

Grateley Primary School

COVID-19 Resilience Plan



The spread of Covid-19 is unprecedented and a global pandemic declared on 12 March 2020. Other countries around the world have taken significant measures to contain and limit the spread of the virus, which include the closure of schools and nurseries. Tensions and feelings are high amongst all stakeholders and we must continue to take account of the need for effective communication from us to them to keep them informed and recognise their concerns.

Aim: The aim of this document is to outline the procedures necessary to ensure the continuation of services at Grateley Primary School whilst children are still at school or should the school's close during term time due to a local or nationwide lockdown.

Level 1			
No known Cases but people may be self-isolating			
Hygiene and welfare	<p>Handwashing routine established in school with posters, assembly to launch it, daily assembly check</p> <ul style="list-style-type: none"> · Handwashing times enforced; before leaving home, on arrival at school, after using toilet, after breaks or sporting activities, before food prep, before eating food and snacks, before leaving school. · Cups for water banned in classrooms– water bottles from home only (Lunchtime cups provided by HC3S will remain and hygiene procedure for them remain.) · hand sanitiser gel or anti-bac wash introduced for all staff and children in wash areas and classroom sinks · 1hr given to floor and toilets by cleaner · Bins disinfected each day. · Ensure tissues available in all public spaces and classrooms. • Swing bins in classes and around school (i.e. in main office). · Follow usual absence periods for sickness and diarrhoea or usual illnesses. · For children or staff returning from self-isolation, take temperatures every 2hrs to monitor their symptoms and ensure CV doesn't reappear. · Standard adherence to the School's attendance policy 		
Grounds for self-isolation (all CV related absence recorded with a Y code)	1) Flu like symptom (fever of 37.8oc or greater) a new continuous cough or change/loss of taste and or smell.	Stay at home for 7 days	Subject to change depending on government advice Follow advice from PHE in light of NHS Test and Trace data/information.
	2) Travelled from area highlighted as red/amber on government travel list	Self-isolate for 14 days	
	3) Been in close contact with	Self-isolate for 14 days	

Grateley Primary School

COVID-19 Resilience Plan



	confirmed case of infection		
	3) Indirect contact	Should not need to self-isolate unless symptoms develop	
	5) No contact with confirmed case of Covid-19	No need to self-isolate unless symptoms develop	
Visitors	Poster display with dos and don'ts Ensure they are made aware of the poster on arrival; each gate, office front door, office hatch		
Communication	<p>Message on each weekly newsletter.</p> <p>Keep parents abreast of PHE advice – ensure the key message is keeping them in school but spotting symptoms and sending home & isolation if necessary</p> <p>Share an outline of this plan with parents</p> <p>Check emergency contact information for all staff.</p> <p>Update where necessary and issue to key staff (HT, DHT, AO, Emergency pack)</p>		
Admin	Continue as normal.		

Level 2 When there has been a suspected case in school			
Becomes Unwell in school	<p>Isolate into the staff room and open windows for ventilation and use the staff toilet if they need the bathroom.</p> <p>One member of staff in full PPE equipment to remain with the child/adult and look after them.</p> <p>Clearly signed no entry to others and others directed to use the medical facilities in the office.</p> <p>Parent/relative contacted and on way to pick child up.</p> <p>Children 5 and over now tested, so inform parents that they must book a test- (NHS Test and Trace)</p> <p>Deep clean staff room, staff toilet and entrance area once person leaves the site.</p> <p>Deep clean other affected areas as necessary. Secure services of contract company if possible.</p> <p>No need to send others home or deep clean further, unless symptoms develop.</p> <p>Revisit hygiene procedures as in Level 1 and ensure they are being followed.</p> <p>If Caretaker/cleaner becomes unwell, agency called in; staff to clean this if possible.</p> <p>If kitchen team become unwell, HC3S provide bank staff or we ask parents to provide lunches & HT to make for FSM children.</p>		
Grounds for self-isolation (all CV related absence)	1) Flu like symptom (fever of 37.8oc or greater), a new continuous cough	Stay at home for 7 days	Subject to change depending on government advice

