

NEW COVID-19 STRATEGY FOR FULL OPENING OF WESTWOOD PREP AND WESTWOOD KINDERGARTEN

This document seeks to outline our plans for the full opening of our school from 8 March 2021.

Our new measures are in line with the Government's guidance document: 'School Coronavirus (COVID-19) Operational Guidance' updated on 22 February 2021. The main changes are related to Staff Home Testing (see p. 9).

This strategy will be under constant review. We will comply with the most up to date directions from Central Government as well as guidance from the Local Authority to keep all our staff, students, parents and visitors safe.

We will review the guidance in this document on a fortnightly basis.

Public health advice to minimise COVID-19 risks

All pupils are expected to return to school on 8 March 2021.

The essential measures that will now be in place are:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and

minimise the potential for contamination so far as is reasonably practicable

Contacts between people in school will be reduced by:

- grouping children together in 'bubbles'
- avoiding contact between groups/bubbles
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Systems of Control

We aim to minimise the spread of infection and create a safer school environment by implementing the following set of actions:

'Prevention' and 'Response to any infection'

Prevention

- 1) *Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.*
- 2) *Where recommended, use of face coverings in schools.*
- 3) *Clean hands thoroughly more often than usual.*
- 4) *Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.*

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

Response to any infection

8) Engage with the NHS Test and Trace process.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

10) Contain any outbreak by following local health protection team advice.

Prevention

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

- Pupils, staff and other adults must not come into school if they have COVID-19 symptoms or have tested positive in the last 10 days
- Anyone developing COVID-19 symptoms during the school day will be sent home

- Anyone who is sent home after becoming unwell or developing COVID-19 symptoms should:
 - self-isolate for at least 10 days
 - arrange to have a test to see if they have COVID-19
- If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.
- Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.
- A child that is awaiting collection, will wait in the medical room or other designated place of isolation and supervised by staff.
- PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- Staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

- The symptoms of COVID-19 are when a person becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia).

2) Where recommended, use of face coverings in schools.

- Prep and Kindergarten children will not be required to wear face coverings in or outside the school building
- Staff will be required to wear face coverings in areas outside the classroom where social distancing cannot easily be maintained
- Visitors will be required to wear face coverings at all times

3) Clean hands thoroughly more often than usual.

COVID-19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.

- Washing hands for at least 20 seconds with soap and hot water or using hand sanitiser will be mandatory when they arrive at school, when they return from breaks, before and after eating.
- All parts of the hands must be covered and dried.
- Pupils will be encouraged to bring in their own sanitiser which they will keep with them throughout the day
- Hot running water and soap and hand sanitiser will be available for children who forget to bring their own sanitiser

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

- We will promote good respiratory hygiene by encouraging the 'catch it, bin it, kill it' approach
- Students will be encouraged to keep their own packs of tissue with them
- We will provide tissues for students who are unable to bring their own

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

- We will disinfect frequently touched surfaces often using standard cleaning products.
- This will include wiping down tables, chairs, door handles and stair rails between sessions.
- Internal doors will be kept open where safe to do so.
- Toilets will be cleaned more often than usual
- Pupils will be encouraged to clean their hands thoroughly after using the toilet
- Pupils based on the First Floor will only be permitted to use the First Floor toilet block
- Pupils based on the Ground Floor will only be permitted to use the Ground Floor toilet block

6) Minimise contact between individuals and maintain social distancing wherever possible.

- We will reduce the number of contacts between children and staff by keeping groups in separate ‘bubbles’ and through maintaining the distance between individuals.
- The emphasis for Prep and Kindergarten children will be on separating groups where possible
- Prep children will generally remain in their classes but only mix with the other children on their floor during lunch times and breaks
- Kindergarten children will remain in their class bubbles throughout their sessions

The points that we have considered are as follows:

a. How to group children

- Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.
- Since the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure.
- Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.
- Staff will generally stay with the children in their designated classroom
- Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

b. Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission.

- Prep and Kindergarten staff will maintain 2 metre distance, where possible, from pupils and will avoid close face to face contact and minimise time spent within 1 metre of anyone when 2 metre distancing becomes difficult.
- The older children will be supported to maintain distance and not touch staff and their peers where possible.
- This may not be possible for the youngest children and some children with complex needs.
- Where staff or children cannot maintain distancing, particularly with younger children in Prep and Kindergarten, the risk will be reduced by keeping pupils in the smaller, class-sized groups.
 - Year 1, 3 and 4 will be based on the First Floor of the Primary School building
 - Year 2, 5 and 6 will be based on Ground Floor of the Primary School building
 - Reception class will be in their own bubble in their classroom
 - Nursery children will be in their own bubble in their classroom
- We have made adaptations to the classrooms to support distancing where possible. This includes seating pupils side by side and facing forwards, rather than face to face or side on.

