

## **NEW COVID-19 STRATEGY FOR FULL OPENING OF WESTWOOD HIGH**

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: 'Schools Coronavirus (COVID-19) Operational Guidance' updated on 22 February 2021. The main changes are related to On-site and 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
- Pupils having staggered outdoor play time

### **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, supervised by staff.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as 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.**

- In the Secondary School and Sixth Form Buildings, pupils, staff and visitors will be required to wear face coverings in communal areas outside the classroom including corridors
- Students are encouraged to wear face masks in classrooms where possible
- Students will be required to bring their own face coverings which must be labelled to avoid cross contamination
- Face covering will be plain
- Face veils (Niqabs) will also be acceptable
- The wearing of face coverings for staff and students inside the classroom is optional
- 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 required 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 Year 7-13 pupils will be on distancing.

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.

- Key Stage 3 and 5 students will be grouped into Year groups to enable the delivery of the full range of curriculum subjects.
- Year group bubbles will be kept apart from other groups where possible which will limit interaction, sharing of social spaces between groups as much as possible.

- Classes will generally remain in their classrooms but only mix with the other children in their Year group during breaks
- Children in each class will remain in their classroom during lunch times
- Teachers in the Secondary, Sixth form and Specialist staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable.
- 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.

- Staff in the Secondary and Sixth form will maintain 2 metre distance, where possible, from pupils, staying at the front of the class, and away from their colleagues.
- 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 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
- Room 5 will be available for staff use during breaks and lunch time

#### **d. Measures for arriving at and leaving school**

- Secondary School and Sixth form pupils starts at 8:15 am and ends at 3:10 pm.
- Gates will not open before 8:10 am
- Parents will drop off and pick up their children from their designated points (see Appendix 1)
  - Year 8A, 8B, 9B, and 10B will use the Student Entrance via the Student Gate
  - Year 7A, 7B, 9A and 10A will use the Westwood High Main Entrance
  - Year 11A, 11B, Year 12 and Year 13 will use the Salah Hall entrance via Student Gate
- 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 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 is to be kept in their school bag and not in a separate lunch box – unfinished food must be taken home
- Pupil will bring a carrier bag to keep their shoes with them in their place
- On PE days, pupils are to wear their trainers to school

#### **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 14-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

## **I0) Contain any outbreak by following local health protection team advice**

In the event of having two or more confirmed cases in school within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, there may have been 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 packed lunch in their school bag – do not bring lunch in a separate lunch box
- School catering will not be available
- No communal fridges, storage spaces and microwaves will be used
- All crockery and cutlery should be brought in from home
- Water will be available in school but pupils will need to bring in their own water bottles
- There will be no toast or fruit served during breaks
- There will be no tuck shop

### **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
- Urgent parent meetings will be arranged via appointment only
- Parent must download the Telegram Messenger App to receive urgent school updates.

### **Online Lessons**

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.

### **ON-SITE TESTING**

#### **Asymptomatic testing**

COVID-19 asymptomatic testing in schools using Lateral Flow Devices (LFD) will support the return to face-to-face education by helping to identify people who are infectious but do not have any COVID-19 symptoms.

For secondary school staff and pupils, we are moving to a home testing model (for pupils, following the first 3 onsite tests).

Home test kits will be available for all staff on return to school. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.

Pupils will return to face-to-face education following their first negative test results. Pupils will have two tests on week commencing 8 March 2021 and which will take place three days apart. They will then take tests at home, twice a week from W/C 15 March 2021.

If pupils test positive, parents will need to order a home PCR test to confirm the result. Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection. Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).

### **Home testing**

Both pupils and staff in secondary schools will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and pupils 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 and pupils should also share their result, whether void, positive or negative, with the school to help with contact tracing. Pupils aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary.

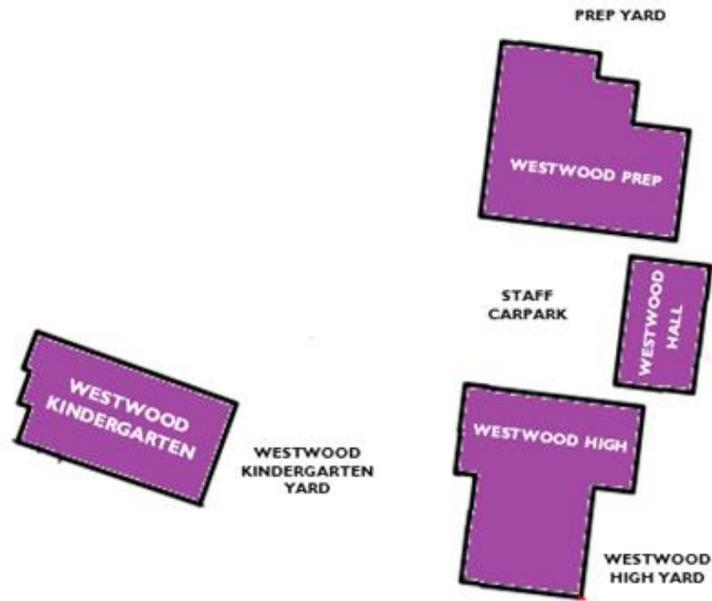
Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a PCR test to confirm the result if the test was done at home.

### **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 must 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



**Student Entrance** via the Student Gate: Year 8A, 8B, 9B, and 10B

**Westwood High Main Entrance:** Year 7A, 7B, 9A and 10A will use the Westwood High Main Entrance

**Salah Hall Entrance** via Student Gate: Year 11A, 11B, 12 and 13

