



# Green Fold Primary School

## Preventing and Managing Sickness including outbreaks

### Risk Procedures and Risk Assessment Corona Virus (Covid 19)

#### Progression of restrictions / Staged Response

At Green Fold we have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation and stage can be

Key Red: Government guidance given on 17 March 2020

Response Stage	Trigger	Key Actions	Who	Notes
<b>STAGE 1 – General</b> (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>- General reminders for hygiene</li> <li>- Effective handwashing facilities and soap available</li> <li>- Follow usual absence periods for sickness</li> </ul>		
<b>STAGE 2 – Prevention</b>	<p><b><u>Where an increased risk is present</u></b></p> <ul style="list-style-type: none"> <li>- Increased absence rates of pupils or staff</li> <li>- Local increases in sickness e.g. flu, gastric, coronavirus</li> <li>- Public health alerts</li> <li>- Suspected cases of specific illness in school or within the community (eg. coronavirus / gastric)</li> </ul>	<ul style="list-style-type: none"> <li>- Increase hygiene procedure</li> <li>- Communication with key people including key information (staff, pupils and families, users of the site)</li> <li>- Specific hygiene lessons in class</li> <li>- Increased enforced use of handwashing before eating of food</li> <li>- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>- Review <i>Core Control Measures and make changes as necessary</i></li> <li>- Daily review of the situation</li> </ul>	SLT Admin Staff	
<b>STAGE 3 – Mitigate/ Delay</b>	<p><b><u>Where a significant risk is present</u></b></p> <ul style="list-style-type: none"> <li>- direct case or increased likelihood of cases</li> <li>- Public health advice for restrictions</li> <li>- <b>People with underlying health concerns are to socially distance themselves (Government guidance– from 17<sup>th</sup> March 2020)</b></li> </ul>	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> <li>- Assemblies</li> <li>- Carpet time</li> <li>- School events</li> <li>- Trips</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>- Any screening measures e.g. use of a thermometer in school.</li> <li>- Increase time of exclusion from school for those with symptoms (beyond 48hrs to 7 days)</li> <li>- Sending home any children with <u>any</u> symptoms</li> <li>- Additional Cleaning including deeper cleans</li> <li>- <b>Asking staff to complete Medical Disclosure forms and strongly advising social distancing for those most at risk with underlying Health Issues.</b></li> <li>- <b>Collating information about underlying Health issues of children as identified by Government advice and strongly advising parents and carers to self-isolate / socially distance.</b></li> </ul>	OLT	
<b>STAGE 4 – Containment</b>	<p><b><u>Where specific and/or significant changes or restrictions need to be in place.</u></b></p>	<ul style="list-style-type: none"> <li>- Part / full closures of site / classes</li> <li>- Deep cleans</li> <li>- Closure of lettings and building use</li> </ul>	EHT / HT/ Chair of Governors	

	<ul style="list-style-type: none"> <li>- High levels of sickness</li> <li>- High rates of absence</li> <li>- Significance of danger of disease or illness</li> <li>- Due to social distancing advice from Government – number of staff in school is not enough to operate safely</li> <li>- Number of children with underlying Health issues warrants partial / full closure due to lack of numbers and risk within the Federation</li> </ul>	<ul style="list-style-type: none"> <li>- Reduction or exclusion of visitors</li> </ul>	<p>Business manager Premises manager</p>	
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### Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Contact relevant agencies e.g. LA / Public Health England - 0344 225 0562 (Option 3) For out of hours call Tameside Hospital and ask for Health Protection on Call 0161 922 6000 and / or <b>Local Public Health contact Nikki Lomax – 07766306578</b></li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness / letter re: self-isolation etc.</li> </ul>	OLT	
Confirmed case in school of a pupil with Covid 19	<ul style="list-style-type: none"> <li>- Absent from school – also siblings</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</li> <li>- Class monitored</li> <li>- Advice from PHE</li> <li>- Guidance from DFE</li> </ul>	OLT; Site team	
Confirmed case in school of a staff member with Covid 19	<ul style="list-style-type: none"> <li>- Absent from school</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Class monitored</li> <li>- Contact parents – general information about sickness / letter re: self-isolation / social distancing etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</li> </ul>	OLT; Site team	
Suspected case in a family	<ul style="list-style-type: none"> <li>- Parents to ensure child washes hands before leaving the house.</li> <li>- Child to wash hands immediately after coming into school</li> <li>- Increase monitoring of pupils</li> </ul> <p><u>After Announcement</u> – 14 day self-isolation / social distancing for staff / pupils alike if following 111 guidelines</p>	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Staff / Children in the family to remain at home for a fixed period of time – <b>14 days or time given by 111 /NHS</b></li> <li>- Deep clean of the classroom and school if and when appropriate</li> </ul>	OLT Site	
Teacher shortage	<ul style="list-style-type: none"> <li>- Splitting classes / SLT Cover</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> </ul>	SLT	
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy children / classes with remaining staff</li> </ul>	SLT	
Protection for most vulnerable children e.g. complex needs etc.	<ul style="list-style-type: none"> <li>- Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat – all parents / carers spoken to in regards self-isolation / social distancing</li> <li>- Discuss with parents the initial steps and agree key actions re. monitoring of situation etc.</li> <li>- Possible <b>14 day or time given by 111 / NHS etc. self -isolation</b> if risk too great</li> </ul>	SEND Team; FSW	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> <li>- Ask them to contact their consultants to seek advice on their condition</li> <li>- Consider working from home – <b>new guidance HT to strongly advising that staff member self isolates / socially distances themselves for 14 day or time given by 111 / NHS etc.</b></li> </ul>	Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home – self isolation for <b>14 days</b>; follow NHS 111 advice; discuss with EHT / HT</li> </ul>	OLT	

	- Contact office as usual practise		
Pregnant staff	- Ask them to contact their midwife to seek advice; - Consider working from home - <b>new guidance HT to strongly advising that staff member self isolates / socially distances themselves for 14 day or time given by 111 / NHS etc.</b>	SLT	
Kitchen shut down	- Parents to provide packed lunches	SLT; Families	
Site team shortage	- Discuss with cleaning contractor cover arrangements in good time	Site	
Leadership shortage	- Access via phone / email etc.	SLT; Staff	
Admin shortage	- Cover with TAs / SLT - Inform parents not to phone unless emergency	OLT	
Other school users	- Inform of control measures, including the possibility that a suspension or usage may occur.	Site	
Long period shut down	- Continue learning activities through Class Dojo and Text messages etc. - Children to take Activity packs etc. with them and will be directed to which units to do - Possible use of technology to deliver assemblies / stories etc.	SLT; Staff	
Parents evenings / Stay and plays – any large gatherings / <b>lack of social distancing</b>	- Postpone for foreseeable future and / or until more guidance is given	SLT	
School trips	- Risk assess each day / week - If risk too great trips to be cancelled / postponed - <b>New guidance - postpone for foreseeable future and / or until more guidance is given</b>	SLT	
Governors meetings	- Risk assess each day / week - If risk too great trips to be cancelled / postponed	EHT / CoG	
Staff meetings / gathering	- Risk assess each day / week - If risk too great trips to be cancelled / postponed	SLT	

### Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1	<ul style="list-style-type: none"> <li>- Ensure adequate stock levels of tissues for each class / office</li> <li>- Replenish as needed</li> <li>- Staff to also self-replenish from stock</li> </ul>	Site; Staff	
Alcohol based gel	1	<ul style="list-style-type: none"> <li>- Additional dispenser fitted in main atrium</li> <li>- Ensure dispensers and full from the start of each day</li> <li>- All children to use this (or have washed hands) before lunch daily</li> <li>- Ensure adequate stock levels</li> </ul>	Site; Staff; Lunch Staff	
Stop the water fountains	2	<ul style="list-style-type: none"> <li>- Ensure enough water bottles are available in class for all children</li> <li>- Inform TAs and ensure all children have access to water / drinks at lunchtime</li> <li>- Ensure drinks are available after PE sessions e.g. bringing bottles to where the PE lesson is taking place</li> </ul>	HT GF TA's	
Other users of the building	2, 3	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> <li>- Clean hands or use gel before using facilities</li> <li>- Restrictions or suspensions of usage</li> </ul>	Site	
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> <li>- Daily report to the HT or number of absences and symptoms</li> </ul> Weekly summary data for each class to HT  Daily relevant updates from appropriate agencies e.g. DfE	Admin; EHT / HT  EHT	
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	<ul style="list-style-type: none"> <li>- Ask parents to inform us of any closes family member who has returned from abroad within the last month</li> <li>- Staff members to inform SLT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with.</li> </ul>	Admin; HT	

Control Measure	Control Stage	Notes / Action	Who	Review
Reducing contact point activities	2	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> <li>- Food making / tasting</li> </ul> <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> <li>- Circle time objects</li> <li>- Artefact sharing</li> <li>- Touching activities – PE / Gymnastics</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>- Cease hand shaking of children and visitors</li> <li>- Cease and use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in school.</li> </ul>	Staff	
Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> <li>- Inform parents of hygiene expectations and to discuss with children;</li> <li>- All children to wash their hands before coming to school, before going home and when they get home.</li> <li>- Classes to teach children hand washing techniques</li> <li>- Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser)</li> </ul> <p>Information:</p> <ul style="list-style-type: none"> <li>- Distribute key information posters</li> </ul>	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> <li>- Meet with cleaning contractors to review cleaning arrangement and make any necessary changes</li> <li>- Increase focus cleaning on touch points and tables</li> <li>- Daily cleaning of classrooms (already in place)</li> <li>- Preparations for deep cleans if necessary</li> </ul>	Site; Cleaning Contractor	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> <li>- Handles and rails to be cleaned at mid points during the day</li> </ul>	Site	
School visitors and site users	2, 3	<ul style="list-style-type: none"> <li>- Compulsory handwashing / use of gel before entering school;</li> <li>- Inform them of new requirements and risk of suspension of use</li> <li>- Informing us of any suspected or confirmed cases by any users</li> </ul>	Office; Site	

Control Measure	Control Stage	Notes / Action	Who	Review
Absence policy	2, 3	<ul style="list-style-type: none"> <li>- Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea)</li> </ul>	EHT	
Support for families affected	2, 3	<ul style="list-style-type: none"> <li>- Communicate to parents and staff to contact school if they require support;</li> <li>- Regular contact with affected families and staff – wellbeing checks.</li> </ul>	OLT; CFT	
<p>Taking temperature of anyone in school who may begin to feel unwell</p> <p>Seems to exhibit a very high temperature and may have a cough –</p>	2, 3	<ul style="list-style-type: none"> <li>- Isolate immediately and contact parents / carers – follow guidance from Government / PHE</li> <li>- Be aware that non-contact thermometer located in Admin office or school nurse room</li> <li>- EHT / HT to be informed immediately if this action is deemed to be necessary.</li> <li>- Trained First Aiders to take temperature after SLT informed and action plans followed</li> </ul>	OLT	



# Green Fold Primary School - Preventing and Managing Sickness

## Information for staff, visitors and building users

### STAGE 2 - PREVENTION

We currently increased precautions in place to ensure effective the prevention of the spread of illness.

**All users of the building are asked to follow the following guidance:**

#### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



#### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.





# Green Fold Primary School - Preventing and Managing Sickness

## Information for staff, visitors and building users

### STAGE 3 - MITIGATE/ DELAY

We currently increased precautions in place to ensure effective the prevention of the spread of illness.

**All users of the building are asked to follow the following guidance:**

#### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



#### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.



## *Continuation of learning* Plan if school closure for a prolonged period

- Staff to communicate to pupils via email/ class dojo / website