

Michael Hall School

COVID-19 safe operating procedures from Sept 2020

Introduction

It is important that everyone complies with the latest Government guidance on Coronavirus.

We have developed these Safe Operating Procedures based on *current* guidance from the Department of Education. It is important that we adapt our everyday practices to ensure that we continue to offer the staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. **If any symptoms are displayed, families must be alert and self-isolate to minimise the risk of virus transmission.**

COVID-19 appears to affect young children less often and with less severity. Children's role in its transmission is unclear. As a school we take the view that we should do all we can to protect all members of our community through pragmatic and robust measures, and ask all our staff, visitors and pupils to do the same (regardless of personal opinion).

In partnership with parents and staff, we trust that everyone understands and follows these Safe Operating Procedures.

The key principles of these procedures are:

1. Any pupil, staff member, parent or visitor with Coronavirus symptoms must not attend Michael Hall School and must isolate at home, or be tested and demonstrate they have a negative result.
2. Increased cleaning processes are in place, throughout and at the end of the day.
3. Staff members will be social distancing as far as possible.
4. Pupils will be allocated to a "bubble", and will not interact with pupils outside of their bubbles whilst at School (even when outdoors).
5. Arrival and departure. A detailed schedule of drop-off and pick has been devised to ensure that bubbles do not interact, and to minimise parents interacting unnecessarily with anyone at Michael Hall. The car park will be staffed at the start/end of the day to ensure compliance with these Safe Operating Procedures.
6. Parents will not come into School unless explicitly arranged with the School. Meetings will be conducted via Zoom or outdoors wherever possible. Groups of more than 6 visitors will not be permitted to meet.

NB: As of Monday 9th November 2020, it is government expectation that all staff and pupils over 11 years old wear face coverings in communal areas, unless exempt on medical grounds.

1 Bubbles

The School will be divided into a number of 'Bubbles'. Each bubble will have its own toilets and will not interact with pupils from other bubbles.

Bubble name	Who it includes	Dedicated toilets
Kindergarten	All KG groups	KG toilets
Lower School A	All LS classes situated on ground floor (Classes 1 and 2)	LS male toilets (these will be repurposed into unisex toilets for LS Bubble A to use.)

Lower School B	All LS classes situated in the first floor (Classes 3,4 and 5)	LS female toilets (these will be repurposed into unisex toilets for LS Bubble B to use.)
Middle School	Classes 6-8	Middle School Toilets
Upper School A	Class 9 and 10	Clockhouse Toilets
Upper School B	6 th form (11 and 12)	Upstairs Mansion Toilets

Staff to use staff toilets.

Activities that cross bubbles will not take place. Other alternatives will be considered by the staff who would usually run such clubs (e.g. music and sports).

2 Attendance

Children and staff are expected to attend School but must not be displaying any Coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell.

It is important that you seek medical advice if you are unsure.

It is important that all pupils, staff, parents and visitors do not attend School if unwell for their own wellbeing and for the safety of others.

If anyone is experiencing any symptoms they cannot return until they have completed the required isolation period and be symptom free or have achieved a negative test result (proof will be required). Prompt exclusion is essential to preventing the spread of infection. Pupils and employees who are classed as clinically vulnerable should follow their medical advice before attending School.

Both staff and pupils reporting themselves as absent due to Coronavirus symptoms should be clear that this is the reason for their absence so the school can monitor when it is safe for them to return (either through the requisite number of days passing, or through the production of a negative test result).

2.1 Drop off and collection of children

Parents are not permitted on site, other than into the car parks or with prior consent from the school leadership team. Parking for parents will be time limited, with all parents requested to leave as soon as possible and not stay for social interaction. Parents needing to talk with Reception should call or email, not attend in person.

The Lower School Assistant Principals have a logistics grid (shared with relevant parents and staff) for times and locations of each year groups to manage drop off and pick up.

Classes 1 - 4 - teachers to meet their classes near the car park. Children to be taken to teachers by parents and meet their teacher at a time and place as per the logistics grid.

Class 5 and above - parents to drop children off in the car park without getting out themselves using the one-way system. Children to make their way to their classrooms. They are asked NOT to interact with pupils from other year groups.

Timings allocated to each bubble will allow for a slight staggered start.

Upper School to arrive at 8am and head to their home rooms.

Staff to park in staff car park and NOT in the main School car park.

Class contacts to support new parents with logistics and the FAQs of starting School to minimise pressure on Reception and the need for people to visit the site.

2.2 Temperature and symptom monitoring

Routine temperature testing is not recommended as a reliable method for identifying Coronavirus. Parents and employees should follow the NHS guidelines and, in particular, evidence of a high temperature and/or new continuous cough. If anyone, or any member of a household, has a fever at 37.8 or above they and their household should not attend Michael Hall School and follow the procedure for displaying symptoms.

