Clinically vulnerable staff can be in kindergarten. They should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.

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

Staff who are pregnant

Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice. Thomas's will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](#). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. During Tier 5 restrictions these members of staff should be classified as 'clinically extremely vulnerable' and should not attend the Kindergarten.

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

Some people with particular characteristics may be at comparatively increased risk from COVID-19, as set out in the [COVID-19: review of disparities in risks and outcomes report](#). These staff can be in the Kindergarten and Thomas's will implement the system of controls outlined in this document to support their needs.

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

4. SYSTEM OF CONTROLS TO MINIMISE COVID-19

Thomas's plans to adopt the following systems of controls at the kindergarten. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention

In order to prevent the spread of COVID-19 as far as possible Thomas's Kindergarten will:

1. minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend kindergarten;
2. where recommended, advise on the use of face coverings
3. clean hands thoroughly more often than usual;
4. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5. maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergent;
6. minimise contact between groups of children wherever possible;
7. where necessary, wear appropriate personal protective equipment (PPE);
8. keep occupied spaces well ventilated.

Numbers 1, 3, 4, 5 and 8 should be in place in all settings, all the time.

Numbers 2 and 6 will be properly considered and measures put in place to suit circumstances.

Number 7 applies in all specific circumstances.

Response

In response to any case of COVID-19 Thomas's Kindergarten will:

9. engage with the NHS Test and Trace process;
10. manage and report to Ofsted and the PHE advice line confirmed cases of COVID-19 amongst the kindergarten community;
11. contain any outbreak by following local health protection team advice.

Numbers 9 to 11 will be followed in every case where they are relevant.

4.1 Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend kindergarten. (See Point 6 for further details)

Ensure children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms for at least 10 full days from:

- the day after the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test, (whether this was a [Lateral Flow Device or Polymerase Chain Reaction test](#))

Anyone developing those symptoms during the day is to be sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it. Full details of procedures in the case of a suspected or confirmed case of coronavirus (COVID-19) are in Point 5 of this Policy.

4.2 Face Coverings. (Risk Assessment Point 3)

Face coverings are not required to be worn in early years settings. PHE advises that for health and safety reasons, face coverings should not be used for children under 3. Misuse may inadvertently increase the risk of transmission, and there may also be negative effects on communication and thus children's development.

In situations where social distancing between adults is not possible, the Kindergarten has the discretion to recommend the use of face coverings, for both staff and visitors, whilst acknowledging some individuals may be exempt.

- For staff who wear face coverings on their journeys to work, there will be a process for removing them safely once on site:
 - They should clean their hands before and after touching the mask, including to remove or put them on
 - They should not touch the front of their face covering during use or when removing them.
 - They must dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash/sanitise their hands again.
 - When a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

4.3 Hand Hygiene (Risk Assessment Point 4)

- All children and adults should clean hands thoroughly more often than usual
- Teachers will ensure that children clean their hands regularly, including when they arrive at kindergarten, when they return from outside, before and after eating and after using the loo. Regular and thorough hand cleaning is going to be needed for the foreseeable future:
- The kindergarten will set up increased hand washing or hand sanitiser 'stations' available so that all children and staff can clean their hands regularly
- Teachers will ensure supervision of hand sanitiser use given risks around ingestion. Small children and children with complex needs will be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- The Kindergarten will build these routines into their culture and help ensure the children understand the need to follow them

4.4 Respiratory Hygiene (Risk Assessment Point 5)

- All adults will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- The kindergarten will ensure that enough tissues and bins are available in the kindergarten to support children and staff to follow this routine. As with hand cleaning, staff will ensure younger children and those with complex needs are helped to get this right, and all children understand that this is now part of how the kindergarten operates.

4.5 Enhanced Cleaning (Risk Assessment Point 6)

Thomas's will maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents. These include:

- more frequent cleaning of rooms / shared areas that are used by different groups;
- frequently touched surfaces being cleaned more often than normal;
- having clear procedures for maintaining cleaning processes for food preparation areas
- regular cleaning of loos and encouraging children to clean their hands thoroughly after using the loo. NB: Different groups don't need to be allocated their own loo blocks;
- An additional full-time cleaner to be on site throughout the day.

