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| Department: Education and Children's Services | | RISK ASSESSMENT | | Aberdeenshire COUNCIL  |
| Process/Activity: COVID-19 Infection Prevention & Control | | Location: All ECS Establishments | | Date: 17.08.20 |
| Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors. | | | | |
| Establishment Name and Location: Luthermuir Primary School | | | Isolation Room Location in Establishment: Head Teacher's Office | |

| Hazard | Person/s Affected | Risk | Risk level before controls are in place (delete as appropriate) Low, Medium & High | | | Control Measures | Risk level after controls are in place (delete as appropriate) Low, Medium & High | | |
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| Spread of infection | Staff Children & young people Visitors | Cross contamination of infection. Infection of staff, children and visitors | L | M | H | <p><u>GENERAL CONTROL MEASURES</u></p> <p>Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.</p> <p>There will be frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet.</p> <p>We will encourage children, young people and staff to avoid touching their faces including mouth, eyes and nose.</p> <p>We will encourage using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste.</p> <p>In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p> <p>Supplies of resources including tissues, soap and hand sanitisers are provided in each class. Hand sanitisers are at each egress point.</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site:</p> | L | M | H |

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| | | | | <p>https://covid19.aberdeenshire.gov.uk/ Sector Advice Card found here. This is displayed in the Head Teacher's office.</p> <p>Additional guidance is listed below for Early Learning and Childcare Services with links: here. And good infection control guidance specifically for nurseries: Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings) and put in place the guidance from Health Protection Scotland. ELC Risk assessment here.</p> <p>Additional guidance for all staff who work with and support children and young people with additional support needs can be found here. This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.</p> <p>(Document1: Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers; Document2: Covid-19 Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN; Document 5: ASN FAQs.)</p> <p>Covid-19 – Guidance for non-healthcare settings is available here.</p> <p>Health and Safety advice available on Arcadia here by accessing this link, including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings:</p> <p>Health, Safety and Wellbeing policy is available here.</p> <p><u>PPE</u> For the majority of staff PPE will not normally be necessary. Use of PPE in Luthermuir school is based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children for over 15 mins, the school will provide face coverings/PPE for that purpose.</p> <p>Types of PPE required for specific circumstances:</p> <ul style="list-style-type: none">• ROUTINE ACTIVITIES – No PPE required• SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been.• INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area. <p>Face Coverings: Face coverings should not be required for most children and staff unless clinically advised to do so.</p> | | |
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| | | | | <p>Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn and will be provided. Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing. Should the prevalence of the virus in the population start rising we will encourage adults and older young people to wear face coverings as part of an enhanced system of approaches to reduce transmission. Impact of wearing face coverings on learners with additional support needs will be considered on an individual basis, with discussions with the relevant partner agencies. Anyone (staff or pupil) who wishes to wear a face covering is free to do so.</p> <p><u>Special Consideration for Certain Groups</u> We will follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found here.</p> <p>Advice is available here for the education of pupils who are unable to attend school due to ill health. We will to maintain plans for remote education for some pupils as agreed by all partners involved.</p> <p>Link here for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.</p> <p>From 1 August advice on shielding and protecting people who are <u>clinically extremely vulnerable</u> changed. Identify (and record that this has been carried out for every individual) all staff who are clinically extremely vulnerable with the Head Teacher prior to them entering the school. Link here for advice for people with specific medical conditions.</p> <ul style="list-style-type: none"> • ‘Clinically extremely vulnerable’ staff should be able to attend unless advice from their GP is not to. • Those with a ‘clinically vulnerable’ household member can attend following a dynamic risk assessment. • Those who are ‘clinically extremely vulnerable’ should discuss their options with their Head Teacher/line manager • Those who live with someone ‘clinically extremely vulnerable’/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above. <p>We will consider the possibility of clinically extremely vulnerable staff working from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.</p> <p>Ensure up to date risk assessments for children on EHC plans, carried out with educational providers, parents/carers and appropriate health practioners, to ensure child is at no more risk in the school setting than at home.</p> | | | |
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Parents and carers may wish to have a discussion with their child's healthcare team if they are unsure or have queries about returning to school because of their health condition.