2.3 Travel to School

It is better not to share transport and to travel by car, bike or walk. Face coverings have been advised by the Government for use on public transport. [government guidance](#).

The School buses will run as normal, but with specific measures in place to manage virus transmission. Drivers and pupils over 11 will be asked to wear a face covering, and wash hands prior to getting on the bus. Hand sanitiser will also be used on entry and exit of the bus. Pupils will be asked to sit in the same seat every day. Windows will be kept ajar to ensure ventilation. Buses will be cleaned after each journey. A member of staff will supervise the departing buses to ensure procedures are followed.

3 Implementing social distancing

It is not our intention to prevent all normal physical and social interaction between pupils and teaching staff and it is important to have their wellbeing at the centre of everything we do. However, staff are asked to keep a minimum of 1m distance from each other, and wherever possible maintain a distance from pupils.

3.1 Breaks

Each bubble has been nominated a time and area in which to enjoy their break and lunch. Timings of these breaks will be as normal, but confined to each bubble's allocated areas.

LOWER SCHOOL

Lowers School Bubbles have the LOWER SCHOOL PLAYGROUND as their outdoor space which will be divided into two areas for each bubble.

MIDDLE SCHOOL

Middle School Playground only.

UPPER SCHOOL

Class 9 and 10 (US Bubble A) - in tennis courts and hockey pitch.

Class 11 and 12 (US Bubble B) - Terrace.

Class 11 and 12 to be asked to maintain social distancing whilst off site and the need to wear protective face mask/visors in shops.

STAFF

Nominated outdoor area is the picnic bench area directly in front of Mansion.

3.2 Canteen

The School will not be offering hot food for the foreseeable future (which will be reviewed at Christmas). All pupils will be asked to bring in their own packed lunch. Lunch is to be eaten in classrooms and/or nominated outdoor space for each bubble.

Kindergarten lunches to be an extension of their mid-morning snack.

Canteen one-way system will be implemented. Staff to bring own mugs. School will provide teabags, coffee, milk, sugar and biscuits. Urn etc available all day. Area in front of the Mansion with picnic tables reserved for staff use. Pupils asked not to use the canteen at break/lunch to allow staff use only at these times.

3.3 Employees

All staff have been given a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing. All staff have signed to agree they have understood and will comply with the school's COVID-19 arrangements.

Deliberate or consistent breaching of these COVID-19 specific rules will constitute as misconduct and will be managed through the School's Disciplinary Policy.

3.4 Staff Room

Staff will be encouraged to not use the Staff Room for large gatherings. Cover board arrangements will remain as usual, and staff are asked to use judgement about overcrowding and asocial distancing when checking the cover board. A copy of the cover board will also be made available in the Canteen to allow for more spread of people.

3.5 Fire drills and lockdown practice

If we have to respond to a fire or emergency lockdown, we will continue to manage social distancing, as far as possible. The safety of the children and employees will always come first. Fire drills should be followed as documented, with different bubbles ensuring they maintain a 2m distance wherever safe to do so. The fire procedures have been updated to include a COVID-19 specific section.

4 Wellbeing

We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within the School community feels safe and secure.

5 Visitors

5.1 Visitors

Visitors to the School will not be encouraged unless it involves a safeguarding issue that cannot be resolved by telephone. Interviews or meetings will be conducted by phone. There will be no Parents' Evenings for the time being. Lettings, events and external group meetings will be indefinitely postponed.

Any visitors to the School will be given a summary of our Safe Operating Procedures and COVID-19 Risk Assessment for Returning to School (alongside our Safeguarding information).

5.2 Contractors

Any contractors to the School will be given our Safe Operating Procedures and COVID-19 Risk Assessment for Returning to School prior to entering the building.

6 Health, Hygiene and Safety

6.1 Reducing the spread of the virus

NB: As of Monday 9th November 2020, it is government expectation that all staff and pupils over 11 years old wear face coverings in communal areas, unless exempt on medical grounds.

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible to enhance ventilation (updated risk assessments conducted to ensure any additional risk from this is considered).

The rate of hand washing must be significantly increased. Everyone, including children, must wash their hands, on arrival at School and at break and lunch as a minimum. In addition to washrooms, an addition 10 wash stations will be positioned around the School to ensure that everyone is able to regularly clean their hands. Sanitiser will be available.

When moving between classrooms/bubbles, everyone must wash their hands or sanitise.

All staff will be provided with a small bottle of hand sanitiser to keep upon their person to use at will. Staff will be reminded weekly (as a minimum) of the need to ensure handwashing and COVID-19 measures are followed.

Every member of the school community will be asked to wear clean clothes on a daily basis.

6.2 Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities will be regularly cleaned. A rota to manage high impact areas and toilets throughout the day will be implemented and will include an extended team of COVID-19 cleaning team members. Contracted cleaners to resume usual routines, but include anti-viral cleaning. If an area has been used by someone with suspected COVID-19, a deep clean will be undertaken in all risk areas as a matter of urgency. Daily sign off sheet in toilets to ensure cleaning is regular and maintained. Appropriate anti-viral cleaning products available near

all photocopiers and on high traffic areas (e.g. Staff Room). COVID-19 cleaning signage to be displayed.

COVID-19 safety stations set up around School. Hand wash, towels, hand sanitiser and wipes.

Teachers asked to take ownership of each classroom to minimise time needed for cleaners to tidy before being able to start cleaning in evenings. Class teachers will have access to anti-viral cleaning spray/cloths to manage own classroom doors and high touch points. Wherever possible, prop or leave doors and windows open. This minimises need for touching and increases ventilation.

Computers - computers to be wiped down by pupils prior to use.

6.3 Use of Tissues

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue. “Catch it, Bin it, Kill it” approach adopted and posters displayed accordingly.

6.4 Toileting

The children will be asked to use the toilets allocated to their bubble, and to avoid coming into contact with pupils from other bubbles on their way to and from the toilets. Hand washing signs will be displayed to ensure hand washing is thorough.

6.5 Clothing

All employees and children should wear clean clothing every day.

6.6 Risk assessments

All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk e.g. going on trips using coaches.

7 Responding to a person displaying symptoms of COVID-19

7.1 A child

If a child is suspected of displaying Coronavirus symptoms whilst attending School, they should be collected as soon as possible and isolate at home in line with NHS guidance. The Department of Education’s instruction to schools is that we must advise parents/carers to seek COVID-19 testing if symptoms are displayed. Therefore, anyone displaying symptoms must EITHER be tested before they return, and confirm that they do not have COVID-19 OR they must stay at home and isolate for 14 days from the onset of symptom, along with other members of the household.

Whilst waiting to be collected, they will be isolated from others in a designated area - the First Aid Room. An employee will stay with them and will wear PPE.

If the pupil becomes very unwell, we will follow our normal emergency procedures and call 999.

The isolation area will be cleaned once the pupil has been collected.

7.2 An employee who displays symptoms

In the event of an employee developing Coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance. Staff will be asked to have a test as soon as possible. If this is negative, they can return to school. If a test is refused, the staff member must isolate for 14 days.

7.3 PPE Equipment

NB: As of Monday 9th November 2020, it is government expectation that all staff and pupils over 11 years old wear face coverings in communal areas, unless exempt on medical grounds.

Mask/visors will not be made compulsory in classrooms or offices at this time, but kept under review. However, if a pupil needs first aid or intimate care, it is a requirement that the member of staff dealing with them uses a mask/visor and disposable gloves. Where there is a requirement for close proximity work (e.g. Handwork) staff will be required to wear face mask/visors (either visor or cloth covering - individual to decide what is more appropriate for their task). All teachers to carry a mask/visor on them at all times for instances when they may need to approach a pupil in close proximity. Staff will be asked to provide their own, but School will provide if this is not possible. Any pupil or staff that wants to wear a mask/visor in non-communal spaces through personal preference will be supported.

Spare masks, cleaning spray/cloths, gloves and hand sanitiser available in First Aid.

7.4 Reporting, testing and tracing

Everyone over the age of five, children, parents and members of their households, are now eligible for a COVID-19 test, should they display Coronavirus symptoms. Any suspected or confirmed case must be reported to the School as soon as possible. If a positive result is confirmed, the staff and children associated with that group/bubble must self-isolate for 14 days before returning to School.

Positive tests will be reported to the National Institute for Health Protection. The School is responsible for contacting the National Institute for Health Protection if a case is confirmed or if a symptomatic person is admitted to hospital, a possible case refuses testing, there are a cluster of possible cases/unexpected increase in absenteeism or a suspected case has a definite link to a confirmed case. If there is reasonable evidence that a positive diagnosis was caused by exposure at work, this will be reported to RIDDOR.

The Government's tracing app is a way of helping to protect everyone, and we urge our community to engage with this service.

8 Further guidance

<https://www.gov.uk/Coronavirus/education-and-childcare> <https://www.gov.uk/Coronavirus>

<https://www.nhs.uk/conditions/Coronavirus-COVID-19/symptoms/>

<https://www.nhs.uk/conditions/Coronavirus-COVID-19/testing-and-tracing/get-a-test-to-check-if-you-have-Coronavirus/>