

ST. BRIGID'S SCHOOL
COVID-19 OPERATING PRACTICE

Welsh Government expected all learners to return in September 2021 when the Alert State was 'Zero'.

Social Distancing:

- FP: There are no social distancing requirements in place between learners in FP.
- KS2: Although strict contact groups are no longer required, widespread mixing of staff and learners should be minimized, and where possible staff should maintain 2m social distancing from learners, in particular avoiding close face to face contact and minimise time spent within 1m of anyone.
- For all other KS: where possible, 2m social distancing should be maintained between all other staff and learners, and be encouraged between learners.
- Staff room, Staff Work Room, Offices: Numbers permitted in these rooms are restricted to enable 2m social distancing as per signage on the doors. This should not be exceeded.

Classrooms:

- Where possible classrooms will be accessed through external doors.
- Rooms should be well ventilated, with internal doors left open where practical, and through draft from open windows. Learners will be allowed to wear an additional jumper during periods of colder weather.
- Desks will be forward facing, and where possible 1m apart.
- FP pupils will sit forward facing when appropriate.
- Staff will maintain 2m social distancing between learners, (where possible) remaining at the front of the class, and between other staff members.

Face coverings:

- Within the classroom: they may be worn if individuals choose to wear them, or if local requirements change.
- The school encourages the use of face coverings everywhere outside the classroom (except when eating and drinking) where social distancing cannot be maintained.
- Contractors, visitors and parents entering the school estate should wear a face covering.

Transport:

- All transport arrives at school and drops off in one central point.
- Parents are to remain in their vehicles, and the learners will be met by staff.
- Learners should be dropped off after 08.40 unless prebooked into Breakfast Club.

- Learners and staff to wash/sanitise hands prior to going to class.
- Parent/carer contact with school should still be done remotely.

Display of COVID symptoms:

- No-one with symptoms, or who has tested positive for COVID-19, or who has been contacted by TTP and told to self-isolate should attend school for any reason.
- Household members of an individual who has tested positive for COVID-19 or displays symptoms should not attend the school setting unless they are fully vaccinated or under the age of 18.
- Families should notify the school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. The reason for non-attendance should be provided so that the school may record attendance correctly.
- Reasons for non-attendance should be recorded in accordance with the codes provided in the WG Operational Guidance updated 20 August 2021.
- Confirmed cases of COVID-19 among the school community will be managed and any outbreak contained by following local health protection team advice.
- School Protocol (using WG guidance) established and displayed around school.
- Isolation Room established (First Aid, PPE). All procedures associated with respect to this have been communicated to parents/carers.
- Contact is defined as someone who has had 'close contact' during the period: within 1m of the person who tested positive and has been coughed on/had face to face conversation/skin to skin physical contact or been in other forms of contact within 1m for one minute or longer or within 2m for more than 15 minutes or having travelled in a vehicle with the person who tested positive. It is the responsibility of TTP to identify individuals who meet the definition of 'close contact' and whether they are required to self-isolate.

Lateral Flow Device Testing:

- All staff, and learners over the age of 11, should take twice weekly LFT and report the results online. Anyone who tests positive and everyone they live with should immediately self-isolate and book a PCR test. Test kits are issued by school.

Vulnerable learners:

- Where vulnerable learners are required to self-isolate a system will be put in place to keep in contact with the learner and to provide pastoral support and check that the learner has access to educational support.

Injury to learners on site:

- If attending to any wounds, etc school staff to use Personal Protective Equipment (PPE) at all times.

- Ask parent / carer permission for learner to attend doctors surgery or hospital during pandemic. If in any doubt (or if not able to contact parent / carer) contact NHS Direct / Emergency Services for advice.
- An emergency service could be called for some serious incidents or incidents, but not always. SLT are willing to go to hospital if parent / carer could not collect the learner. Consent of the parent/carer would be sought in the first place bearing in mind that some may be reluctant to visit the hospital at present.

Routine:

- All learners to go directly to their classrooms and wash/sanitise their hands on entry.
- Staff should sign in and then go directly to their classroom or the staff rooms using the one way system.
- Learners should not be required to wait in corridors outside empty classrooms before entering. Where learners are required to wait before entering a classroom (except when outside) they should line up in single file.
- Staff/learners are to disinfect equipment and desks before and after use.
- Lessons are off-set by 5 minutes to allow transition to lessons and for staff to wipe down tables in preparation for the next group.
- Windows are to be opened sufficiently to allow constant background ventilation, but should be opened fully during break times and after school. Cleaning staff should close the windows after cleaning the room at the end of the day.