c. Measures elsewhere

- Assemblies will be delivered online while students are seated within their bubble
- Collective worship will be carried out in their own bubble
- Movement around the school site will be kept to a minimum
- Break and lunch times for Prep children will be staggered to avoid creating busy corridors, entrances and exits
- Staffrooms will be used on a rota basis with no more than 4 members of staff in the staffroom at any one time

d. Measures for arriving at and leaving school

- Year 1-6 and will start at 8:30 am and finish at 3:00 pm (half day on Fridays – to be reviewed after half term)
- Reception Class children will start at 8:30 am and finish at 3:00 pm (Monday to Friday)
- Gates will not open before 8:25 am
- Nursery AM children will start at 8:45 am till 11:30 am
- Nursery PM children will start at 12:00 pm till 3:00 pm
- Parents will drop off and pick up their children from their designated points (see Appendix 1)
 - Year 5 and 6 will use the Westwood Prep Main Entrance
 - Year 1, 3 and 4 will use the Westwood Prep Yard Entrance
 - Year 2 will use the Westwood Prep Fire Exit
 - Reception Class will use the Kindergarten Fire Exit
 - Nursery children will use the Kindergarten Main Entrance
- Parents must practice social distancing outside the school building

- gathering at the School gates and otherwise coming onto the site without an appointment is not allowed
- Parents of Kindergarten children that are struggling to settle in will be given designated time slots to enter the setting
- Parents should allow extra time for pick up and drop off as social distancing queues may occur

e. Other considerations

- All staff will ensure that the needs of pupils with education, health and care plans are met
- Staff and pupils will have a set of their own frequently used equipment, such as pencils and pens. These items will not be shared.
- Classroom based resources, such as books and games will be shared within the bubble and cleaned regularly along with all frequently touched surfaces.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Outdoor playground equipment will be more frequently cleaned between sessions.
- We will limit the amount of equipment children bring into school each day to essentials such as hats, coats books and stationary. School bags are allowed
- Pupils should bring their lunch/snacks in a disposable bag which will be disposed of daily – unfinished food must be take home.
- There will be no show and tell until further notice

7) Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with COVID-19 symptoms while at school and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE will continue to be used

Response to any infection

8) Engage with the NHS Test and Trace process

Staff and parents/carers will need to be ready and willing to:

- book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.
- All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace

- self-isolate if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19
- Anyone who displays symptoms of coronavirus COVID-19 can and should get a test.
- Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet
- Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.

1. **If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.**
2. **If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.**

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

- We will take swift action when we become aware that someone who has attended school has tested positive for COVID-19
 - We will contact the local health protection team and work with them in carrying out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
 - Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person
 - The health protection team will provide definitive advice on who must be sent home.
 - To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups
- We will not share the names or details of people with COVID-19 unless essential to protect others.
 - Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.
 - If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
 - if the test result is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection

10) Contain any outbreak by following local health protection team advice

In the event of having two or more confirmed cases in school within 10 days, or an overall rise in sickness absence where COVID-19 is suspected, there may have an outbreak. We will continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, the health protection team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole school.

As we will be implementing robust controls to reduce transmission risks, whole school closure based on cases within the school will not generally be necessary but we will always consider the advice of our local health protection team.

Our Local Health Protection Team is:

PHE, Greater Manchester Health Protection Team,
2nd Floor 3 Piccadilly Place, London Road,
Manchester,
M1 3BN

Phone: 0344 225 0562 option 3

Catering Provision & Food

- Pupils will bring in their own lunch/snacks in a disposable bag which will be disposed of at the end of the session
- No communal fridges or other storage spaces will be used
- All crockery and cutlery should be brought in from home
- Milk will be served to pupils in their own individual labelled cups

Parents On-site

- Parents will not be allowed entry into the school premises
- All parental queries will be addressed via the school phone and email correspondence
- Staff will wear face masks/shields when having face to face conversations with parents at the school gates/doors
- Urgent parent meetings will be arranged via appointment only
- Parents must download the Telegram Messenger App to receive urgent school updates.

Online Lessons

Limited online classes will only be available for children who are unable to attend because they are self-isolating.

Staff Absences

In the event of too many staff absences, we may have to cancel onsite classes and resort to online classes at short notice.

HOME TESTING FOR STAFF

Asymptomatic testing

Staff will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result, whether void, positive or negative, with the school to help with contact tracing.