General Advice - Staff and Pupils

Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over. There will be clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. Schools will be able to register symptomatic staff as Cat 3 Key workers under the employer referral portal to ensure priority access to testing.

Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.

Guidance for ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service can be found [here](#). [ASN FAQs](#).

Any adaptation to working practices for administration staff will be discussed on an individual basis. If any member of staff is sharing a workspace it is expected it will be cleaned before and after use.

At Luthermuir we will register and record the appropriate absence codes both existing and COVID-19 related. Registration will be in accordance with Guidelines on Managing and Promoting Pupil Attendance in [Nursery, Primary and Special Schools](#) and [secondary schools](#).

At Luthermuir where possible our groups will be kept apart. All breaks and lunches have been staggered and timetabled to support this.

At Luthermuir we will avoid assemblies and other large group gatherings. The SMT will meet with individual classes to deliver any important information.

Clear signs have been displayed as reminders to staff and children regarding social distancing and how to handwash properly. Reinforce messaging regarding handwashing if sneezing or coughing. Children should be supervised and supported to follow guidance.

We have reviewed our emergency evacuation procedures/ fire drill & muster point and made any necessary adjustments to keep 2m separation where possible for staff and children. Drill practice to be carried out with staff and pupils lead by the Head Teacher. However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing.

It has been suggested to all staff hair tied back where appropriate and clothes changed daily. Children will be encouraged to tie hair back.

General Advice - Facilities

There will be regular cleaning 2 times a day of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas provided by Cleaning Services. Where there may be capacity gaps the janitorial team will help support.

Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials have been made available for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.

As a minimum, frequently touched surfaces should be wiped down at the beginning, and, or end of each day, and more frequently during the day depending on the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found [here](#).

When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to. In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.

Janitorial staff will be able to support with the provision of bins for tissue waste in classrooms. It everyone's responsibility to highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.

All toilet areas contain signage highlighting good handwashing routines.

Ventilation

Non-fire doors will be left open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.

Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.

At Luthermuir we require the controlled propping open of fire doors to enable queuing for lunch lines. There are also circumstances where there are internal classroom spaces and offices that do

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| | | | | | | <p>not have ventilation. Advice from Health & Safety colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use.</p> <p>However, internal fire doors must be close should an evacuation take place, when the space is not in use and a responsible adult must be present if propped open and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.</p> | | | |
| <p>People with symptoms attending ECS sites</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Infection of staff, children and visitors</p> | L | M | H | <p><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></p> <p>Staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough or increased temperature). All staff and pupils will be reminded of this regularly.</p> <p>Guidance should be followed from NHS Inform and from Test and Protect here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media as used by the school.</p> <p>All staff or pupils who develop symptoms, will be should be sent home. We will use the resources room where potentially symptomatic pupils will be located until they can be collected.</p> | L | M | H |
| <p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></p> <p>Signage and information added to the entrance of the site. Information shared on school websites and social media.</p> <p>Children can enter the school building from 8.55am where staff will support them. Each class will enter and leave the school from a different egress. Parents are not to enter the BUILDING unless in an emergency. All parents have been advised not to wait or congregate and maintain 2m social distancing.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. All staff, parent/carers, children and visitors to wash hands before coming to setting, build handwashing into daily routine.</p> <p>On entering and leaving the building, hand sanitiser should be made available. Everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area when entering the building. When pupils are leaving the building they should be encouraged to sanitise their hands.</p> | L | M | H |

