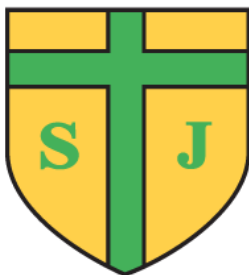
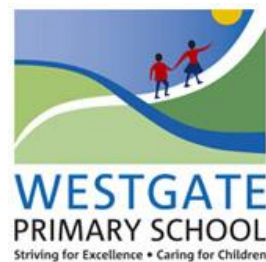




Otley All Saints CE Primary School



St Joseph's RC Primary School



Westgate Primary School

**OTLEY SOUTH CHILDCARE HUB
COVID 19 PLAN**

School open for children of key workers and vulnerable pupils

These protocols have been prepared to protect children and staff and to keep the school open for as long as possible to help our key workers and reduce pressure on the NHS.

These protocols will be put into action immediately. The virus may be two to three weeks ahead of what we see in the media. It may or may not be in the local area. By putting the plan into action now we can achieve two things:

- i) be practised and ready for when the virus does arrive**
- ii) be safe if it is already here.**

1. How is the virus spread?

The virus is a respiratory tract infection. It can be spread through emission to air (coughing/ sneezing) or through being picked up from contaminated surfaces. The virus can only enter the body by making contact with mucus (mouth, nose, eyes). Entry through an open wound may also be possible but highly unlikely to occur.

The virus is mostly spread by coughing, rarely by sneezing and through saliva. Coughing spreads large droplets of mucus/ virus into the air. To help combat this, current medical advice recommends a 2m safe separation distance between people. If sneezing occurs this is likely to spread virus as an aerosol, which may travel further than droplets from coughing. Spreading through sneezing is difficult to deal with but is considered to be a low risk due to sneezing not being recognised as a major symptom.

Large mucus droplets produced by coughing can land on surfaces, or people can blow their nose or wipe their nose with their hand and spread the virus onto surfaces. If an infected child were to touch mucus on their nose or put their fingers in their mouth and then touch an object or another child this would also spread the virus.

In general, the virus can survive longer (days) on hard surfaces (eg plastics/ metals) than on soft surfaces (eg clothes/ paper/ card). For hard surfaces it should be assumed that the virus can last for several days, for soft surfaces perhaps several hours.

2. What are the symptoms of the virus?

Persistent dry cough and/or fever are the major symptoms recognised by the NHS. The NHS gives web guidance on symptoms at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Additionally, the virus may present with much lesser symptoms (normal cold like issues such as a runny nose) in people who are only mildly affected by it, or during the early stages of the disease in those who go on to be affected to a more serious degree. This makes it almost impossible, without testing, to distinguish between people who have the virus and those who have a common cold or normal winter flu during the early stages of infection. To protect

our children, their families and our staff we are also requesting children not be in school if they have symptoms of a common cold or seasonal flu.

3. Keeping the virus out of the school

The first point of entry for the virus is the front door of the school.

The first level of protection for the school should be to **prevent staff, visitors and children coming to the school if they have a persistent cough and/ or fever or if they are showing signs of a common cold or seasonal flu.** Contact all parents of children who are coming into school to make sure they understand this and ask how their children are feeling before setting off for school. Parents can check their child's temperature each morning. (Cover by letter to parents)

Ask parents and children not to congregate around the school entrance at the start and end of the school day. Ask them to maintain two metre separation between family groups .

A member of staff should welcome all children into the school, at the same time checking for any obvious symptoms as best they can.

As back up to the initial check, the supervising member of staff should also check children again for symptoms as needed.

Anybody coming into the school must wash their hands immediately on entering the building, whether it is the front door or classroom entrances to the playground. Children should be asked to avoid touching any surfaces until their hands have been washed. It may be unavoidable that door handles have to be touched by those entering the school and getting to the washroom. Clean these handles regularly through the day.

4. What if symptoms become evident during the course of the school day?

For those with a dry cough and/or fever – isolate immediately in a closed room with the window open and ask parents to remove from school immediately. Remove children and staff from areas that the symptomatic person has been using and ask everyone to thoroughly wash their hands (and faces?) immediately. Place cleaned children and staff in areas separate from those that have been used by the potentially infected person and commence thorough cleaned of the potentially contaminated areas. Do not return children to cleaned areas at this stage. Ask 111 for advice as to whether the school should now be closed (no testing is available so you would not expect to know whether the removed person is positive or not). If the school is to remain open carry out a further deep clean of potentially infected areas before bringing them back into use.

For those with common cold symptoms – current guidance does not cover people with these symptoms. Anecdotal and emerging scientific evidence suggests this initial phase of the virus may be the stage where it is most contagious, simply because people are not fully aware of it and are not taking particular precautions to prevent spreading. Given this uncertainty, ideally parents of anyone showing common cold symptoms should be phoned so the child can be removed from the school as soon as possible.