Toilets and washing facilities:

- Toilets and washing facilities will be cleaned on a regular basis during the day.
- Hand sanitising facilities will be located around the school, outside every toilet and in every classroom.

Dining arrangements (staff and learners):

- FP learners will eat lunch in their classrooms.
- Lunch will be consumed outdoors or in the classroom in poor weather.
- The learners will eat at their desks in poor weather. In this case, tables should be removed of clutter, disinfected by the class teacher/learners (Secondary only), and visually clean before food is produced.
- Learners should also wash their hands before and after eating and staff should also wash their hands before and after serving food.
- Food must not be shared.
- Staff to remind pupils of appropriate classroom behaviour and monitor and implement control measures if appropriate (locking room, etc.)
- Staff are not to make drinks/share food with others and must wash and remove their personal crockery/cutlery.

Personal Protective Equipment:

- The school follows Public Health Wales (PHW) guidance around gloves and aprons.
- PPE including face coverings is available in the classrooms.
- Staff will wear 3-layer face coverings when in the classroom with learners, if they cannot maintain 2m social distance; they may wear face shields, in addition, if they wish.
- Follow guidance re PPE, including face coverings, aprons and gloves.
- Lidded bins are in each classroom.

Visitors:

- Only essential visitors present at main reception and wait for staff to meet them.
- No visitors allowed in school unless pre-arranged.
- All visitors should be asked to confirm that they have not recently tested positive for COVID-19 and that they do not have any symptoms of COVID-19.
- A record should be kept of all visitors, including their contact details for the purpose of Test, Track and Protect.
- There should be no unnecessary visits or meetings, as they can be via telephone or Microsoft Teams etc., or where visits can happen outside of school hours, they should.
- Contractors should comply with 2m social distancing with staff and learners of the school and must sanitise hands on arrival and maintain handwashing/sanitising procedures and wear face coverings whilst on the premises.

Cleaning:

- Double bagging for waste.
- Waste bins are emptied daily by caretaking team.
- Cleaning staff will empty bins in the toilets during regular cleaning throughout the day.
- Increased cleaning, including more frequent cleaning of rooms/shared areas after they have been used by different groups, and cleaning frequently touched surfaces and toilet facilities often, using standard products such as detergents and bleach.
- Follow the latest cleaning in non-healthcare settings.
- Staff should disinfect the photocopier/printer before and after use.

Fire Safety Procedures:

- Weekly fire alarm tests as normal.
- Fire evacuation drills will be carried out in accordance with the normal Fire Safety Policy.
- 2m social distancing during evacuation if practicable.

- 2m social distancing to be practised by staff (and between learners where possible) at fire assembly point. Year groups to be kept separated by 2m.

Continuity of learning:

- Measures are to be in place to enable immediate switch to blended/on-line learning, in case of local lockdown.
- All learners have Google Classroom and Hwb profiles.
- Foundation Phase learners use Seesaw.
- Staff have prepared schemes of work to include blended learning.
- Staff to continue to use Google Classroom on Hwb/Seesaw and will use these means to set homework to minimise the risk of transmission between school and home.
- Sixth Form online teaching via Microsoft Teams.
- All staff encouraged to provide live lessons via Microsoft Teams.
- Staff will continue to develop their skills to deliver blended learning if required.

Compliance with Site Rules:

- Signage displayed to reinforce site rules and Covid-19 guidance.
- Site rules are communicated to all school employees, learners, parents / carers through informal discussions, letters, emails, etc.
- Staff monitor and enforce site rules and social distancing requirements.
- COVID-specific anti-social behaviour addendum to the Behaviour Policy implemented.
- Disciplinary actions will be taken against individuals who repeatedly / wilfully fail to follow any site rules.

Communication with parents / carers:

- Via ParentPay emails, the school website and Twitter account. Resources are accessible via the Hwb.
- Advise parents that learners must not attend school if they are displaying any symptoms of COVID-19, or have been identified by TTP as a possible close contact of an infectious person and have not yet received the result of a PCR test, or are over 18 and unvaccinated and someone in the household or extended household has tested positive for COVID-19.
- Clarity on transport arrangements to and from schools site, include drop off and pick up.
- Eating arrangements and hygiene policy .
- Procedures if child falls ill during time in school.

LC/JW

02/11/21