

Plan to mitigate the spread of Coronavirus (COVID-19) at Barns Green Primary School

Updated – 22.2.21

This document summarises the relevant information contained in [Schools coronavirus \(COVID-19\) operational guidance](#).

From 8th March all pupils should attend school.

System of Controls

Public Health England (PHE) advise that, even with the current new variants of Covid-19, the best way to control the virus is through a system of controls. By following this system of controls we are effectively reducing risks at Barns Green Primary School and creating a safer environment.

For the purposes of this document, 'staff' includes students on teacher-training.

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.*
- 2) Ensure face coverings are used in recommended circumstances.*
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.*
- 4) Ensure good respiratory hygiene for everyone 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 detergents.*
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.*
- 7) Keep occupied spaces well ventilated.*

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.*
- 9) Promote and engage in asymptomatic testing, where available.*

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.*

11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice.

Notes on the above

Close contacts – A lesson we can learn from our pre-Christmas closure of bubbles is that we can reduce the impact of a positive case in the school community by reducing the number of close contacts.

Definition: a close contact – being within 6 feet of someone with the virus for a cumulative total of 15 minutes (or more) over a 24-hour period.

Staff should be avoiding *all* close contacts with each other. The existing restrictions on number of adults in communal areas (**staff room, PPA room, photo-copier room, school office**) remain in place.

It may not be possible to avoid all close contacts. **At the end of the school day, please email Rachel with a list of all close contact you have had with other adults.** This information will be kept on an electronic register in the school office and referred to in the case of a positive test result. The record will be deleted after 14 days.

It will not be possible to keep a record of close contacts of all pupils. **Where possible, you should be planning for pupils to remain in the same seat, surrounded by the same people during lesson time.** This seating plan should be available in your classroom. This will mean that if there is a positive case of Covid, a list of ‘close contacts’ can be made from the class seating plan.

We are reviewing lunchtime rota to reduce number of groups in at one time.

Face coverings

“Face coverings should be worn by staff and adult visitors in situations where social distancing is not possible.” Transparent visors are an addition, **but not an alternative**, to a face covering.

Must be worn by staff in communal areas (**staff room, PPA room, photo-copier room, school office**). Face coverings may be removed for eating and drinking! Care must be taken with where the covering is placed when it is taken off. Staff face coverings should be kept in a plastic bag (e.g. sandwich bag) when it is removed for teaching.

Must be worn by Parents when dropping off and collecting their children.

May be worn, by staff and students, at all other times. Students should be allowed to wear a face mask *if they are anxious* about the spread of Covid-19. Time should be taken in these circumstances to reassure the pupil about the measures in this plan and how they will reduce the spread of Covid-19. Our goal should be to reduce student mask wearing to zero. If a child does wear a mask to school, they should follow the guidelines on p13 of [Schools coronavirus \(COVID-19\) operational guidance](#).

Handwashing

Staff should make sure time is built into the daily timetable for handwashing (using sanitiser)

- when pupils arrive at the school
- when they return from breaks
- when they change rooms
- before and after eating

The guidance does not say that pupil should wash hands before they go home and I would discourage this as it can lead to a delay in children leaving the building and this can reduce the smooth pick-up at the end of the day.

Catch It, Kill It, Bin It

[Resources available here.](#)

Enhanced cleaning

Cleaning will focus on frequently touched surfaces as the priority. The addition of the Y1 teaching area does not require additional cleaning as the children are coming from the same bubble. However, it will mean that 'close contact' records will need to be kept for morning and afternoon.

Please continue to use just 1 toilet per class in KS1 & KS2. Toilets next to the Community Room will be in use for the Year 1s in the morning and they will be added to the daily cleaning schedule.

We are buying Sterilization foggers for each classroom - the same model that we have been using and that currently lives in the office. These can be used in the classroom (when the children aren't present) so staff could use them at lunchtime. Cleaners will be using the foggers in every classroom every day at cleaning time. The use of the foggers by cleaners will achieve the same outcome as cleaning of chairs.

Tables are being disinfected on the same daily basis as before.

"enhanced cleaning" =

- high touch areas;
- more frequent cleaning of multiple occupancy rooms (i.e. cleaning shared areas =in corridor/library/hub after use);
- cleaning toilets regularly;
- encouraging pupils to wash their hands thoroughly after using toilet &
- our allocation of different toilet cubicle for different groups.

This list is taken from the 1st March 2021 update of "Safe working in education, childcare and children's social care settings", para 5.

