



**Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 2nd September 2020
Updated to include information for return to school from 8th March 2021**

for Moorfield Primary School

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| Assessment conducted by: Ian Bussey | Job title Headteacher | Covered by this assessment: Staff, Pupils, Parents and Visitors |
| Date of assessment: 24 th August 2020 | Date of next review: ongoing | <p>This document was first written on 18th May 2020 and has been amended several times as national guidance has changed</p> <p>Amended 5th October 2020</p> <p>Amended 14th October 2020</p> <p>Amended with Telford and Wrekin update 13th November 2020 (all purple and bold are based on the supplementary risk assessment for lockdown)</p> <p>Amended after lockdown 2nd December 2020</p> <p>Amended 5th January 2021 to reflect return to school Spring Term 2021</p> <p>Amended 4th March 2021 in line with guidance for return to school 8th March 2021</p> |

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| Key: | |
| Level of risk prior to control | Identifies the risk before any steps to reduce the risk have been taken |
| Risk Description: | Outlines the area of concern. |
| Risk Controls: | The measures that will be taken to minimise the risk. |
| Impact: | Could be L/M/H |
| Likelihood: | Could be L/M/H IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE. |
| Responsible person: | The identified staff member(s) responsible for implementing the risk controls Head Teacher Sign Ian Bussey Chair of Governors sign <i>Andy Hutchinson</i> |
| Completion Date: | 4.3.21 |
| Line Manager Check: | Sign off to ensure that the risk has been minimised as far as possible. |

| Risk Description/Area of Concern | Level of risk prior to control ↔ | Risk Controls | Level of risk is now ↔ | Likelihood ↔ | Responsible person | Planned completion Date | Line Manager Check |
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| The school lapses in following national guidelines and advice, putting everyone at risk | High | <p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly Information is communicated regularly by email. Pupils updated via class teachers as necessary. Any change in information to be shared with Chair of Governors, consulted with employees directly and passed on to parents and staff by email Changes for staff are also communicated via the Staff Whatsapp Group and on the staff noticeboard <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p> | <u>Low</u> | <u>Low</u> | Ian Bussey | <u>Ongoing</u> <u>Reviewed 5/1/21</u> | |
| Poor communication with parents and other stakeholders | High | <ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p> | <u>Low</u> | <u>Low</u> | IB Sue Hedges | <u>01/09/2020 and ongoing</u> <u>Reviewed 5/1/21</u> | |

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| Lack of awareness of policies and procedures | High | <ul style="list-style-type: none"> • School leaders will ensure that there is a policy in place which clearly explains coronavirus controls <ul style="list-style-type: none"> ➤ All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures. On PD day, staff were issued with a copy of : <ul style="list-style-type: none"> ➤ Health and Safety Policy ➤ Infection Control Risk assessment ➤ First Aid Policy • School leaders have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary information that helps minimise the spread of infection, e.g. infection control risk assessment • A comprehensive and current list of key staff members available each day: <ul style="list-style-type: none"> Ian Bussey Headteacher/DSL Claire Hill Assistant Headteacher/DSL Dawn Smith Assistant Headteacher/DSL Sue Hedges SBM/DSL | Medium | Low | IB | 01/09/2020 Talk to Staff on PD Day and ongoing via noticeboard | |
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| | | <ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and face to face • Parents are made aware of the school's infection control procedures in relation to coronavirus via risk assessment on school website – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 2nd September 2020. All pupils are informed that they must tell a member of staff if they begin to feel unwell • Any updates issued to staff on staffroom noticeboard if necessary. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p> | | | | | |
| Extremely clinically vulnerable (High risk) individuals Now known as Clinically Extremely vulnerable (CEV) individuals | High | <ul style="list-style-type: none"> • Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus Staff – Advice for those identified as clinically extremely vulnerable through the defined 3 ways published on 25th February 2021. HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. Staff who are defined as clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work until the 31st March. | <u>Low</u> | <u>Low</u> | <u>IB/SH</u> | <u>Updated 4/3/21</u> | |

