

COVID INFECTION CONTROL POLICY

STATEMENT OF INTENT

With the easing of restrictions on educational settings, as a school, we are doing all we can to provide clarity and safety for the school community. This appendix includes provisions which the school will have due regard for during the coronavirus (COVID-19) pandemic and the transitional period. The information in this section is under constant review and is updated to reflect changes to government guidance as it is released.

This appendix will be implemented alongside the Coronavirus (COVID-19): Risk Assessment for Schools and other relevant policies.

LEGAL FRAMEWORK

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

- [\[Early years settings\]](#) DfE (2020) 'Actions for early years and childcare providers during the coronavirus outbreak'
- DfE (2020) 'Safe working in education, childcare, and children's social care settings, including the use of personal protective equipment (PPE)'
- DfE (2020) 'Coronavirus (COVID-19): test kits for schools and FE providers'
- DfE (2021) 'Coronavirus (COVID-19) asymptomatic testing in schools and colleges'
- DfE (2021) 'Coronavirus (COVID-19) asymptomatic testing for staff in primary schools and nurseries'
- PHE (2020) 'COVID-19: cleaning in non-healthcare settings outside the home'
- DfE (2021) 'Contingency framework: education and childcare settings'
- DfE (2021) 'Schools COVID-19 operational guidance'

INFECTION CONTROL MEASURES

- The school will conduct risk assessments to identify appropriate infection control measures that need to be implemented to protect the health and safety of staff and pupils. Risk assessments will be treated as live documents and will be kept under review to ensure they have regard to the latest guidance and circumstances.
- While social distancing guidance is no longer in operation, the school will ensure that the appropriate measures are in place to protect clinically extremely vulnerable pupils and staff by following HSE guidance on [protecting vulnerable workers](#) and [how to talk about reducing risks in the workplace](#).
- All staff and pupils will be:
 - Told to frequently wash their hands with soap and hot water for at least 20 seconds or use an alcohol-based sanitiser.
 - Encouraged not to touch their faces.
 - Told to use a tissue or their elbow to catch coughs and sneezes, and to use bins for tissue waste.
- Pupils who have difficulty washing their hands will be supported by a member of staff, with social distancing in place where possible.
- The school will promote good respiratory hygiene practices, e.g. the 'catch it, bin it, kill it' approach, throughout the school.
- Disposable tissues and lidded bins will be available in every classroom. If the classroom does not have a sink with hot water and soap, the school will endeavour to make hand sanitiser available.
- Handwashing and sanitiser stations will be available across the school.
- Wearing face coverings will be encouraged, particularly in enclosed and crowded spaces.
- If the school experiences a substantial increase in the number of positive coronavirus cases, face coverings will be worn by all staff members (unless exempt) in communal areas or classrooms for a temporary period.
- In the event that face coverings are needed, a risk assessment will be carried out and the use of transparent face visors or shields will be encouraged for use by those who are:
 - Exempt from wearing a face covering
 - Teaching staff communicating with someone who relies on lip reading, clear sound or facial expression to communicate
- Sharing food, drink, utensils and equipment will be avoided as much as possible. Frequently touched surfaces will be cleaned and disinfected more often than usual.
- Classroom-based resources, e.g. books and games, will be used and shared within bubbles and cleaned regularly; however, individual and very frequently used equipment, such as pencils or pens, will not be shared.
- The frequency of cleaning will increase, particularly for outdoor playground equipment and surfaces in classrooms, within toilet blocks and in changing rooms, in accordance with PHE's 'COVID-19: cleaning of non-healthcare settings outside the home' guidance and the Cleaning Policy.
- Equipment and furniture, including tables, chairs, door handles, light switches and bannisters, will be cleaned and disinfected regularly.

PREVENTING THE FURTHER SPREAD OF INFECTION

- Staff, pupils, parents, and visitors will be told not to enter the premises if they are displaying symptoms of coronavirus.

