

LINWOOD SCHOOL

ALL CAMPUSES

OPENING AND OPERATIONAL GUIDELINES – GREEN LEVEL

IN RESPONSE TO COVID 19

28 2 2022

Linwood School

Operational Procedures at GREEN - LOW 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 BCP / PHD / PHE TO ADVISE

Green level to Amber Level BCP / PHD / PHE TO ADVISE WHEN WE MOVE TO THIS

Amber Level to Red level BCP / PHD / PHE TO ADVISE WHEN WE MOVE TO THIS

Below the agreed level of infection within a campus the campus will remain at GREEN level, even if there are classes within school where there is infection those classes will isolate and the rest of the school will remain at Green level. This will happen in the following ways.

Infection Control Procedures for *Green level*:

No pupil or member of staff will be asked to wear a mask onsite whilst at Green level.

LFT – we will still expect all staff to LFT test twice weekly.

All staff and pupils will be expected to regularly clean their hands using sanitizer throughout the day.

Therapists - Will work within classes as pre-Covid

PE – as pre-Covid

Music/Singing – as pre-Covid

Mass Gatherings – as pre-Covid

Sale of Food and Business Enterprise – as pre-Covid

Food Tech lessons – as pre-Covid

Sensory and Soft Play rooms – as pre-Covid

PPA will be available onsite in the workrooms and staff room at Linwood.

IT equipment –

All equipment should be cleaned down according to the IT guidance at the end of each day (see information booklet)

Careers – as pre-Covid

ICT team

All ICT members will work as normal – as pre-Covid

School Lunches will be served in halls again – as pre-Covid at Summerwood and Littlewood

Linwood Campus:

Turner lower corridor will eat in class
Squirrels Ladybirds Caterpillars Chipmunks

Turner Hall

1st Sitting 11.50am

4MD 13

4GJ 13

Total 26

2nd Sitting 12.30

3DH 11

MH building - Hedgehogs in class Owls in class

Malcolm Head Hall

1st Sitting 11.45am

Swifts 10

Seagulls 9

Blackbirds 10

Rabbits 8

Total 37

Steve Brown building

Dormice and some of Foxes in class

Malcolm Head Hall

2nd Sitting 12.30

3DK 13

3MB 14

Falcons 12

Eagles 12

Badgers 8

Red Kites 10

Total 69

P16 Lunch in the Link to be collected at 12.15 by staff & students.

Access to halls for setting up – 2 members of caretaking team required

Malcolm head first at 11am

Turner hall second at 11.30am

Trolley with hot food to be delivered from Turner kitchen to MH hall at 11.30, then Hot boxes x 2 to SB building for 11.45am

Springwood Campus:

Jupiter, Mercury, Venus: Suzie will serve at 11.45 but you can set up from 11.30. Lunch needs to be finished by 12.15.

Sun, Moon, Star: Collect from the Hall at 12.00.

Orion: Suzie will serve at 12.00; lunch needs to be finished by 12.25.

Earth, Mars, Neptune: Suzie will serve at 12.30.

Aquila (KP): collect lunch from the Hall at 12.30.

Cygnus, Saturn, Pluto: collect lunch from the Hall at 12.45.

Staff rooms – will be open again as pre Covid

EHCP Meetings and Meetings in General

All EHCP meetings will be virtual due to prior agreement unless there are exceptional circumstances. This is no longer due to Covid but due to pre-agreed arrangements.

Prospective Parents All campuses will take place in the late morning or afternoon's (once any infection has been determined) or after the school day.

Fire Drills – will resume and be carried out termly

All classes to assemble as pre-Covid

How Reception will operate:

Everyone entering the building will sanitize their hands before into the campus

Pupils may now take items to reception.

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

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.**

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.
- 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 – as pre-Covid

Staff Dress – as pre-Covid

Hygiene and Health

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

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->

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 – can 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 –

- All classes/offices desks/phones/keyboards/mouse/promethean boards must be cleaned weekly by a member of the classroom staff.
- Equipment will need to be cleaned at the end of each half term.

Use of toilets for staff and pupils – as pre –Covid.