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| | | <p>pregnant and above are classed as CEV and should not be attending the workplace.</p> <ul style="list-style-type: none"> • See further guidance and risk assessment for individuals that are at higher risk due to COVID | | | | | |
| Testing of staff and pupils | | <p>The asymptomatic testing programme in education currently covers all staff at school.</p> <p>Staff in our schools are asked to take Rapid Flow Testing twice weekly on Thursday and Sunday evenings.</p> | | | | <u>Updated</u> <u>4/3/21</u> | |
| NEW Use of equipment | | <p>Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between class bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> • Clean it before it is moved between bubbles • Allow them to be left unused for a period of 48 hours (72 hours for plastics) | | | | <u>Added</u> <u>4/3/21</u> | |

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| | | <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before putting it back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> • Restricted to one user • Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. <p>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of school settings providers.</p> <p>Pupils should limit the amount of equipment they bring into school each day , including essentials such as</p> <ul style="list-style-type: none"> • Lunch boxes • Hats and coats • Books • Stationery • Mobile phones | | | | | |
| Face Coverings | Low | <p>From Tuesday 4th November staff in school followed guidance from Telford and Wrekin.</p> <ul style="list-style-type: none"> • Parents were asked to wear a mask when on the schools site. | | | | <u>Update 4th November</u> | |

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| | | <ul style="list-style-type: none"> • Staff standing on the school site also wear masks • Staff in school wear face coverings when they move about inside the school, in corridors, or communal areas. <p>Please note that the current advice states that face shields alone are not deemed to be face coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth.</p> <p>All of our staff and visitors wear face coverings in communal areas, when moving around the building, when working in corridors and we are happy for staff to wear coverings in the classroom if they wish.</p> <p>Exemptions -Some individuals are exempt from wearing face coverings.</p> <p>There should be a process for when face coverings are worn within school and how they should be removed.</p> <p>Safe wearing of face coverings requires the; Cleaning of hands before and after touching, this includes removal and putting on Safe storage of them in individual, sealable plastic bags.</p> | | | | <p><u>Updated</u> <u>4/3/21</u></p> <p><u>Updated</u> <u>4/3/21</u></p> | |
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| | | <p>Children in primary school do not need to wear a face covering but if the parent wants to let them do so, they will not be prevented from wearing one.</p> <p>We have a small contingency supply of face coverings for people who:</p> <ul style="list-style-type: none"> • Are struggling to access a face covering • Are unable to use their face covering as it has become damp, soiled or unsafe • Have forgotten their face covering | | | | | |
| Poor hygiene practice in school - General | High | <ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds or use hand sanitiser provided in classrooms. Staff to have hand gel by the classroom entrance so that washing hands is the first thing that children do when they enter the room • School to use the E-Bug material • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Hand sanitiser, soap and water and tissues to be provided for the school reception area, dining | Medium | Low | <u>IB/SH</u> | <u>01/09/2020</u> <u>Ongoing</u> | <u>Reviewed</u> <u>5/1/21</u> |

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| | | <p>hall, classrooms and other key locations for staff, pupils and visitors</p> <ul style="list-style-type: none"> • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. Pupils are to bring water bottles instead of using cups supplied by school. • Staff may bring in their own cups and utensils. If you don't bring your own make sure they go straight into the dishwasher . • All utensils are thoroughly cleaned before and after use (in dishwasher) • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned twice a day and paper/hand towels are refilled at the start of every day. • Each classroom and office space has a cleaning station consisting of wipes, sanitiser/disinfectant, paper towels and hand sanitiser (all products should meet the BS EN 14476 standard) • Staff meeting regularly to discuss processes and precautions when helping out with cleaning. | | | | | |
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| | | <ul style="list-style-type: none"> • Taps in the classrooms are only turned on using hands. Encourage pupils to use paper towels after washing hands to stop water. • Hand dryers not to be used unless no other way to wash hands – we have added disposable paper towels back to all areas as this is the recommended process • Rooms without ventilation (mechanical or fresh air) are not being used. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission</p> <p>Pupils and staff to wash hands on entry to school. The “catch it, bin it, kill it” approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>We have introduced enhanced cleaning , including cleaning frequently touched surfaces often using standard products such as detergents</p> <p>Actions put in place:</p> <p>We have put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <p>More frequent cleaning of rooms and shared areas that are used by different groups;</p> | | | | <p>Update 05/01/21</p> | |
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| | | <p>We have employed an additional cleaner to facilitate this and toilets and touch points are cleaned at different times throughout the day. Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet – Year 5/6, Year 3/4 and the infants have been allocated their own toilet blocks</p> <p>All staff understand contact time for cleaning chemicals. The main product we use is Virabact Multi Surface Cleaner. This conforms to BS EN 14476:2013 + A2:2019. It kills all enveloped viruses including Coronaviruses and SARS- CoV-2.</p> <p>All cleaning chemicals are appropriate for the task it is being used for</p> <p>Undertake a COSHH assessment if using new products</p> | | | | | |
| Hand Hygiene | High | <ul style="list-style-type: none"> • Coronavirus(COVID-10) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including: <ul style="list-style-type: none"> • When they arrive at school, • When they return from breaks • When they change rooms • <u>Before and after eating</u> <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> | <u>Med</u> | <u>Low</u> | <u>IB</u> | <u>Ongoing Reviewed 5/1/21</u> | |

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| | | <ul style="list-style-type: none"> • Whether the school has enough hand washing or hand sanitiser stations available so that pupils and staff can clean their hands regularly • Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. • Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. | | | | | |
| Poor hygiene practice – specific – school entrance | High | <ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors • Remove screen signing system, receptionist to have a written log of staff/visitors/contractors – which includes contact details (mobile number) to aid NHS track and trace system. Tracey Perrin to sign contractors in as they arrive so that details are not visible to others • Areas touched to be wiped down • Discourage parents from entering the school building – appointment only where possible. • Reduce the amount of people accessing reception area at any one time • Provide visitors with hand sanitiser in the school reception area • Schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. | <u>Low</u> | <u>Low</u> | <u>SH</u> | <u>02/09/2020</u> <u>Ongoing</u> <u>Reviewed</u> <u>5/1/21</u> | |

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| | | As a result, reception staff are protected. | | | | | |
| Poor hygiene practice – specific – office spaces. | High | <ul style="list-style-type: none"> • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Each individual responsible for wiping down equipment such as printers • Ensure that wipes and/or handgel is available by the photocopier <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p> | <u>Low</u> | <u>Low</u> | <u>SH</u> | <u>01/09/2020</u> <u>Ongoing</u> <u>Reviewed</u> <u>5/1/21</u> | |
| System of Controls - prevention | High | <p>Prevention – you must always:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are required to self isolate by ensuring that they do not attend school 2. Ensure face coverings are used in recommended circumstances. 3. Ensure everyone is advised to clean their hands thoroughly and more often than normal. 4. Ensure good respiratory hygiene for everyone by promoting the “catch it, bin it, kill it” approach. 5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents 6. Consider how to minimise contact across the site and maintain social distancing wherever possible. | <u>Low</u> | <u>Low</u> | <u>IB</u> | <u>Replaced</u> <u>4/3/21</u> | |

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| | | <p>7. Keep occupied spaces well ventilated. In specific circumstances:</p> <p>8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>9. Promote and engage in asymptomatic testing, where available.</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools all the time.</p> <p>Number 6 must be properly considered and schools must put into place measures that suit their particular circumstances.</p> | | | | | |
| System of Control - Responsive | HIGH | <p>Response to any infection</p> <p>10.Promote and engage with the NHS Test and Trace process. Manager to advise Health Protection Hub via email of positive cases. Complete online form to assist with contact tracing. https://www.telford.gov.uk/testandtrace</p> <p>11.Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advise Health Protection Hub via email of positive staff. Complete online form to assist with contact training. https://www.telford.gov.uk/testandtrace</p> <p>12.Contain any outbreak by following local health protection hub team advice.</p> | LOW | LOW | IB/SH | <u>Replaced</u> <u>4/3/21</u> | <u>Replaced</u> <u>4/3/21</u> |