Public Health England has published revised [guidance for cleaning non-healthcare settings](#) to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.

4.6 Minimise contacts (Risk Assessment Point 7)

Whilst it is acknowledged that early years settings are not required to keep children in small, consistent groups the overarching principle to apply is reducing the number of contacts between children and staff in order to reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for COVID-19. Staff at the kindergarten will aim to reduce contact as much as possible by adopting the following procedures:

- Grouping children together in Upper and Lower Kindergarten sections and avoiding contact between the two age groups. It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.
- Teachers should try to remain with one group only as far as possible.
- Teachers should try to maintain distance from children and other staff as much as possible whilst acknowledging the emotional needs of small children
- Parents are encouraged to limit the number of settings their child attends, for example not going to a childminder before or after their session at the Kindergarten. The same applies to members of staff.
- Where possible Thomas's has made small adaptations to the classroom to support distancing where possible. This includes moving unnecessary furniture out of classrooms to make more space.

4.7 Personal Protective Equipment (PPE) (Risk Assessment Point 8)

The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child becomes ill with COVID-19 symptoms while at the Kindergarten, and only then if a distance of 2 metres cannot be maintained
- where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Further guidance can be found in safe working in education, childcare and children's social care including preventing and controlling infection, how PPE should be used, what type of PPE to use, and how to source it.

4.8 Keeping occupied spaces well-ventilated (Risk Assessment Point 9)

The Kindergarten will be kept well-ventilated, whilst ensuring that a comfortable environment is maintained. This will be achieved by opening windows. In colder weather these should be opened just enough to provide background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space.

- Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces
- Children should bring jumpers/coats to the kindergarten each day

5. GENERAL DAY TO DAY PROCEDURES

5.1 Arrival at and Departure from Kindergarten (Risk Assessment Point 10)

Thomas's will follow the following procedures at the start and end of the Kindergarten day.

- To enhance social distancing Lower and Upper Kindergarten children should arrive and be dismissed from different doors. Members of staff will be on duty on a rota basis to welcome and dismiss the children.
- Parents should not gather at the Kindergarten gates or come into kindergarten without an appointment.

- Parents should follow one way routes when on the Kindergarten site and leave promptly after collecting their children.
- To minimise contact, the children are not expected to shake hands. However alternative greetings have been discussed with them and they will be encouraged to adopt one of these as they say good morning.

5.2 Equipment and Resources (Risk Assessment Point 11)

- Equipment and resources such as books and games are integral to settings and can be used and shared within the group; these should be cleaned regularly, along with all frequently touched surfaces.
- It is recommended that staff do not share frequently used equipment, such as pens.
- Sharing of resources across groups should be avoided or, if unavoidable, they should be cleaned frequently and meticulously and always between groups, 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 groups.
- Children should bring in their own reusable water bottles

5.3 Physical and Outdoor activity (Risk Assessment Point 12)

Thomas's recognises the benefit of physical activity for children and aims to incorporate this into the kindergarten day as normal, whilst following the measures in their system of controls.

- Children will be kept in consistent groups,
- Outdoor equipment will be thoroughly cleaned between each use by different groups

5.4 External teachers and visitors (Risk Assessment Point 13)

- The external Music teacher is able to attend the Kindergarten to teach the children. She will be made aware of all the protocols and guidance applicable to all staff.
- Club providers will not attend the site until after February half term
- Thomas's Outdoors' teachers are able to attend the Kindergarten to offer Woodland Adventure sessions. However these will take place locally to avoid using school buses.
- Employees of the church are able to access the Church Office but will pass through the Kindergarten swiftly and keep their distance from the staff and children.
- Employees of the coffee tuk-tuk, a charity supported by the church may access the Kindergarten to use the Church loos. This access has been subject to a risk assessment.
- Thomas's will address and accommodate the risks associated with managing any external staff, visitors and deliveries, as well as cleaning staff on site who may be working throughout the kindergarten.
- Site guidance on physical distancing and hygiene will be explained on or before arrival.
- Other visitors to the Kindergarten should be avoided where possible and restricted to those that are strictly necessary. A record should be kept of all visitors in order to support NHS Test and Trace.

