

COVID 19 ACTION PLAN

RISK	ACTION/PROCEDURE
General Management	<ul style="list-style-type: none"> • Marcus will be producing posters of information regarding COVID 19 and the responses to it which will be displayed in both buildings for staff and pupils to refer throughout the school day. • All staff will receive a copy of this Action Plan and a copy of the Covid 19 Policy written by Mark which you will have to sign/send an email to confirm you have read thoroughly. • Maddie will be sending out letters to the parents explaining the plans for the gradual re-opening of school, and letters to individual pupil's parents/carers who on risk assessment cannot be in school at this time.
Minimising Contact with staff/pupils with symptoms	<p><u>The procedure to follow if pupil/staff show symptoms</u></p> <p style="text-align: center;">=</p> <ul style="list-style-type: none"> • If a child becomes unwell and is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <p style="text-align: center;"><u>Testing</u></p> <ul style="list-style-type: none"> • Education settings, as employers, can book tests through the government online digital portal. There is also an option for employees to book tests directly on the WCC portal. Staff can also book testing through the employer hub, this enables these tests to be prioritised. Tests can be

	<p>booked by completing this form:https://capublic.worcestershire.gov.uk/HRFormsEmployee/CVCovidTesting.asp</p> <ul style="list-style-type: none"> • When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. • Where the child, young person or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. • Where the child, young person or staff member tests positive, the rest of their group within school should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
<p>Handwashing and Hygiene</p>	<ul style="list-style-type: none"> • All children, young people and staff should wash hands on arrival at school, and more regularly throughout the day. • Staff, children and families should be reminded to wash their hands with soap and water for 20 seconds. Ensure help is available for children and have trouble washing their hands. • Supervise children to ensure they wash their hands for 20 seconds • Hands should be washed before eating and after sneezing, after using toilets and after travelling on public transport. (especially with our students travelling in on taxis) • Children should also be encouraged not to touch their faces. • Remember the catch it, bin it, kill it message. This will be on the posters put up in both buildings.
<p>Cleaning</p>	<ul style="list-style-type: none"> • Maddie will be purchasing wipes for staff to have access to when working in either building, with or without pupils. • To prevent the indirect spread of the virus from person to person, regularly clean frequently-

	<p style="text-align: center;">touched surfaces, such as:</p> <ul style="list-style-type: none"> • • door handles • • handrails • • tabletops • • play equipment <ul style="list-style-type: none"> • • toys • • electronic devices (such as phones) <ul style="list-style-type: none"> • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
PPE	<ul style="list-style-type: none"> • We are going to order a small amount of PPE for the school to be used if the circumstances arise below • PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. • If required to undertake cleaning after a person with suspected Covid 19 has left the building • If the situation does arise and the use of PPE is required it is essential that the correct procedures are followed in putting on and taking off PPE. Information can be found on this poster - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf
Transport	<ul style="list-style-type: none"> • Amanda is regularly consulted by SLT regarding pupils that will be gradually re-integrated into school. She will liaise with Transport to ensure that the pupils are transported in, where possible, with no other pupils, or one other. • Travel guidance for passengers states if children require helpers or carers whilst travelling, the helper should wear face coverings, minimise the surfaces the children touch and maintain their distance from others, where possible. If this isn't possible children should avoid physical contact, face away from others, and keep the time spent near others as short as possible. • Drivers and passenger assistants <u>may</u> choose to wear their own face coverings. To reduce further

	<p>risk Passenger assistants should apply strict hand hygiene and cleaning, and keep time spent within 2m as short as possible.</p>
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