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| | | Numbers 9 to 11 must be followed in every case where they are relevant | | | | | |
| Poor hygiene practice – specific - spread of potential infection at the start of the school day | High | <p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival • Pupils to be supervised in accessing hand-washing facilities on arrival. • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day. Parents must wear face coverings on the school site • Issue information to pupils in relation to restrictions on their movement around the site for example if mixing with children from another bubble. Children from different bubbles are OK to pass each other in the corridor – this is low risk. • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. | Low | Medium | IB | <p><u>02/09/2020</u> <u>Ongoing</u></p> <p><u>Updated</u> <u>4/11/2020</u></p> | |

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| | | As a result, the risk of infection is reduced as pupils and staff arrive at school. | | | | | |
| Poor hygiene practice – specific – toilet/changing facilities | High | <ul style="list-style-type: none"> • Staff to wear additional PPE if supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools) • Any soiled clothes are put into a plastic bag (double bagged) and sent home. • Restrict numbers of children using the toilets to ensure 2m social distancing is maintained - signage and floor markings to be used • Prop doors open where appropriate to reduce hand contact surfaces <p>As a result, safe practices are followed, and the risk of infection is reduced for staff and pupils.</p> | <u>Low</u> | <u>Low</u> | <u>IB</u> | <u>02/09/2020 ongoing</u> | |
| Poor hygiene practice – specific - end of the school day | High | <ul style="list-style-type: none"> • Issue information to parents about departure procedures, including safe pick-up • Inform pupils and parents of their allocated times for the end of their school day • Inform pupils and their parents of the allocated exit points and pick up points • Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely off site. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p> | <u>Low</u> | <u>Medium</u> | <u>IB</u> | <u>02/09/2020 Ongoing</u> | |

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| Ill health in school. | High | <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection: <ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ➤ A change to their normal sense of taste or smell (anosmia). ➤ Children may also display gastrointestinal symptoms. ➤ Public Health England (PHE) have communicated that first stage COVID19 symptoms in young children can include gastrointestinal problems (eg diarrhoea of a persistent nature - not just one loose bowel movement). ➤ If the ONLY symptom is gastrointestinal , the child should be excluded for ➤ 48 hours and monitored for other COVID symptoms - if no other symptoms present, the child can return to school when they have been free of any symptom for 48 hours. ➤ ➤ <p>They must be sent home and advised to follow “stay at home guidance for households with possible or confirmed coronavirus (COVID19) infection, which sets out that they must self-isolate and arrange to have a test to see if they have COVID19.</p> | <u>Medium</u> | <u>Low</u> | <u>IB</u> | <p><u>ONGOING</u> <u>Updated</u> <u>13th</u> <u>November</u></p> <p><u>Reviewed</u> <u>and updated</u> <u>5/1/21</u></p> | |
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| | | <ul style="list-style-type: none"> • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools) • All staff are informed of the procedure in school relating to a pupil becoming unwell in school • Any pupil who displays signs of being unwell is immediately referred to the TA from their class bubble and Ian Bussey or an Sue Hedges is notified • Any staff member who displays signs of being unwell immediately refers themselves to Ian Bussey and is sent home (See guidance on Dealing with incidents at school) • Staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. (Use study room in main corridor) Where the named person is unavailable, another first aider will supervise wearing a mask. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom (the disabled toilet outside Base 3) which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face | | | | | |
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| | | <p>mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in study room in main corridor where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • Following a suspected case head teachers should follow the guidance issued. If a pupil subsequently tests positive Sue Hedges to use the notification form to contact the Health Protection Hub • Manage confirmed cases of Coronavirus amongst the school community with support of the Health Protection hub • Contain any outbreak by following local health protection team advice. <p>These points must be followed in every case where they are relevant</p> <p>Schools should use the notification form to notify the HPH of any positive cases within staff members.</p> <p>Staff who don't have symptoms above but have other symptoms such as headache, sore throat /aches and pains/feeling tired for</p> | | | | <p>Update 4/01/21</p> | |
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| | | <p>no good reason/runny nose/sneezing etc can book a PCR test by selecting the option “local authority required me to test”</p> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p> | | | | | |
| Personal Protective Equipment | | <p>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 for a very young child or a child with complex needs).</p> <p>More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> | | | | Update 05/01/21 | |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | High | <p>Schools must do everything possible minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in bubbles) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • children’s ability to distance • the layout of the school | <u>Low</u> | <u>Medium</u> | <u>IB</u> | 02/09/2020 Ongoing | |

- the feasibility of keeping distinct groups separate while offering a broad curriculum. Staff can still work in more than one classroom, but the school is working to reduce this as much as possible.

As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.

- Children sit in their class bubbles for lunch and have separate play areas outside. Wet play is in the class bubble in the classroom.

Classroom procedures

- **Windows are open in all rooms throughout the day, however when the children go out for break and lunch , the external doors are opened to create a full air change in the classrooms.**
- **In each Key Stage Two classrooms there is a visual line that the pupils should avoid crossing and an area around the staff members desk to encourage social distancing by the children.**
- **If a staff member needs to help a pupil with work or they need to move around the class to look at work, they should consider wearing a face covering behind the pupils.**
- **Staff have been asked to avoid loud music during activities, with the aim of not encouraging children to sing along.**

Reviewed and updated 5/01/21

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| | | <p>Bubble sizes are kept as small as possible. Class bubbles during the day and Infants, 3/4 and 5/6 bubbles for wraparound care.</p> <ul style="list-style-type: none"> • Use seating plans to ensure that you can identify contacts. Pupils should keep to the allocated seat wherever possible. • Chairs are marked out in the staffroom to ensure that 2m social distance can be maintained. • Ensure that the photocopier in the office is restricted to three people maximum • Staggered start and finish times to reduce congestion at entrances and school gate | | | | | |
| Mental Health and Wellbeing for pupils | Medium | <p>The government has recently launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state funded schools to respond to the wellbeing and mental health needs of the children and young people as a result of coronavirus. The training provides practical examples to support staff, children and young people within a school. Local authorities have received funding to employ skilled staff to deliver the training to</p> | <u>Medium</u> | <u>Medium</u> | <u>IB</u> | <u>02/09/2020 Ongoing</u> | <u>Updated 13/11/2020</u> |

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| | | schools and provide ongoing advice and support from Autumn to March 2021 | | | | | |
| A pupil is tested and has a confirmed case of coronavirus. | High | <p>In line with government advice: Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus</p> <p>Follow guidance from the Test and Trace team in the Health Protection Hub</p> <p>Based on their advice, schools must 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 infections.</p> <p>For information, close and direct contacts are defined as follows:</p> <ul style="list-style-type: none"> • Direct contact: Face to face contact with a case for any length of time, within 1m, including being coughed on, a face-to-face conversation, or having skin-to-skin physical contact, or any contact within 1m for one minute or longer without face-to-face contact. • Close contact: a person who has been within 1-2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes or has travelled in a vehicle with them for any length of time. <p>Face coverings/masks don't stop somebody being a contact and you need to go two clear days back from the date of onset of symptoms (or the date of test if asymptomatic) for contact tracing purposes (so if they</p> | High | Low | IB | <p><u>ONGOING</u></p> <p><u>Updated 13/11/2020</u></p> <p><u>Updated 4/3/21</u></p> | |

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| | | <p>get symptoms on Friday evening you include the whole day on Wednesday for example).</p> <ul style="list-style-type: none"> • Travelling in a small vehicle, like a car, with an infected person. <p>They will provide definitive advice on who must be sent home. To support them in doing so, we keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.</p> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p> | | | | | |
| <p>Insufficient staff to run face-to-face sessions for pupils. Supply teachers and temporary staff</p> | Medium | <ul style="list-style-type: none"> • Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. • When staff are in school on a temporary basis • Minimise contact with staff and pupils and maintain social distancing <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p> | <u>Low</u> | <u>Medium</u> | <u>IB</u> | <u>ONGOING</u> | |
| <p>Pupil movement between classroom, playground and hall at breaktime and lunchtime increases the risk of infection.</p> | High | <ul style="list-style-type: none"> • Staggered starts to be put in place for break time and lunchtime • Allocated outdoor areas for each class bubble to be identified for break time and lunchtime • Lunchtime to be staggered for different year groups | <u>High</u> | <u>Medium</u> | <u>IB</u> | <u>02/09/2020 Ongoing</u> | |

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| | | <ul style="list-style-type: none"> • Pupils advised not to play contact games at break time or lunchtime such as football • Pupils to be supervised in washing hands before and after lunch • Tables to be cleaned prior to use, between each bubble and at the end of session – contact time of product 5 minutes. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness <p>As a result, the risk of infection during unstructured time is reduced.</p> | | | | | |
| <p>Spread of infection in classrooms/shared areas</p> | | <ul style="list-style-type: none"> • Tissues, soap and water to be located in each classroom/learning space • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open where possible, using the door guards. • Inform all the pupils that they must keep their allocated equipment in the container provided to reduce the risk of infection (this must be kept in school) • Staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use • If a member of staff uses a telephone handset they must clean it with anti-bacterial wipes after use (excluding office staff) | | | | | |

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| | | <ul style="list-style-type: none"> • Where the equipment is to be used by another bubble, shared teaching resources to be cleaned prior to and after use • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • The school is operating class bubbles during the day. Each class spends the full day with their class bubble including breaks and lunchtime • Wraparound care operates in 3 bubbles – Infant bubble, Year 3/4 bubble, Year 5/6 bubble – this applies to both breakfast club and after school clubs. • Seat pupils side by side, not face to face or side on • Staff to maintain social distancing where possible for example by avoiding very close contact with pupils. Ideally adults should maintain 2 metre distance from each other and from children. This may not always be possible with younger children or children with complex needs. • Individual equipment such as pens and pencils allocated for each pupil • Allocate items such as books/toys to bubbles, to avoid mixed use. Classroom based | | | | | |
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| | | <p>resources such as books and games can be used and shared within the bubble</p> <ul style="list-style-type: none"> • Shared equipment such as PE, Art, Science etc should be cleaned in between use and where possible isolated for 48 hours (72 hours if plastic), Class teachers have their own supplies of reading books in the classroom • . • Avoid large gatherings such as assemblies – assemblies are not taking place unless via Teams in each classroom – no singing taking place in school Staff meetings also take place via Teams • Timetable adapted to avoid creating busy corridors • For staff that need to move between classes and year groups (eg for PPA cover, Headteacher and office staff), they should try and keep their distance from pupils and other staff as much as they can. Ideally 2m away from other adults • We have a new cleaning rota in place for the Spring Term and have and staff have extra hours to ensure thorough cleaning of all areas takes place throughout the day • First Aid – during close contact with children receiving first aid, first aiders wear a single use face mask which is thrown away as soon as it is removed and replaced with a new one. | | | | | |
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| <p>Ventilation</p> <p>Keeping occupied spaces well ventilated</p> | | <p>Keeping occupied spaces well ventilated</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <p>Mechanical ventilation systems should be adjusted to increase the ventilation rate. Check that normal operation meets current guidance and that only outside fresh air is circulated.</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air.</p> <p>Review ventilation in the school:</p> <p>The HSE guidance on air conditioning and ventilation during the coronavirus outbreak</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.html</p> <p>We have improved ventilation in Base 10 and Base 11 so that they receive fresh air from outside , this enables these rooms to be used again.</p> | | | | <p><u>Replaced</u> <u>4/3/2021</u></p> | |
| <p>Music Lessons</p> | <p>Medium</p> | <ul style="list-style-type: none"> Schools should note that there may be an additional risk of infection in environments | | | | | |

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| | | <p>where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> • From 15th March, music lessons will recommence in school. <p>Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Staff will take particular care in music lessons to observe social distancing where possible. Only individual lessons will take place. Peripatetic teachers should avoid sharing equipment. The keyboard is shared and will need to be cleaned between pupils. Limit handling of music scores, parts and scripts to the individual using them. Areas where the children are being taught should be cleaned between use and peripatetic teachers will follow their industry guidance.</p> | | | | | |
| Physical Activities | | <ul style="list-style-type: none"> • Outdoor sports will be prioritised where possible and the hall will be used where it is not, maximising natural ventilation flows through opening windows and doors, distancing between pupils, and paying scrupulous attention to cleaning and hygiene. <p>No contact sport is allowed to be played</p> <ul style="list-style-type: none"> • Children get changed in their own classroom and sanitise hands before and after PE • The outdoor wooden play equipment is out of use as it not practical to have it cleaned properly | | | | | |

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| | | <ul style="list-style-type: none"> No gymnastics for the moment as it is not possible to clean the equipment effectively. | | | | | |
| Breakfast/After School provisions | Medium | <ul style="list-style-type: none"> Where possible keep to school bubbles Children are in Infant, Year ¾ and Year 5/6 bubbles for wraparound care Wraparound care bubbles do not mix No flexibility for booking to achieve smaller, consistent groups Only our own wraparound care takes place – no outside providers in school No contact sport Keep groups as small as is practical <p>Breakfast club arranged in infants, year ¾ and year 5/6 bubbles</p> <p>Infants in demountable classroom Year ¾ in Base 3 Year 5/6 in Base 2</p> <p>More Moorfield</p> <ul style="list-style-type: none"> Infants in demountable Year ¾ in Base 3 Year 5/6 in Base 1 <p>No on the day bookings. All bookings must be received by Friday before 3pm of the week before care is required to ensure consistent groups</p> <p>Activity clubs are not running in school at the moment</p> <p>From 8th March, schools have been asked to resume all before and after school educational activities and wraparound childcare in the following circumstances</p> | <u>Low</u> | <u>Low</u> | <u>IB</u> | <p><u>02/09/2020 Ongoing</u></p> <p><u>Reviewed and updated 5/1/21</u></p> <p>Updated 4/3/21</p> | |

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| | | <p>Where provision is necessary to support parents to work, attend education and access medical care, and is as part of pupils wider education and training.</p> <p>Health Protection (Coronavirus Restrictions) (All tiers) (England) Regulations 2020 have been amended so that vulnerable children can attend these settings regardless of circumstances.</p> <p>We have advised parents that they must only use wraparound care where: The provision is being offered as part of the school's educational activities e.g (booster sessions) The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group.</p> | | | | | |
| Poor pupil behaviour increases the risk of the spread of the infection. | Medium | <ul style="list-style-type: none"> The new routines and expectations are clearly explained to children by their class teachers on return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils. Follow T&W PPE guidance <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p> | <u>Low</u> | <u>Low</u> | <u>IB</u> | <u>02/09/2020</u> | |
| Pupils with complex needs are not adequately prepared | Medium | <ul style="list-style-type: none"> Where a pupil is unable to attend school because they are complying with clinical and/or | <u>Low</u> | <u>Low</u> | <u>IB</u> | <u>01/08/2020</u> | |