5.5 Other activities during Tier 5 Lockdown (Risk Assessment Point 14)

The Kindergarten has considered a number of other activities that normally form part of the broad curriculum and, subject to any changes in Government guidance, aims to adopt the following measures:

- All trips clubs, and community involvement activities will be put on hold
- Parent meetings and meetings between staff members to be held on Zoom
- PTA meetings and other events to be held on Zoom or put on hold

5.6 New admissions (Risk Assessment Point 15)

Prospective parents may be offered a virtual tour/Zoom meeting in order to see how the Kindergarten operates. Visits in person are discouraged at the current time.

Parents are not currently allowed into the Kindergarten during term time. However new children are allowed to come into the Kindergarten with their parents before term begins to see the environment and become familiar with the setting. During these sessions all adults are required to:

- wear face coverings, in line with arrangements for staff and other visitors to the setting (see the section on face coverings);
- stay for a limited amount of time (ideally not more than an hour);
- avoid close contact with other children;
- are aware of the [system of controls](#), how this impacts them, and their responsibilities in supporting it when visiting a setting with their child

5.7 Transport (Risk Assessment Point 16)

Parents, staff and children are encouraged to walk or cycle to kindergarten if at all possible. Use of public transport should be minimized where possible. Please refer to the [safer travel guidance for passengers](#).

During Tier 5 restrictions, Thomas's buses will not be operating and Kindergarten activities that normally use the buses will be cancelled or relocated within walking distance.

5.8 Additional Pastoral and Safeguarding Awareness

Thomas's recognises that many children will have been affected by aspects of the pandemic and the lockdown and may require additional support. Some children may have experienced bereavements of close family members, others may have suffered abuse or neglect which they have not been able to disclose. Many young children may just be aware that things are not normal due to the overall situation and this can cause anxiety or distress.

Researchers have identified five key losses (routine, structure, friendship, opportunity and freedom) that may have occurred as a result of this pandemic and these have the potential to hugely impact the mental health of children, potentially triggering the emergence of increased anxiety.

All staff will be alert to signs of stress in children and enable children to talk about how they are feeling. All parents / carers will be asked to inform the kindergarten if their child has experienced any key family changes (eg bereavements, changes in contact with key adults, significant events, health difficulties etc) so that kindergarten staff can ensure they can be effectively supported.

Any emerging concerns will be discussed with parents in the usual way, unless the information known, leads the DSL to believe this could place a pupil at risk of immediate and further harm, in which case a referral will be made to MASH without delay.

6. PROCEDURES TO MANAGE SUSPECTED/CONFIRMED CASES OF COVID-19

6.1 Initial response to a suspected case of COVID-19 (Risk Assessment Point 17)

If anyone in the kindergarten 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 as soon as possible and self-isolate for 10 days after the day the symptoms started. If any of the individual's household members are present at the Kindergarten they must also go home at the same time
- will be advised to follow: guidance for households with possible or confirmed coronavirus (COVID-19) infection
- should arrange to have a test: arrange to have a test (www.coronatestcentre.com) to see if they have COVID-19.

While a child is awaiting collection

- they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision
- Ideally, a window should be opened for ventilation.
- If it is not possible to isolate them, they should remain in an area which is at least 2 metres away from other people.
- If the pupil needs to go to the loo while waiting to be collected, they should use a separate loo if possible. The loo must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Staff caring for a pupil while they are awaiting collection should maintain a distance of 2 metres. If this cannot be maintained, they should wear suitable PPE:
 - If a 2 metre distance cannot be maintained a face mask should be worn
 - If contact is necessary, gloves, an apron and a face mask should be worn
 - If there is a risk of fluids entering the eye (eg from coughing, spitting or vomiting) eye protection should also be worn
- More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.
- As is usual practice, in an emergency, if someone is seriously ill or injured or their life is at risk 999 should be called immediately.

6.2 Follow up to treating a suspected case of COVID-19 amongst the kindergarten community (Risk Assessment Point 18)

- Everyone who has had contact with the symptomatic pupil/adult must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser
- Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
- The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.
- The pupil or member of staff with symptoms should arrange to have a test as soon as possible and inform the kindergarten of the result immediately. The Head will follow up if a test result is not received.

- All members of the symptomatic person's household should self-isolate until the result of the test is received.
- If the test result is negative the person feels well and no longer has symptoms they can return to kindergarten.
- If the test result is negative but the person still feels unwell or has symptoms, they should not return to kindergarten until they are better.

6.3 Managing a confirmed case of COVID-19 amongst the kindergarten community (Risk Assessment Point 19)

In the case of a member of the kindergarten community testing positive for COVID-19 the Head of the Kindergarten should be informed immediately.

- Ofsted must be informed and should also be told if the kindergarten has to close as a result.
- The Kindergarten must also contact the DfE helpline on 0800 046 8687 and follow the advice of the local health protection team (HPT). Based on this the Kindergarten will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days after the day of contact. Close contacts may include:
 - anyone who lives in the same household as the person who has tested positive
 - anyone who has been in close contact with the infected person. This may be face to face contact, being coughed on, being within 1 metre for more than 1 minute or 2 metres for more than 15 minutes, or travelled in the same vehicle.
- Other household members of those contacts who are sent home to self-isolate do not need to self-isolate themselves unless the contact in their household who is self-isolating subsequently develops symptoms
- If someone who is self-isolating has a test and gets a negative test result they must still remain in isolation for the 10 day period in case they develop symptoms subsequently
- If someone gets a positive test result they must self-isolate for 10 days.
- In this case other household members should self-isolate for 10 days from the day the person develops symptoms or received the positive test result
- There is no need for households to start their isolation again if a second member falls ill.
- Isolation rules <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>:
- Testing is available for all staff, children who are eligible to return to kindergarten, and their households.
- In the vast majority of cases the parents and the Kindergarten will be in agreement that a child with symptoms should not attend the setting. However, the Kindergarten can take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect the other children and staff from possible infection from COVID-19. Any such decision would be carefully considered in the light of all circumstances and current public health advice
- Parents will be informed if there is a confirmed case of COVID-19 in the kindergarten. However, the name of the person will not be shared unless essential to protect others.
- The Kindergarten will contact the local health protection team for further advice if:
 - the number of cases exceeds 2 within 14 days;
 - recommended action is being followed but cases are still increasing;
 - the kindergarten may need to close due to the number of people affected;
 - a child or member of staff in the setting is admitted to hospital;
 - there is significant interest from the media.

6.4 Managing a suspected case of COVID-19 by association (Risk Assessment point 20)

If a member of the Kindergarten community (child or member of staff) is advised that they have been in contact with someone (family or household member/friend/other individual) who has become 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) the following procedure should be followed:

- The Kindergarten should be informed and the child/member of staff should go home immediately to self-isolate for 10 days from the day the contact displayed symptoms. They should not wait for any test results.
- If the child/member of staff then develops COVID-19 symptoms, they should arrange to get a test.
- If the contact's test result is negative the pupil/member of staff may return to kindergarten as long as they are well.
- Isolation rules: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

6.5 Managing a confirmed case of COVID-19 by association (Risk Assessment Point 21)

If a member of the Kindergarten community (child or member of staff) is advised they have been in contact with someone who has tested positive for COVID-19 they must do the following:

- Inform the kindergarten and go home immediately to self-isolate for 10 days
- Arrange to have a COVID-19 test
 - If the test result is positive the individual must self-isolate for 10 days
 - If the test result is negative the individual should continue to self-isolate for the 10 day period in case symptoms develop subsequently
- Isolation rules: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

6.6 Managing a confirmed case of COVID-19 by SECONDARY association (Risk Assessment Point 22)

If a member of the Kindergarten community (child or member of staff) is advised that a member of their household has been in contact with someone who has tested positive for COVID-19 the following procedure should be followed:

- The household member should self-isolate for 10 days
- The member of the Kindergarten community does not need to self-isolate unless their household member goes on to develop symptoms, in which case the paragraph above applies

A summary of procedures can be found in **Appendix 1** of this Policy.