- Anyone who is showing symptoms of coronavirus or has tested positive within the last 10 days will be told to self-isolate at home for 10 days from the day where their symptoms first began. If the individual has not had symptoms, but tests positive for coronavirus, they will be told to self-isolate for 10 days from the day they had the test. If they subsequently develop symptoms after having a test, they will be told to self-isolate for 10 days from the day their symptoms began. Anyone displaying symptoms will be encouraged to get tested if they have not done so already. Further actions to take following testing are outlined in [section 4](#) of this appendix.
- Anyone who is contacted by NHS Test and Trace for being a close contact of someone with coronavirus will take a PCR (polymerase chain reaction) test and only complete a 10-day self-isolation period if their test comes back positive.
- If anyone becomes unwell with the symptoms of coronavirus, they will be sent home and advised to follow PHE's 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.
- If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on their age and needs, and receive adult supervision if required. Where possible, a window will be opened for ventilation.
- If the pupil needs to use the toilet whilst waiting to go home, they will be required to use a separate bathroom, where possible. This bathroom will be cleaned and disinfected using standard cleaning products before anyone else uses it.
- If a member of staff has helped someone who is unwell with coronavirus symptoms, they will not be sent home unless they develop symptoms themselves, the symptomatic person subsequently tests positive, or they have been required to do so by NHS Test and Trace.
- Staff will wear PPE, including gloves, a face mask, and an apron, if direct personal care or close contact with an unwell pupil is necessary, and if a two-metre distance apart cannot be maintained. If deemed necessary, eye protection will also be worn.
- After removing their PPE, staff will wash their hands thoroughly for at least 20 seconds following any contact with someone who is unwell.
- All used PPE will be placed in a refuse bag and be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus.
- When cleaning an area where a person with possible or confirmed coronavirus has been, staff will use disposable gloves and an apron. Staff will wash their hands with soap and water for at least 20 seconds after all PPE has been removed.
- If there is visible contamination to an area, e.g. with bodily fluids, cleaning staff will use additional PPE to protect their eyes, mouth and nose.
- Additional PPE will only be used in a very limited number of scenarios:
 - If an individual pupil becomes ill with coronavirus symptoms and only then if close contact is necessary
 - When performing aerosol generating procedures – procedures that create a higher risk of respiratory infection transmission
- Areas where a symptomatic individual has passed through and spent minimal time, e.g. corridors, but which are not visibly contaminated with bodily fluids, will be cleaned thoroughly with normal cleaning products.
- All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including objects which are visibly contaminated and those which are potentially contaminated, e.g. door handles.
- Disposable cloths or paper rolls and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using one of the following options:
 - A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (1000 ppm av.cl)
 - A household detergent followed by disinfection (1000 ppm av.cl), following the manufacturer's instructions for dilution, application and contact times
 - An alternative disinfectant which is checked to ensure it is effective against enveloped viruses
- Cleaning staff will be asked to:
 - Avoid creating splashes and spray when cleaning.
 - Dispose of any cloths and mop heads used by putting them into waste bags.
 - Steam clean items that cannot be cleaned using detergents, e.g. upholstered furniture.
 - Dispose of items that are heavily contaminated with body fluids and cannot be cleaned by washing.
 - Ensure that bins are emptied throughout the day.
- Used PPE and waste from possible cases and the cleaning of potentially infected areas will be put into a plastic rubbish bag which will be tied when full. The plastic bag will then be placed into a second tied bin bag, put in a suitable and secure place, and stored for 72 hours or more to reduce the risk to waste disposal workers.

TESTING

- All staff are offered twice weekly lateral flow testing. Participation in this testing is strongly encouraged; however, it is not mandatory.
- Staff and pupils with a positive LFD (lateral flow device) test result should self-isolate in line with current stay at home guidance for households with possible or confirmed coronavirus infection and get a free PCR test to check if they have coronavirus.

- Following testing positive using an LFD test, staff and pupils should continue to self-isolate whilst awaiting a confirmatory PCR test result.
- If a PCR test is taken within two days of a positive LFD test, and is negative, it overrides the self-test LFD test and the pupil or staff member can return to school, as long as they do not have symptoms of coronavirus.
- Where a symptomatic staff member is self-isolating and cannot access testing quickly, the school will consider, on a case-by-case basis, offering home-testing kits to the staff member to ensure they can return to work as quickly as possible. This approach will not be used for pupils.
- Parents and staff will be asked to inform the school immediately of any test results. If their test is negative, the staff member or pupil can return to school after self-isolation. If their test is positive, the staff member or pupil will stay in self-isolation and be allowed to return to school only once they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste.
- If a staff member or pupil is confirmed to have coronavirus, we will contact the dedicated PHE/NHS advice service through the DfE helpline as soon as possible. We will work with the team of advisors to understand the action we need to take – this may involve receiving help and advice from PHE’s local health protection team (HPT), if escalated. Parents will be informed of any plans in writing.
- We will report all confirmed cases of coronavirus through the DfE’s online attendance form daily return, and inform the LA.

CONTINGENCY PLANNING

- Any future national or local restrictions imposed on the school as a result of rising coronavirus cases will be dealt with in line with the school’s Coronavirus (COVID-19): Contingency Plan.
- The school will follow the DfE’s guidance set out in its ‘Contingency framework: education and childcare settings’ guidance and closely monitor the number of positive cases among pupils and staff and will consider taking additional action if the number of positive cases substantially increases.
- The school will use the following thresholds as an indication for when to seek public health advice:
 - Five pupils and staff members, who are likely to have mixed closely, test positive for coronavirus within a 10-day period
 - 10 percent of pupils who are likely to have mixed closely test positive for coronavirus within a 10-day period.
- At the point of reaching a threshold, the school will review and reinforce the testing, the school will review and reinforce testing, hygiene and ventilation measures already in place and consider:
 - Whether any activities could take place outdoors, including exercise, assemblies or classes.
 - Ways to improve ventilation indoors.
 - One-off enhanced cleaning focussing on touch points and any shared equipment.
- The school will seek additional public health advice if transmission becomes a concern within the school.
- The school will take action on any advice offered by public health experts if it is deemed that additional action should be taken as a result of high transmission rates within the school.
- This may include:
 - Temporarily making it a requirement to wear face coverings for staff and visitors in indoor and communal spaces pending regular review.
 - Increasing the frequency of testing.
- Under extreme circumstances, and as a last resort, the school will be prepared for any restrictions on attendance to prevent transmission of the virus within the school, and will provide high quality remote learning for all pupils.
- In the event that pupils are required to return to remote learning for a period of time, on-site provision will still be retained for vulnerable pupils and children of critical workers.

COMMUNICATION WITH PARENTS

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

PUPILS WITH SEND

The school will work with the LA and parents to decide how best to continue supporting pupils with EHC plans whilst ensuring they stay healthy and safe. Some pupils with SEND or complex needs may be unable to follow infection control guidelines. In these circumstances, staff will increase their level of self-protection by minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

MONITORING AND REVIEW

The headteacher is responsible for continually monitoring local advice and updating this appendix in line with any changes to government guidance. Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.