

LINWOOD SCHOOL

ALL CAMPUSES

OPENING AND OPERATIONAL GUIDELINES – AMBER LEVEL

IN RESPONSE TO COVID 19

28 2 2022

## Linwood School

### Operational Procedures at **AMBER** - MODERATE level of Covid

There will be 3 classifications based on Covid within a campus/area: Green, Amber and Red.

**Green** = low level of Covid    **Amber** = Moderate level of Covid    **Red** = high level of Covid

Linwood School all Campuses

*Green level to Amber Level* = BCP / PHD / PHE TO ADVISE

*Amber Level to Red level* = BCP / PHD / PHE TO ADVISE

Over the agreed level of infection within a campus we will move to Amber level. This will happen in the following ways.

Once identification of where the infection is, (*e.g. 2 cases in the same class*) that class will become a bubble on its own. The class will eat in its classroom, and staff should take their breaks in the classroom. Effectively trying to shut down any cross class infection, and bring in infection control procedures.

Only the class that is affected will introduce these measures. The rest of the school will remain at Green level.

Infection Control Procedures.

The class bubble will vary on the control measures dependent upon the variant that is being experienced and also the age of the pupils in the class.

Pupils

Early Years and Juniors

Staff should wear a mask within class if possible and in all communal areas.

- **Where and when possible** distance pupils from one another
- Increase hand sanitizing/ hand washing
- Ensure that staff stay 2m away from one another

Senior Classes

Staff should wear a mask within class if possible and in all communal areas.

- **Pupils must socially distance by 1m** – each student should have their own desk or end of desk and ideally each student should be seated side by side not face to face.
- **Pupils who can should wear a mask when walking around school and on transport**
- Staff should socially distance by 2m, masks should be worn at all times within classes
- No resources should be shared by pupils – each pupil should have their own stationery resources placed in a box. This includes, reading books, text books (or photocopy of), pens, and papers.

Class based staff will not work across campuses.



A member of SLT and the class' Phase Leader together with the H&S Manager will have morning Team meetings with the staff in the bubbling class, to engage and put in any additional measures that the class thinks advisable.

### **Trips/Minibuses**

- These should be used still maintaining social distancing, so more buses will need to be used for each outing and everyone who can, should wear a mask. **Bubbling classes should be given priority at this time.**

**Therapists** - Will work virtually where possible & will wear PPE when working hands on in the class affected.

### **PE**

- All activities will take place outside (dependent on if this is a new variant and the implications of that) - if this is not possible then lessons will take place virtually within the class bubble
- No team sports will be played within this group
- PE staff must socially distance by 2m at all times, even outside

### **Music/Singing**

- All lessons will take place virtually
- Instruments will be taken to the music room and cleaned down thoroughly before being used by any other pupil.
- External Teachers will not be allowed in this class bubble.
- No singing or choir to take place in the class bubble.

### **Mass Gatherings**

- Will take place but the gatherings for those not isolating within the campus, but will also be able to be accessed by zoom or teams for the class/es who are bubbling.

### **Sale of Food and Business Enterprise**

All transactions will be made available to those classes bubbling online, and a system of leaving the goods outside the class door will operate.

### **Food Tech lessons**

**Pupils who will be sitting their exams will be allowed to use the Food Tech room outside of this cohort the class bubbling will cook in the classroom.**

- Only pupils that will be working towards exams will be allowed to use the Food Tech room.
- Food Tech lessons will go ahead in the Food Tech room providing with social distancing is adhered to.
- Food Tech in classrooms may be carried out providing that the teacher leading the session ensures that social distancing is possible and measures of hygiene are above expectation.
- Pupils should not work in pairs but individually.
- No tasting of a shared prepared food or food prepared by the Teacher should be allowed, each pupil can only taste the food he/she has prepared.
- At the end of the lessons pupils should clear down own area followed by a TA cleaning in full PPE the whole Food Tech room.

**Sensory and Soft Play rooms** – will be closed to the bubbling class or we could say that they can use but the premises staff fog after. The timing of this would have to be arranged with the Site Manager – Mark Jennings.

### PPA

- Teachers will have their PPA timetabled so can work offsite where possible. If this is not possible a space will be identified within the school where the teacher can complete their PPA – this will not be the normal shared area. Equipment will be cleaned after use.

**Extended Services** -- No attendance for pupils at after school clubs will run during the amber level or those pupils should be bubbled at Extended Services

### IT equipment

- No sharing of computers within a lesson – at the end of the lesson the computer, all equipment should be cleaned down according to the IT guidance.

