



## Covid-19 Infection Control Policy

<b>This Edition</b>	May 2020
<b>Next Review</b>	December 2020
<b>Reviewed by:</b>	Full Governing Body
<b>Review Status:</b>	Ongoing
<b>Person responsible for updating policy</b>	Head Teacher / Bursar

**THIS DOCUMENT** is a statement of the aims, principles and strategies for implementing Covid-19 Infection control procedures at West Ashtead Primary School.  
**IT WAS DEVELOPED** using up to date government guidance and additional guidance from Surrey County Council.  
**IT WAS APPROVED** by the Governors in the Summer Term 2020.  
**THIS POLICY WILL BE REVIEWED** during summer term 2020 as additional guidance is issued.

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## 1 INTRODUCTION

This policy has been written following guidance issued by the government in response to the current Covid-19 pandemic. Guidance can be read online at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

## 2 AIMS AND OBJECTIVES

This policy aims to provide the school community with guidance when preparing for and implementing the phased reopening of schools during the Covid-19 pandemic. It contains a checklist of actions to aid planning and preparing for the return of increased numbers of staff and pupils with the aim of minimising the risk of further infection amongst the school community. This policy will be reviewed as the planned re-opening of school progresses and new guidance is issued.

## 3. PRINCIPLES

Covid-19 is spread from person to person by close contact, for example:

- Infected people can pass a virus to others through large droplets when coughing, sneezing or even talking within a close distance.

- Through direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- By touching objects (e.g. door handles, light switches, pencils) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. The virus can survive longer on hard surfaces than on soft or absorbent surfaces.

#### 4. COVID-19 INFECTION CONTROL MEASURES

##### *i) Hygiene Practice*

Pupils will be given the following advice about how to reduce the risk of passing on infections to others:

- Wash your hands for 20 seconds with soap and water upon arrival at school, before and after eating and after sneezing or coughing;
- Maintain social distancing. You must try to stay 2 metres apart from other people and you should not mix with children who are not in your small group;
- Minimise contact between your hands and 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');
- You have been put into a small group of children. Play only with these children do not mix outside of this group;
- Do not attend school if you think you may have symptoms of Covid-19 infection. If you feel ill during the day go to the medical room. Parents will be contacted if staff feel you are not well enough to be in school.

#### **SOCIAL DISTANCING AND HANDWASHING ARE KEY PARTS OF COVID-19 INFECTION CONTROL**

**In addition to the above advice, the following measures should be implemented:**

- Classes will be considered a bubble
- Pupils should be supervised when washing hands to ensure it is done effectively, and adult help is available for those who need it;
- Bins for tissues are emptied throughout the day;
- The use of shared equipment is limited, and these items are disinfected where shared use is unavoidable;
- Play equipment is cleaned between uses;
- Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed;
- The amount of resources that are taken and brought in from home is limited;
- Pupils will not be allowed to bring items from home to avoid cross-contamination,
- Doors and windows should be kept open where possible (bearing in mind fire safety and safeguarding) to limit the use of door handles and to increase ventilation;
- Handwashing facilities are available in every classroom,
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately. Staff should wear protective gloves and protective aprons when doing so, disposing of materials used in specified bins;
- Cleaners should carry out thorough, daily cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.

##### *ii) Implementing Social Distancing*

- Classes will be organised as described in the 'class or group sizes' in DfE guidelines;
- Space between seats and desks is maintained where possible;
- The timetable is adapted to limit movement between areas;
- Outdoor learning is used as often as possible;
- Break and lunchtimes are staggered to reduce the number of people in the same area at one time;
- Class size groups of children are together during the day and do not mix outside of this group;
- Class size groups are based in the same classroom with the same members of staff during the day and where possible on subsequent days.
- Classrooms should be accessed directly from outside where this is possible;
- The number of children using the toilet at one time is limited;
- The use of shared spaces, including staffrooms and school office, is limited,

*iii) Ill Health at school*

- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus;
- Any pupil or member of staff who display signs of being unwell is immediately referred to the school office;
- Pupils displaying symptoms of Covid-19 will be kept in an area where they can be at least 2 metres away from others and they should use different toilets to the rest of the school;
- Parents of ill children will be contacted as soon as possible;
- Areas used by unwell pupils are thoroughly cleaned once vacated;
- Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus;
- Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.

*iv) Parental Engagement*

- Parents are told that if their child needs to be accompanied to school then only one adult can attend;
- Parents are told their allocated drop off and collection times and the process for doing so, including which entrance to use;
- Parents are told that they cannot gather at entrance gates or doors, or enter the site including calling into the school office, (unless they have a pre-arranged appointment, which should be conducted safely).

*v) Communication*

- Pupils, parents, carers or any visitors such as suppliers, are told not to enter school grounds if they are displaying Covid-19 symptoms (following the COVID-19; guidance for households with possible coronavirus infection);
- The designated member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure;
- The Headteacher contacts the Area Schools Officer immediately about any cases of suspected coronavirus, even if they are unsure, and discusses if further action needs to be taken;
- The school will keep all stakeholders adequately updated about any changes to infection control procedures as necessary.