Grateley Primary School

COVID-19 Resilience Plan



recorded with a Y code)	or change/loss of taste or smell.		Follow advice from PHE in light of NHS Test and Trace data/information.
	2) travelled from area highlighted as red/amber on government travel list	Self-isolate for 14 days	
	3) Been in close contact with confirmed case of infection	Self-isolate for 14 days	
	4) Indirect contact	No need to self-isolate unless symptoms develop	
	5) No contact with confirmed case of Covid-19	No need to self-isolate unless symptoms develop	
Health and Hygiene	<p>As Level 1 IN ADDITION</p> <p>Member of staff on key points; girls toilets, boys toilets, front door to make sure children are washing hands and following hygiene procedures.</p> <p>Visitors asked to use hand sanitiser gel on entry and leaving school</p> <p>All waste will be double bagged and stored to await outcome from Covid-19 testing and then dealt with as instructed.</p> <p>FSM children send vouchers through EdenRed Voucher scheme</p> <p>HT to call any child on the CP register</p>		
Visitors	<p>As Level 1</p> <p>IN ADDITION Any vulnerable adult (those who have been hospitalised or have a diagnosed condition or those in vulnerable age categories or otherwise defined as vulnerable by PHE) to remain off site, this includes pick-ups and drop offs.</p> <p>Categorise visitors: Essential & Non-essential. Only Essential allowed in; Engineers and workmen who support the school's function, parents, consider specialists e.g. EP/SALT– can their visit wait?</p> <p>Non-essentials: people looking around for advertised vacancies, music teachers, non-essential works,</p>		
Learning	As Level 1		
Communication	<p>Notify and reassure parents via Parentmail – any messages to be sent only from HT or AO. Share the Level 2 plan.</p> <p>Communicate with PHE that we have a confirmed case.</p>		
Admin	<p>If a shortage, cover with LSAs or SLT. Inform parents not to phone unless an emergency. If staff are absent, notify IBC and record in school diary</p>		

Grateley Primary School

COVID-19 Resilience Plan



There are multiple cases suspected or confirmed and families or staff are self-isolating OR critical number of staff (HT and DHT & 1 other teacher are off OR if ratios can't be met in school.		
Becomes Unwell in school	As Level 2 IN ADDITION Any Pregnant members of staff to seek advice from PHE and Midwife and if this is to go home, this is authorised.	
Grounds for self-isolation (all CV related absence recorded with a Y code)	As Level 1 IN ADDITION Member of staff on key points; girls toilets, boys toilets, front door to make sure children are washing hands and following hygiene procedures. Visitors asked to use hand sanitiser gel on entry and leaving school. Chair of Governors to work with local authority to designate an interim HT if our HT is off. Designated Safeguarding Lead to be delegated to interim HT if our HT and DDSL is off. Close for 24hrs and deep clean.	
Hygiene and welfare	As Level 1 IN ADDITION: Member of staff on key points; girl's toilets, boys toilets, front door to make sure children are washing hands and following hygiene procedures. Visitors asked to use hand sanitiser gel on entry and leaving school All waste will be double bagged and stored to await outcome from Covid-19 testing and then dealt with as instructed (stored in green bins) FSM children send vouchers through EdenRed Voucher scheme. HT to call any child on the CP register	
Visitors	As Level 2	
Gatherings	IN SCHOOL As above OUT OF SCHOOL Trips cancelled – all off site visits cancelled No lettings on school site.	
Learning	As level 2 IN ADDITION Office to make Harrow Way IT Provider aware of the increased IT need. HT monitor remotely if off. Teachers and parents to follow Remote Learning plan. Teachers will still have a class responsibility therefore contact can be made between 8.50am and 5pm online or by phone but not outside these hours and during teaching times, not at all. If numbers make sense, consider closing a class and amalgamating with another.	
Communication	As Level 2 IN ADDITION: Share the Level 3 plan and the Level 4 one Chair of Governors communication to parents	
Admin	As Level 2 IN ADDITION Chair of Governors to appoint an interim HT link in case of emergency where HT can't be contacted remotely	

Grateley Primary School

COVID-19 Resilience Plan



Level 4 School Shuts either through government directive or due to significant numbers being off ill or self-isolating		
Becomes Unwell in school	N/A	
Grounds for self-isolation (all CV related absence recorded with a Y code)	N/A	
Hygiene and welfare	Deep clean to be done on school before re-opening	
Visitors	N/A	
Gatherings	N/A	
Learning	<p>As Level 3 WITH THE CHANGE TO TEACHER CONTACT AS BELOW: Every teacher takes home the data sheets for children in their class (GDPR procedure agreed)</p> <p>Teachers call families if needed to discuss learning; use 141 before dialling numbers to prevent your number being shared. Keep a call log so you can be recompensed. Submit to AO each Friday.</p> <p>Teachers will post learning online by 9am (See remote learning plan Annex 4 of whole school plan)</p> <p>They will not reply to contact after 4:30pm.</p>	
Communication	<p>HT will send weekly communication to all parents and stakeholders even if there is not much to share.</p> <p>HT will communicate with PHE and HCC throughout the closure.</p> <p>All staff to receive contact details and emergency contact</p>	
Admin	<p>Work from home.</p> <p>AO collects weekly phone log from staff ready to recompense should teachers have to make phone calls</p>	