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| | | | | | | <p>No visitors, parents, carers beyond front door where possible. All participants to remain within restricted designated areas and will sign a track and trace form.</p> <p>Parents/carers should refrain from dropping off items for pupils at reception to reduce potential transfer of infection. If a parent needs to do this there will be a box at the front door. The child will then be asked to come and collect the item dropped off.</p> <p>Children and young people should not bring toys from home or to share their personal belongings.</p> | | | |
| <p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></p> <p><u>All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u></p> <p>Please find guidance here for QR Code Set Up. Please find a copy of the Data Collection Sheet here & GDPR Template here. Guidance on Collection of Visitor Details here.</p> <p>Set up social distancing at reception areas. Minimise person to person contact by putting procedures in place for deliveries and facility management work. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows should remain closed where possible.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. Establish what facilities visitors would be directed to for this activity in your setting.</p> <p>Contractors arriving at site are directed by signs to <u>main entrance</u> where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Social distancing must be adhered to at all times.</p> <p>Canteen deliveries to use <u>separate entrance where possible</u>. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and NOT enter the school site. If this is not avoidable then a track and trace data sharing sheet must be completed in all cases and given to the school office.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Face covering to be worn by adults where distancing of 2m cannot be achieved.</p> | L | M | H |
| <p>Spread of infection.</p> <p>Infection of staff,</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> | L | M | H | <p><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></p> <p>Notices have been placed around the school building to remind children of one-way systems to assist movement around school buildings and site. Social distancing should be adhered to. Staff distance of 2m where possible from other adults and pupils. Where this is not possible for a period of 15 minutes or more then a facial cover should be worn as per guidance and will be provided.</p> | L | M | H |

Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low

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| children & visitors. | | Infection of staff, children and visitors | | | | Timetables and lessons have been altered to reduce the need for people to move around site, and between classrooms as far as possible to reduce the potential spread of any contamination through touched surfaces. Where this cannot be avoided, appropriate cleaning materials have been supplied to each class room to enable staff to wipe down desks/chairs/surfaces before leaving and or, especially, on entering the room. | | | |
| Risk of infection of children with additional support needs | Children & young people | Risk of not following existing procedures for pupils | L | M | H | <p><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant. Update the Fire Evacuation Procedure to reflect any changes and share information with all staff.</p> <p>Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use.</p> <p>Risk Assessment created for Special Schools personal care found here.</p> | L | M | H |
| Infected person attending the site | Staff Children & young people Visitors | Risk of infection to other people | L | M | H | <p><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></p> <p>Guidance document for first responders here that covers the use of PPE and CPR. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>Staff use dynamic risk assessments through process due to needs/ conditions of pupils, staff member or contractor. Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).</p> <p>Isolation area has been set up within the Luthermuir in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:</p> <ul style="list-style-type: none"> - If over age of 16 they should go home as soon as symptoms noticed - Under the age of 16, parents/cares contacted and to follow guidance for households. - A room or area should be designated for the pupil to wait to be collected with appropriate adult supervision. - A separate bathroom has been designated for the individual to use and staff have been informed of procedures. - Private transport to reach home should be used where possible. - If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19. <p>All First Aid Kits to contain PPE: gloves, aprons and masks.</p> | L | M | H |

Additional guidance for staff is available here:



Guidance for School
Staff on Personal Prot

It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having 4 weeks stock on site at all times. Stock will be ordered by, and held at, the Mearns Academy. CSN Support Service Co-ordinators have the lead on this locally. Head Teachers notified of local procedures.

Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance. Additional information found [here](#).

Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS.

COVID related illnesses during attendance at establishments

If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and flowchart [here](#) as a guide to the response required. Advice [here](#) for people advised to self-isolate.

With the Individual

1. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.
2. School Office phoned to request immediate collection / staff member returns home.
3. Parent//carer or staff should be made aware of the Test and Protect process and also consult with local HPT.
4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).
5. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.

With the group/class

1. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).
2. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.
3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.
4. Alternative locations are found for classes due to be in that room/area.

Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance.

Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been can either be quarantined/closed for 72 hours or if the area has to be used before the 72

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| | | | | <p>hours is up then the area has to be cleaned before use. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.</p> <p>If area has been quarantined for 72 hours, then Enhanced cleaning applies.</p> <p>The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.</p> <p>Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.</p> <p>It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.</p> <p>The following advice is available in: https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</p> <p>Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting</p> <p>Cleaning and Disinfection</p> <p>Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.</p> <p>Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.</p> <p>Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put</p> | | | |
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| | | | | | | <p>into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.</p> <p>In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-Health Protection Scotland kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p> | | | |
| <p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p><u>OUTBREAK MANAGEMENT</u></p> <p>Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: grampian.healthprotection@nhs.net <p>If schools have 2 or more confirmed cases of Covid-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority.</p> <p>Increased of respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> Attendance at multi-agency incident management team meetings Communications with pupils, parents/carers, and staff Provide records of school layout / attendance / groups Implementing enhanced infection, prevention and control measures. <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p> | L | M | H |
| <p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p> | <p>Staff</p> <p>Children & young people</p> <p>Visitors</p> | <p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p> | L | M | H | <p><u>CLASSROOM MANAGEMENT</u></p> <p>Staff and pupils reminded at each registration time of social distances rules.</p> <p>Each teacher to plan out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>Pupils should be instructed where to place belongings.</p> <p>Reduce the unnecessary sharing of resources as much as possible, including textbooks. Reduce the range of resources to be used in the classroom. Trays of equipment for individual or small groups of children should be created. Re-plan lessons / activities to avoid shared resources.</p> | L | M | H |

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| | | | | | <p>All shared resources to be cleaned after each user (including computers, PE equipment etc). Build this into end of lesson activity routines in each setting. Teacher to support students to wipe down desk area, chair and resources after use if a shared space/resource. If student is too young, then arrangements for staff to help pupils with clean to be made locally.</p> <p>Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally.</p> <p>Resources which present cleaning challenges, e.g. construction materials and intricate items, fabric materials –beanbags, soft seating, etc. have been removed.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.</p> <p>Keep surfaces clear to make cleaning easier. Box of tissues in each class.</p> <p>Classrooms to be kept well-ventilated. Non-fire doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).</p> <p>Handwashing and toilet routines have been agreed by teachers. There is provision of hand sanitiser at every entrance of school and classrooms.</p> <p>Staff to consider the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.</p> <p>Pupils to wear PE kits to school on the day they have PE to reduce to close interaction when changing. PE to be completed outside.</p> <p>Library/Reading books to be quarantined for 72 hours upon return</p> <p><u>Marking Jotters</u> It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.</p> | | | | |
| Spread of infection. | Staff Visitors | Cross contamination of infection. | L | M | H | <u>STAFF AREAS/BASES</u> | L | M | H |

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| Infection of staff, children & visitors. | | Infection of staff, children and visitors | | | | <p>The same social distancing and hand washing hygiene applies to all staff. Breaks have been staggered as per children's breaks to avoid congestion/contact. The staff room has been relocated to support with social distancing.</p> <p>Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p> <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Universal signage is displayed in any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible.</p> | | | |
| Spread of infection during canteen use / break and lunchtimes | Staff Children & young people | Cross contamination of infection. Infection of staff, children and visitors | L | M | H | <p>BREAK AND LUNCHTIME</p> <p>If staff and pupils go off site, they should follow rules in place for wider society. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken.</p> <p>At Luthermuir we have staggered handwashing for snack and lunchtimes. Staggered toilet breaks. Staggered break times to reduce congestion and contact at all times.</p> <p>Children to wash hands prior to eating food and after eating food. Hand sanitiser is available where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Canteen staff should continue to follow Food Standard Agency's (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found here.</p> <p>Discuss provision and delivery with Area Catering Officer or Unit Supervisor. Primary school meals will start with a tailored menu for the first two weeks of term. Staff to input child's lunch selection to avoid touch points.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> | L | M | H |

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| | | | | | | All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc. | | | |
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| Process/Activity: Infection Prevention & Control | Location: All ECS Establishments | Date: 11.08.20 |
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| Establishment RA Author: Ian Clarke | Date of Review: Weekly |
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