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| for a return to school or safely supported. | | <p>public health advice, schools to immediately offer them access to remote education. Schools should monitor engagement with this activity.</p> <p>As a result, pupils with complex needs are well supported.</p> | | | | | |
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | High | <ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p> | <u>Medium</u> | <u>Low</u> | <u>IB</u> | <u>02/09/2020</u> | |
| Increased number of safeguarding concerns reported after lockdown. | Medium | <ul style="list-style-type: none"> • Agree safeguarding provision to be put in place to support returning pupils • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns- DSLs to be given increased release time to deal with safeguarding issues if necessary • Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p> | <u>Low</u> | <u>Medium</u> | <u>IB</u> | <u>02/09/2020</u> <u>Ongoing</u> | |
| Emergency evacuation due to fire etc. | Medium | <ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Practice fire drill completed regularly | <u>Low</u> | <u>Low</u> | <u>IB</u> | <u>02/09/2020</u> <u>Ongoing</u> <u>Reviewed and</u> | |

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| | | <ul style="list-style-type: none"> • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. • Fire drill took place w/c 18/01/2020 and will take place again for all children w/c 15/32021 <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p> | | | | updated 5/1/21 | |
| Cleaning is not sufficiently comprehensive. | High | <ul style="list-style-type: none"> • Continue enhanced cleaning, including cleaning frequently touched surfaces . • Sue Hedges to speak to school staff and ensure that any concerns about cleaning not being sufficiently comprehensive are dealt with swiftly. | <u>Low</u> | <u>Low</u> | <u>IB</u> | Ongoing Replaced 4/3/21 | |

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| Contractors, deliveries and visitors increase the risk of infection. | Medium | <ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • All contractors to provide contact details for NHS track and trace. Details to be kept in a confidential file • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to use hand gel provided on arrival to the site • All areas in which contractors work are cleaned in line with government guidance | <u>Low</u> | <u>Low</u> | <u>SH</u> | <u>ONGOING</u> | |

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| | | <ul style="list-style-type: none"> • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Drivers are permitted to enter the school foyer only when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p> | | | | | |
| Professional Visitors | Low | <ul style="list-style-type: none"> • All visitors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with professional visitor to ensure that there is no unnecessary contact with staff or pupils • All professional visitors to provide contact details for NHS track and trace. • All visitors are signed in and we now have a QR code if they wish to scan this in too • All professional visitors to use hand gel on entry to the school site • Professional visitors are directed to specific/designated handwashing facilities in staffroom • All areas in which Professional visitors work are cleaned in line with government guidance • Professional visitors to bring own food, drink and utensils onto site. | <u>Low</u> | <u>Low</u> | <u>IB/SH</u> | <u>ONGOING</u> | |

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| | | <ul style="list-style-type: none"> Professional visitors to be responsible for cleaning their own equipment and personal belongings – As a result, any professional visitors are kept safe and the risk to other members of the school is minimised. | | | | | |
| Transport | | Follow the transport guidance | | | | | |
| Educational Visits | High | <ul style="list-style-type: none"> During Lockdown period no offsite visits are taking place. | <u>N/A</u> | | | | |
| Hiring of Premises | | NA | <u>NA</u> | | | <u>13/11/2020</u> | |
| Contingency Plans | | <ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus. | | | | <u>13/11/2020</u> | |
| First Aid Care | | <ul style="list-style-type: none"> Ensure appropriate PPE is worn when giving first aid to children and review all controls you previously applied to ensure they are all still effective | | | | <u>Updated 5/1/21</u> | |
| Environmental and building risks if your school does partially/completely close | | <ul style="list-style-type: none"> Thoroughly clean all equipment /areas before reopening. Review any maintenance requirements Test fire alarms and evacuation procedures Flush through taps and other equipment with water systems (consider legionella risks) to reduce risks For further advice check with the Bit Team | | | | <u>Updated 5/1/21</u> | |

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

Reviewed and updated 4th March 2021 in line with updates for return to school 8th March 2021

- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

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