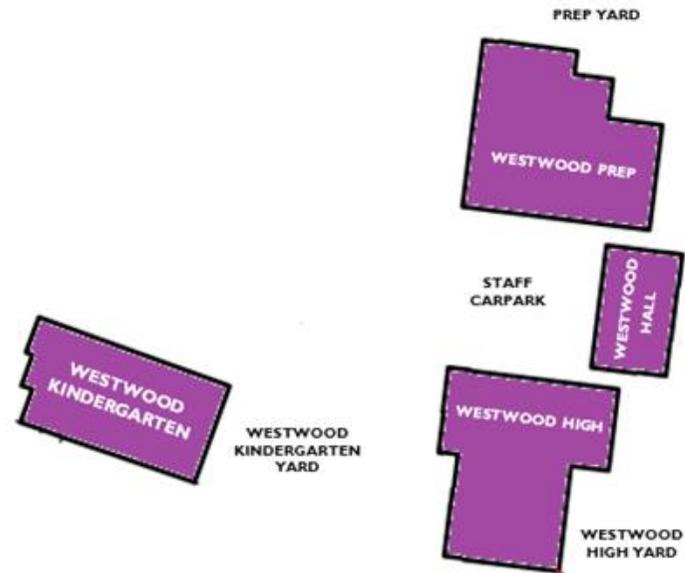
Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a PCR test to confirm the result if the test was done at home.

Symptomatic testing

The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a PCR test to check if they have the virus.

The system of controls will be rigorously applied to enable the safest possible environment. The testing programme is an important addition to supporting schools to maintain the continuity of education through the pandemic.

Appendix I: Designated Entry and Exit points



Westwood Prep Main Entrance: Year 2, 5 and 6

Westwood Prep Yard Entrance: Year 1, 3 and 4

Kindergarten Fire Exit: Reception Class

Kindergarten Main Entrance: Nursery Children

Appendix 2

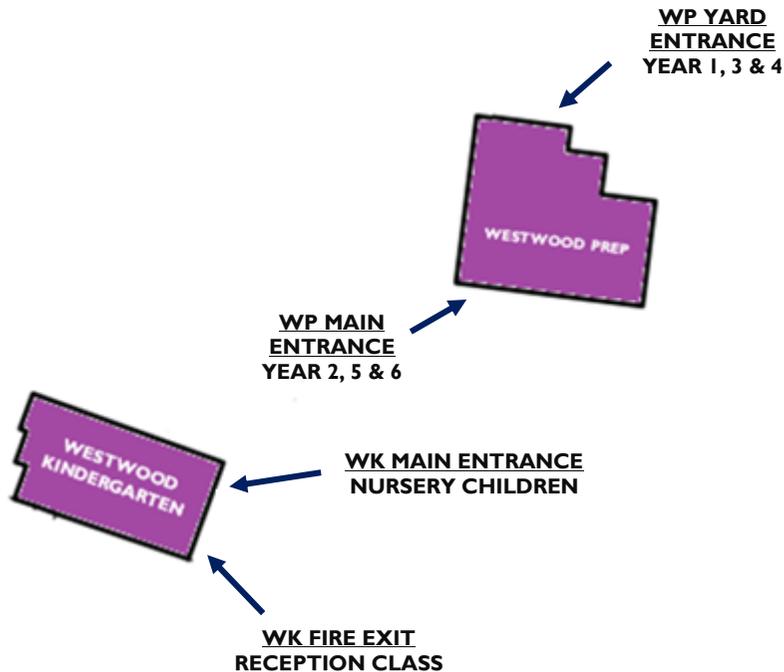
COVID-19 CODE OF CONDUCT

All children will be expected to follow the new code of conduct.

We know that this a really difficult time for everyone but we need **your** help to make sure everyone is safe.

We need you to follow and agree to the following:

- I will clean my hands regularly; wash my hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser ensuring that all parts of my hands are covered
- I need to ensure good respiratory hygiene by following the 'catch it, bin it, kill it' approach
- I will follow all of my Aunty's instructions. This includes not moving from my seat without permission or sharing any of my belongings with others
- I will bring snack in a disposable bag every day
- I will change my clothes daily (no need to wear uniform)
- I will make sure I do not hug or touch any of my classmates
- During playtime, I will not be able to play with other people or with any of the equipment until my Aunty tells me to
- I will make sure I am 2 metres away from other children



Appendix 3



COVID-19: Screening Checklist for Contractors

Due to the coronavirus (COVID-19) pandemic, all **visitors** and contractors are required to complete this screening checklist. This is to help prevent the spread of COVID-19 and protect our staff and pupils. You must answer all questions.

HAND WASHING		
Have you washed your hands or used hand sanitiser on entry? (Tick) (THIS IS MANDATORY)	Y	N
SYMPTOMS		
Have you or anyone in your household had any of the following symptoms? (Tick)	Y	N
1) A high temperature - this means you feel hot to touch on your chest or back		
2) a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)		
3) a loss of, or change in, your normal sense of taste or smell (anosmia)		

If YES to any, restrict from entering the building.

CONTACT WITH CASES		
Have you worked in facilities or locations with confirmed COVID-19 cases?	Y	N

If YES, restrict from entering the building.

If NO, grant access to building and direct to signature below

SOCIAL DISTANCING
ALL CONTACTORS MUST FOLLOW THE BELOW RULES WHERE POSSIBLE
Maintain a 2-metre distance when talking to site contacts
Wash hands and/or apply hand sanitiser REGULARLY

DECLARATION		
I confirm the above is true to the best of my knowledge:		
Date:	Time:	Signature: