



The Orchard's Nursery School

Preventing and Managing Sickness including outbreaks

Risk Procedures and Risk Assessment Corona Virus (Covid 19)

Progression of restrictions / Staged Response

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

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

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"> - 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 Local Public Health contact Nikki Lomax – 07766306578 - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness / letter re: self-isolation etc. | OLT | |
| Confirmed case in school of a pupil with Covid 19 | <ul style="list-style-type: none"> - Absent from school – also siblings - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. - Class monitored - Advice from PHE - Guidance from DFE | OLT; Site team | |
| Confirmed case in school of a staff member with Covid 19 | <ul style="list-style-type: none"> - Absent from school - Deep clean core areas - Inform staff - Core reminders of hygiene - Class monitored - 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. | OLT; Site team | |
| Suspected case in a family | <ul style="list-style-type: none"> - Parents to ensure child washes hands before leaving the house. - Child to wash hands immediately after coming into school - Increase monitoring of pupils <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"> - Staff / Children in the family to remain at home for a fixed period of time – 14 days or time given by 111 /NHS - Deep clean of the classroom and school if and when appropriate | OLT Site | |
| Teacher shortage | <ul style="list-style-type: none"> - Splitting classes / SLT Cover - Where too many – partial closure for certain classes or part time / AM / PM classes | SLT | |
| Support staff shortage | <ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff | SLT | |
| Protection for most vulnerable children e.g. complex needs etc. | <ul style="list-style-type: none"> - 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 - Discuss with parents the initial steps and agree key actions re. monitoring of situation etc. - Possible 14 day or time given by 111 / NHS etc. self -isolation if risk too great | SEND Team; FSW | |
| Staff with health issues (e.g. Heart) | <ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - Consider working from home – new guidance HT to strongly advising that staff member self isolates / socially distances themselves for 14 day or time given by 111 / NHS etc. | Staff | |
| Staff with symptoms | <ul style="list-style-type: none"> - Stay at home – self isolation for 14 days; follow NHS 111 advice; discuss with EHT / HT | OLT | |

| | | | |
|---|--|---------------|--|
| | - Contact office as usual practise | | |
| Pregnant staff | - Ask them to contact their midwife to seek advice; - Consider working from home - new guidance HT to strongly advising that staff member self isolates / socially distances themselves for 14 day or time given by 111 / NHS etc. | 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 / lack of social distancing | - 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 - New guidance - postpone for foreseeable future and / or until more guidance is given | 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"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock | Site; Staff | |
| Alcohol based gel | 1 | <ul style="list-style-type: none"> - Additional dispenser fitted in main atrium - Ensure dispensers and full from the start of each day - All children to use this (or have washed hands) before lunch daily - Ensure adequate stock levels | Site; Staff; Lunch Staff | |
| Stop the water fountains | 2 | <ul style="list-style-type: none"> - Ensure enough water bottles are available in class for all children - Inform TAs and ensure all children have access to water / drinks at lunchtime - Ensure drinks are available after PE sessions e.g. bringing bottles to where the PE lesson is taking place | HT TA's | |
| Other users of the building | 2, 3 | Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage | Site | |
| Monitoring daily any child or staff absence | 2 | <ul style="list-style-type: none"> - Daily report to the HT or number of absences and symptoms 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"> - Ask parents to inform us of any closes family member who has returned from abroad within the last month - 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. | 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"> - Food making / tasting <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - 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. | Staff | |
| Good Personal Hygiene | 2 | <p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters | HT; Staff | |
| Review of cleaning | 2, 3 | <ul style="list-style-type: none"> - Meet with cleaning contractors to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary | Site; Cleaning Contractor | |
| Additional touch point cleaning daily | 2, 3 | <ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day | Site | |
| School visitors and site users | 2, 3 | <ul style="list-style-type: none"> - Compulsory handwashing / use of gel before entering school; - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users | Office; Site | |

| Control Measure | Control Stage | Notes / Action | Who | Review |
|---|---------------|--|-------------|--------|
| Absence policy | 2, 3 | <ul style="list-style-type: none"> - 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) | EHT | |
| Support for families affected | 2, 3 | <ul style="list-style-type: none"> - Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff – wellbeing checks. | 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"> - Isolate immediately and contact parents / carers – follow guidance from Government / PHE - Be aware that non-contact thermometer located in Admin office or school nurse room - EHT / HT to be informed immediately if this action is deemed to be necessary. - Trained First Aiders to take temperature after SLT informed and action plans followed | OLT | |



The Orchards Nursery 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

X 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.



The Orchards Nursery School - Preventing and Managing Sickness

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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

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