7. LEGISLATION AND GUIDANCE

This Policy bears due regard to the following statutory guidance and other advice.

DfE Guidance: 'Education and childcare settings; national lockdown from 5 January 2021' (January 2021)

DfE Guidance 'What parents and carers need to know about early years providers, schools and colleges' (31st December 2020)

DfE Guidance 'Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (30th December 2020)

DfE Guidance 'Schools and childcare settings; return in January 2021' (30th Dec 2020)

DfE Guidance 'Guidance for full opening: schools' (30th December 2020)

DfE statutory guidance 'Keeping children safe in education' (September 2020)

DfE guidance 'COVID-19, Education and Childcare' (August 2020)

DfE guidance 'COVID-19: safeguarding in schools, colleges and other providers' (May 2020)

Wandsworth 'Covid-19 Child Protection and Safeguarding Guidance' (March 2020)

Safer Recruitment Consortium 'Guidance for safe working practice for those working with children and young people in education settings' (May 2019)

8. POLICY REVIEW RECORD

This policy will be reviewed every two years unless there is a change in legislation		
Latest Review: January 2021	By:	Joanna Copland, Vice Principal
Approved: January 2021	By:	Tobyn Thomas, Ben Thomas, Principals Chantal Beard, Headmistress, Kindergarten
Next Review: March 2021	By:	Joanna Copland, Vice Principal Head and Principals