5. Maintain social distancing

The key principle is to reduce the potential impact of an infected person on the rest of the school.

- Group separation – split the children into manageable groups rather than keeping as one large unit.
- Hand holding and personal/ close contact – avoid/ discourage.
- Sharing pens/ pencils/ drawing materials – avoid, give each child their own set (children may chew the ends of shared pens/ pencils which could lead to cross-contamination).
- Indoors – classrooms. Separate children into groups placed in different classrooms and maintain reserve class rooms (in case deep cleaning of a contaminated room is required).
- Indoors – common areas. On wet days it is expected that children will need to use common areas, such as halls, for exercise. Normal separation and hygiene principles still apply but more care will need to be taken in case cough droplets/ mucus has landed on the floor, which children then come into contact with (eg rolling around on the floor, contacting the floor with hands).

- Toilets – ideally each group should use separate toilets.
- Outdoors – have as much outdoor play as possible, avoid children getting too close and avoid hand holding/ touching games. Games that involve deliberately passing objects between children by hand present a risk of cross-contamination, particularly if the weather is cold, when children may be wiping their noses and when the virus may survive longer on hard objects. Use your judgement whether such activities can be managed safely, for example on a warm day when nose wiping is absent.
- Two metre separation – in an ideal world everyone would keep an optimum two metres away from each other at all times, as recommended by Government guidelines. In the real world, with children, this will be very difficult to achieve and would be unsettling for the children. It may be possible to achieve a one-metre separation, at tables for example, without it being too unsettling for children. Bear this in mind when setting up activities and try to maintain separation as best as possible.
- Staff rotation – organise to minimise cross-contact with children, ideally set up rota system that keeps people in reserve if some staff have to self-isolate. Ensure staff also maintain reasonable social distancing between themselves.

6. Reinforce self-hygiene routines practised in previous weeks

- Hand washing means using warm water and soap and thoroughly washing all parts of the hands and wrists for at least 20 seconds (2 x Happy Birthday), followed by thorough rinsing and drying.
- Make tissues easily available to children.
- Ask children to use tissues rather than wipe their nose with their hands or sleeve.
- Tie long hair back to minimise urge to touch faces.
- Ask children not to put fingers into their mouth.
- Ask children to use a tissue or use the crook of their elbow if they feel like coughing or sneezing and can't get to a tissue in time. Demonstrate to them how to do this.
- Ask children to wash their hands straightaway if they cough/ sneeze/ wipe nose/ put fingers in mouth etc).
- Ask children not to put pens/ pencils etc in their mouths or up their nose.
- Before eating and after all group activities or play, ask children to wash their hands. If children are going to perform an activity where objects have to be passed between them, ask them to wash their hands before starting and after finishing the activity.
- Children should not share food from their lunch boxes.
- Staff should also follow the above personal hygiene measures.

7. Keeping the virus out of the home

- All children and staff should wash their hands at the end of the school day, avoid touching handles/ surfaces on the way out.
- It is recommended that staff and children should wash and change clothes on return home, putting on clean clothes for the next day.

8. Cleaning regime

Organise relief cleaners to manage absence of cleaner and superintendent self-isolating. (Either Otley All Saints/ St Joseph's/ Westgate staff or agency cleaners)

- Try to use the minimum extent of the school whilst achieving the separation objectives (to allow cleaners to do a thorough a job as possible on the places that matter).
- Indoors – Ensure that all areas children and staff have used during the day are thoroughly cleaned at the end of each school day. These areas will include, as a minimum: classrooms, toilets and common areas (halls and access spaces). Try to identify other, less obvious, surfaces that children might be wiping their hands along and clean these too.
- Outdoors – Clean metal handles/ bars on play equipment and any gate latches/ handles.
- Clean the main entry/ exit door handles more regularly during the day using disinfectant wipes (a task for office staff).

- Ensure adequate supplies of cleaning and hygiene materials (eg gloves/ cloths/ disinfecting fluids/ tissues/ soap for toilets/ bin liners/ sanitiser/disinfectant wipes) are maintained at all times.
- Toilets – clean toilets, sinks, floor, handles etc, empty bins daily.
- Classrooms – clean tables, chairs, pen holders, handles, switches etc, empty bins daily.
- Common areas – clean all handles, switches, empty bins daily. Clean floor of hall whether it has been used or not, unless no children have passed over it during the day.

If thorough cleaning cannot be carried out each day close the school.

9. Trojan Horse

The virus is simply trying to find a way to reproduce itself. Think about the 'journey of the germ' and watch out for potential under the radar ways that it might enter the school or be passed on. If you spot anything that needs to be added to this guide please let me know straightaway.