### Careers

All careers meetings will be held virtually for the bubbling class/es.

### ICT team

All ICT members will work as normal, if they need to support with an issue in the bubbling class they will enter the room when it is not occupied wearing a mask.

### School Lunches

School lunches will be provided by the kitchen but this will be a mixture of sandwiches and a hot snack, if possible. The lunches will be eaten in the classroom and delivered by the premises staff. All food will be delivered by 12 noon and will be delivered in a suitable container (hot food in a “hot box” (food stays hot for 2 hours) cold lunches in a crate) to the classrooms. All cold food will be individually wrapped. Hot lunches will be delivered with plates, cutlery, napkins and serving equipment together with an indication of portion size appropriate to the age of the students.

At 1pm kitchen staff /premises staff will return to collect the equipment, crates etc. Please place ALL equipment and utensils that were delivered outside your classroom door in the crate or “hot box”. This will minimise contact for you and the kitchen staff who will be delivering between buildings and classrooms. Food for students with special dietary needs will be clearly labelled and wrapped safely to avoid contamination from any other foods. Please be aware and careful to keep such food separate.

### Staff rooms

- Staff will be able to eat in their classrooms or offices in their own bubble/s, in outside areas on campus or in the park abiding by the social distancing rules

### Staff Lunches

- No one is to use a communal cup / mug / plate etc. onsite but instead bring in your own mug or water container, or plate returning it home at night to wash.
- Do not use school fridges onsite please for storing your own containers.
- If you wish to make tea or coffee onsite please bring in a flask with your own milk in or bring in a flask containing a hot drink.
- Provide your own tea and coffee

## **EHCP Meetings and Meetings in General**

EHCP meetings will be virtual.

## **Prospective Parents**

Visits will normally be re-arranged where possible. Where this is not possible the classroom/s that is being bubbled will be fogged after school daily, and parents view this room after this process has happened.

## **Fire Drills**

Will be carried out if necessary, (we will try to avoid tests when we have a class bubbling) but with the bubbling class distancing from all other classes within their normal assemble point.

## **How Reception will operate:** signage accordingly

No waiting in Reception

Adults to wear a mask before entering and whilst onsite

Everyone entering the building will sanitize their hands upon entry

Reception will be a closed room to all staff and pupils from the bubbling class.

All queries should be made by email or phone to reception.

All staff requiring keys / stationery from reception should make the request through the window.

Any items that pupils would normally leave in reception should be kept in their classroom in a lockable cupboard.

A supply of forms that are used on a regular basis should be kept in the classroom or be available to be downloaded easily from the computer and printed.

## **Agency Staff**

- Agency staff will be asked to report to sign in **before 9am.**
- Long term Agency staff will retain their badge and only come to Reception to give their name as present on a daily basis.
- Agency staff working on an ad hoc basis will receive a badge and sign in as normal, **before 9am.** Before returning it, they will be asked to clean the badge with spray disinfectant that is available from reception.

**Agency staff should be asked to read this document prior to starting their working day.**

**Visitors/Contractors: this includes any Physio/SALT/Doctors/Cleaners** – (now referred to as visitors) - anyone who is not contracted by Linwood School.

- Visitors will receive a visitor's lanyard.
- Visitors meeting a member of staff will then be asked to wait outside until collected by the person they are meeting. Physio/Salt/Doctor etc. will be asked to enter.
- Contractors and Cleaners will still have their coloured badges but these will be given to the Caretaker/Site Manager after use who will clean it before placing it in a plastic bag and returning to Reception.
- The School Leaflet will be printed and displayed rather than given out to read. Visitors must acknowledge they have read it when signing in.

## **Post**

Letters home will go out to classes in the normal way.

### Orders and Deliveries

Deliveries will happen as pre-Covid, made to each campus as required and ordered.

### School Uniform ONLY IN BUBBLING CLASS

- Parents will be asked to wash all clothes following a day in school. Therefore, whilst we ask that pupils wear school uniform as much as possible we do not expect pupils to attend in school uniform on a daily basis and pupils will be able to attend school in non-school uniform.
- Pupils should continue to return home, strip down, shower/bath after school each day.

### Staff Dress ONLY IN BUBBLING CLASS

- Lanyards should also be cleaned nightly using a spray disinfectant.
- Staff will be expected to wash their clothes daily.
- Staff will be expected to comply with our Code of dress, but there will be leniency due to the number of clothes that will need to be worn during a week
- Wear a **single pair** of shoes for work – clean daily

### Hygiene and Health

Caretaking staff at Linwood and Springwood will clean down all communal areas at lunchtime each day, in the area where the infection is and within the toilets used by the class/es involved.

### Staff and Pupils that show symptoms (See information booklet for further information)

Pupils who show symptoms will be taken to the quarantine room and parents contacted. If the pupil tests positive then the relevant letter should be sent home to all pupils who have been in close contact. See information sheet for further information.

Staff who show symptoms should remove themselves from the classroom to the quarantine room and take a LFT test immediately. If positive they should go home and follow

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to->

### CLASSROOMS SET UP – ONLY IF BUBBLING.

As much as possible pupils should be educated within their classrooms or outside in the fresh air.

### Ventilation / Air-con / working outside. ALL LEVELS

- Working outside or eating lunches outside within your cohort is favourable.
- Windows should be kept open and where and when possible, back doors to classrooms too.
- If favourably risk assessed by the Teacher, window restrictors can be taken off for ground floor classrooms.
- **Air-con** – should be used as required.
- Air-con should be set to a low temperature or on fresh air as this is believed to inhibit transmission of the virus.

- All classes should have their internal fire doors closed except when they are experiencing cases of Covid in class.
- The risk of transmission through the use of floor and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air. Do not use fans if windows and outside doors are closed.

#### **Cleaning - During the school day: ONLY IF BUBBLING.**

- All classes/offices desks/phones/keyboards/mouse/promethean boards will need to be cleaned along with every used surface every 1 ½ hours. The delegated member of staff should wear full PPE for cleaning.
- Equipment, particularly in Early Years / Alma, will need to be cleaned at the end of the day or at the beginning of the following day by staff within the classes, wearing full PPE equipment.

Adjustments will be needed to classrooms at this time to prevent contamination and enable effective cleaning to take place.

- Clear desk policy
- Soft furnishings - please remove from all classrooms any items that cannot be cleaned down easily, this includes rugs, cushions, soft furnishings, hanging cloth, etc.
- Sofas should **wiped down daily**
- Bean bags – water resistant only to be used, **wiped down daily**

#### **Coats and Bags ONLY IF BUBBLING**

- Storage of coats and bags will be moved to inside the classrooms or lockers if available and where possible providing they do not cause a trip and slip hazard

#### **Science Equipment ONLY IF BUBBLING**

- Equipment used by pupils during these lessons should be cleaned before putting away AT THE END OF THE LESSON by the science technician.

#### **School Corridors ONLY IF BUBBLING**

- Before leaving your classroom or office ensure that all staff and pupils have washed or sanitized their hands
- Staff must wear a mask.
- Staff and pupils will use the road system to walk around the campuses where possible.
  - **Down** a corridor against the wall on the **left**, **up** the corridor against the wall on the **right**.
  - **Give way** to anyone walking on the **right** of the corridor.

#### **Food and Drink ONLY IF BUBBLING**

- Staff and pupils should bring in their own water container
- If you wish pupils to have fruit or sensory food please put the food on green paper towels and dispose of once used.

#### **Toileting Procedure - Staff Toilets – Communal ONLY IF BUBBLING**

- Before entering please use your hand sanitiser to clean your hands
- When using any of the communal toilets: One at a time please!
- Upon arrival check that the sign of communal toilets is set to vacant then you may enter, if it states it is engaged wait outside the main door until the staff member has left and then you may enter and use the facilities.

- All Toilets - Before flushing the toilet you must sanitise your hands and again after leaving the cubicle ensure you wash your hands according to guidelines
- If a sink is within the toilet sanitize your hands once you have exited the toilet – just to make sure.

#### **Pupil Toilets – ONLY IF BUBBLING**

- Before entering please ensure your pupil's hands have been washed
- Staff will need to ensure that pupils go to the toilets one at a time to prevent cross contamination and ensure that the pupils are washing their hands for the two rounds of Happy Birthday when they finish.
- Male staff for Male pupils, female staff for female pupils where and when possible.

#### **A staff member should accompany each pupil to the toilet.**

- Upon arrival, if there is no other staff member in attendance then you know that the toilet is empty,
- If there is then wait until the pupil has left – social distancing – and then your pupil may enter and use the facilities.
- Before leaving ensure that they have washed their hands according to guidelines.