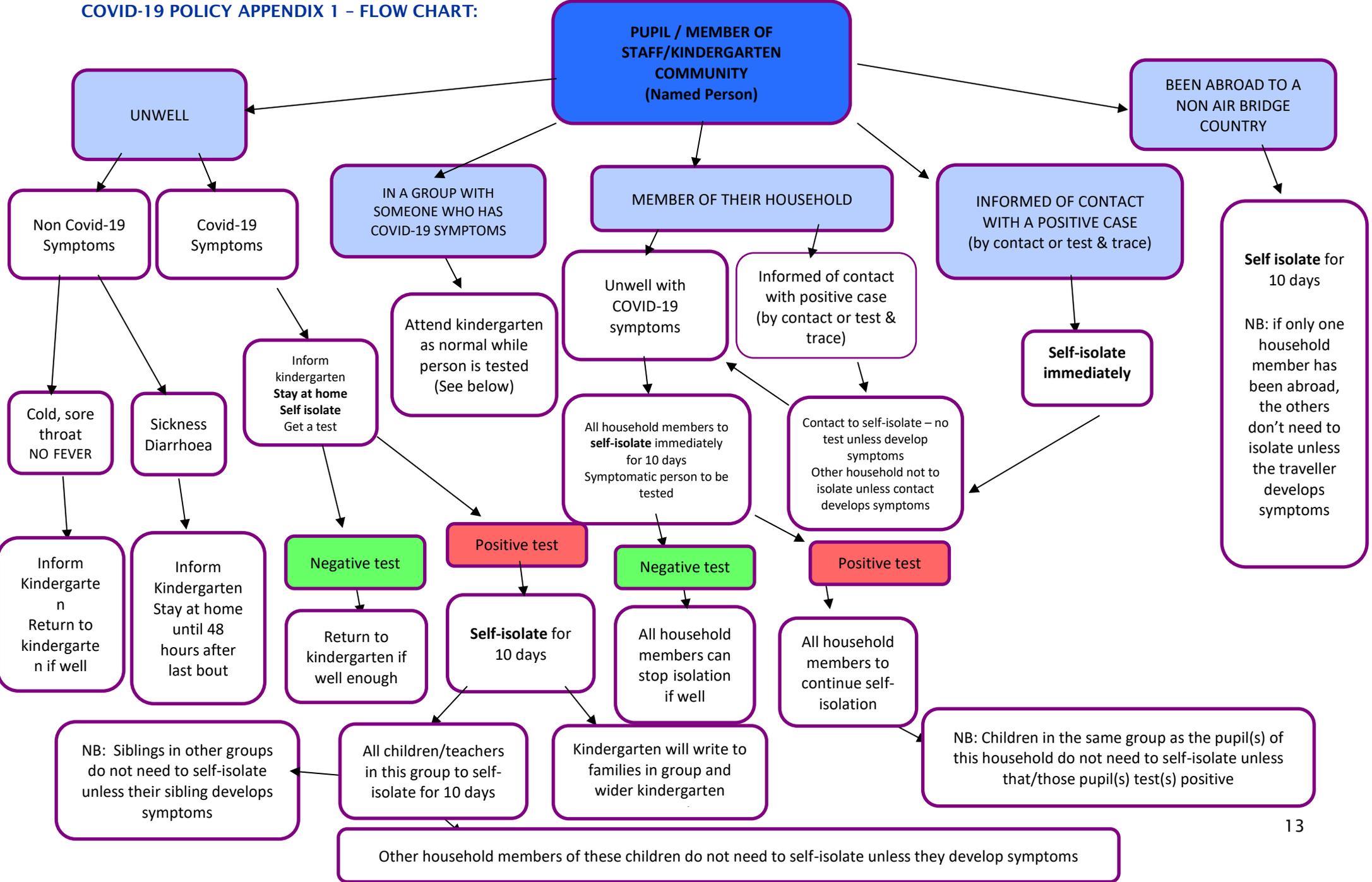
9. APPENDICES

Appendix 1: COVID-19 Flowchart for managing cases

Appendix 2: Six Steps

Appendix 3: Staying Safe Guidance

COVID-19 POLICY APPENDIX 1 - FLOW CHART:



COVID-19 POLICY APPENDIX 2:

How to protect ourselves & others Six important steps for all:



01 Do the basics

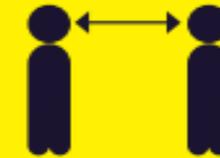
- Hands
- Face
- Space



02 Daily screening for symptoms

Protect the community. Do not come to school if there are any signs of:

- A new continuous cough
- A high temperature
- A loss of, or change in, normal sense of taste or smell (anosmia)



03 Don't be a close contact!

- Within 1m - being coughed on, face-to-face conversation, skin-to-skin contact
- Within 2m for more than 15 mins
- Travel in a small vehicle, or near a positive case in a large vehicle or plane



04 Hygiene

- Continuous cleaning of surfaces
- Regular hand-washing
- Cover nose and mouth if coughing or sneezing ('Catch it, bin it, kill it')



05 Ventilation

- Open windows and doors for natural ventilation
- Maximise fresh air
- "Up to 100% of outdoor air where possible"



06 Face coverings

- In all communal areas
- For pupils in Y7 & 8 and all adults
- In all schools

COVID-19 POLICY APPENDIX 3:

Staying Safe at School

A large, colorful 3D letter 'S' with a blue shadow, positioned to the left of the first rule.

Sanitise: Remember to sanitise or wash your hands every time you arrive at or leave school, go in and out of your classroom, before snack and lunch and when you go to the loo

A large, colorful 3D letter 'A' with a blue shadow, positioned to the left of the second rule.

Always stay with your class or year group Pod: these are the friends you will spend your time with

A large, colorful 3D letter 'F' with a blue shadow, positioned to the left of the third rule.

Follow instructions and signs to make sure that you are staying within your Pod and in your designated area

A large, colorful 3D letter 'E' with a blue shadow, positioned to the left of the fourth rule.

Equipment: You are responsible for looking after your own equipment. Remember we can't share our things

A large, colorful 3D letter 'T' with a blue shadow, positioned to the left of the fifth rule.

Touch: Avoid touching things where possible - and try not to touch other people! Keep your distance!

A large, colorful 3D letter 'Y' with a blue shadow, positioned to the left of the sixth rule.

Your health and wellbeing are the most important things, so help us to look after you and everybody else