Clubs

We are investigating the offer of clubs before and after school. There will be limitations on our offer, based on Covid-19. Clubs were specifically mentioned in Parliament when the re-opening of schools was announced and the guidance says that we should “allow mixing in wider groups” for wraparound care. We are currently investigating the

Staff movement between groups

We are reviewing the PPA timetable to minimise staff moving between groups when providing release time. This may result in a switch to fortnightly, double-length PPS for job shares.

Assemblies

We will not be going back to the smaller assemblies that were taking place before Christmas. Alternatives will be explored (pre-recorded assemblies/live Zoom assemblies).

Ventilation

Upper classroom windows to be opened by HT/SBM when building is opened.

Teachers to use windows as well as external door to provide ventilation (mitigating against possibility of door being closed and classroom left without ventilation).

Lateral Flow Testing – staff

Lateral flow tests are available for all members of staff (including student trainees). There are enough kits for twice weekly testing of all staff. Staff should conduct the tests at home. One test should be taken on Sunday evening. The second should be taken mid-week.

Results should be reported online (instructions included with the kits) and to the school office.

Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school in person.

Break out areas

Purpose – to minimise the transmission of Covid-19

‘Break out’ areas should be wiped down by the members of staff who have used them. Cleaning equipment should be used from the classroom (i.e. there will not be a separate ‘sanitation station’ for each area.

If children are working independently it is the responsibility of the teacher to ensure that a space is wiped.

Please try and avoid using corridor space during the lunch break as this increases the possibility of close contact between bubbles.

Minimising Contact

There will be 4 groups within the school.

Group 1 – Dormouse & Hedgehog Class

Group 2 – Squirrel Class

Group 3 – Otter Class

Group 4 – Fox Class

This reduces the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).

Mixing between groups will be allowed for before and after school clubs.

Siblings may be in different groups.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. However, where possible, timetables such as PPA may be moved to a fortnightly schedule to prevent movement of staff between classes.

Measures in the Classroom

Adults should ideally maintain 2m distance from each other and children when circumstances allow.

Adults must avoid face to face contacts and minimise the time spent within 1m of anyone.

Children who are old enough should be supported to maintain distance and not touch staff.

Children who are old enough should be seated side by side and facing the front of the class.

Class teachers will take age-appropriate actions in the classrooms to mitigate against the spread of disease. This may include (but is not restricted to) the use of stickers on tables to indicate where a child can sit, Velcro dots on the floor, etc.) If a child puts a piece of equipment in their mouth they will be asked to place it ready to be washed in Milton.

Unnecessary furniture can be moved into the corridor to make more space. Teachers must consider ease of cleaning when deciding which furniture will be in their classroom.

Assemblies/collective worship will be led in the classroom. We will explore the use of technology to achieve whole school sessions.

Pupils may only bring in:

- Lunch boxes and a healthy snack
- Water bottle
- Hats
- Coats
- Books

in the smallest bag possible.

On PE days, children will come to school in their PE kit.

Plan to mitigate the impact of Covid-19 at Barns Green Primary School

The school will provide writing equipment and there will be no sharing of such equipment between pupils.

In younger year groups, where this is not possible, children will be allowed to share equipment and staff will ensure this is regularly cleaned.

Break timetable

Group 1 & 2 Morning break – 10:25 – 10:40 Assembly – 10:40 – 10:55

Group 3 & 4 Assembly 10:30-10:45 Morning break 10:45 – 10:55

Drop Off/Pick Up

See separate document.

Essential visitors protocol to be sent to all planned visitors (including supply staff).

Supply and peripatetic teachers can move between schools. They should ensure they maintain a minimum distance of 2m from other staff.

Contractors and other visitors should happen outside school hours where possible.

A record will be kept of all visitors for Track and Trace purposes

PPE must be clearly stored in the office and replacements made available. The assumption must be that there could be several cases of symptoms developing in a day.

Barns Green Primary School Drop Off & Pick Up times

School gates will open at 8:45 for all pupils. The gate will close at 8:55 and any late arrivals should make their way to the main entrance.

School will end at 3:20 and gates will be opened shortly before this.

- Face Coverings must be worn on school grounds.
- Try to keep at least 2 metres away from people you do not live with.
- Do not go beyond the hedges around the classroom. This allows room for children to enter and exit the classroom without breaching social distancing.
- 1 adult on site per family group.
- Teachers not available for communication. Pass messages on via the teacher on duty (usually Mr Simmons) or email the school office.
- Parents should not enter school premises without an appointment.
- Parents should not gather at the front gates.
- If a Parent forgets a lunch box, the child will be given a school meal.

Staff are happy to communicate with Parents & Carers by telephone or email.

Parents wishing to contact a member of staff should email the school office in the first instance