**Europa School UK**

**Policies and Procedures**

**COVID-19**

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| **Version and Date** | | **Action/Notes** |
| V1 | March 2020 | For lockdown and Key worker children and vulnerable children |
| V2 | May 2020 | For school reopening |
| Review Date | | Review frequency: Update with latest UK government advice |

**Introduction**

This document summarises UK Government guidance for schools (dated 12/05/2020), and its application at Europa School, during the COVID-19 epidemic. It is subject to change as UK government guidance changes. While every effort will be made to keep this document up to date, we recognise that it is possible that UK government guidance may change with little notice. Reference should therefore always be made to the latest UK government guidance, which may be found at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

**Information about COVID-19**

1. Preventing the Spread of Infection
2. Guidance on dealing with suspected or confirmed cases of COVID-19 at Pre-School
3. Guidance on dealing with children who have travelled to affected countries/regions
4. Guidance on cleaning pre-school after a case of COVID-19 (suspected or confirmed)
5. Guidance to assist professionals
6. Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

* Cough
* Difficulty in breathing
* Fever
* Lack of taste/smell

Generally, these infections are not serious, but they can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

**How COVID-19 is spread**

From what we know about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

* secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
* it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching their own face).

**Preventing the spread of infection**

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

* washing your hands often - with soap and water or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
* covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See [**Catch it, Bin it, Kill it**](https://campaignresources.phe.gov.uk/resources/campaigns/101/resources/5016) method
* people who feel unwell should stay at home and should not attend work or any education or childcare setting
* pupils, students, staff and visitors should wash their hands:
  + before leaving home
  + on arrival at school
  + after using the toilet
  + after staff breaks
  + after coming in from the garden
  + after coming in from break times
  + after participating in group physical activities such as, yoga and boogie beat, PE lessons
  + before food preparation
  + before eating any food, including snacks
  + before leaving school
* Where possible, staff should use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
* avoid touching eyes, nose, and mouth with unwashed hands
* Schools have been advised PPE is not required. Europa School UK will use PPE for intimate bodily contact such as in First aid, and for supervision staff at meal- times. Facemasks, shields, gloves at other times are a personal choice.
* avoid close contact with people who are unwell
* clean and disinfect frequently touched objects and surfaces – this will be done at lunchtime and after school

If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment

See further information on the [Public Health England Blog](https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/) and the [NHS UK website](https://www.nhs.uk/conditions/coronavirus-covid-19/).

**Cleaning Routines:**

Daily cleaning routines will largely remain the same, as significantly higher standards of good hygiene and cleaning have been put in place during the lockdown period when the school was opened for children of keyworkers and vulnerable groups. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

* All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, keyboards/mouse, telephones and money safe.
* There will be an additional clean of all hard surfaces at lunchtimes. All bins will be emptied daily.
* All toilet areas will be cleaned at lunchtime and after school

**Hand Washing Routines:**

To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

* On arrival all adults must wash their hands
* Staff should wash their own hands before supporting a child to wash theirs.
* During the day children and staff must wash their hands after going to the toilet, before meals or snacks, and when arriving back from recreation/exercise.
* Staff will use the Hand Washing Song for KS1 students to encourage the children to wash their hands with soap and water, and for at least twenty seconds.
* Children will be guided to the visuals on the wall to aid good handwashing skills
* Staff must wash their hands before preparing or serving food and before and after wearing gloves.
* Gloves are single use and need to be disposed of safely and immediately in an appropriate bin.

**Hygiene Guidance**

* Posters/messages on handwashing should be displayed in every classroom, lobby and toilet area
* Staff will continue to focus on hygiene education with all children

**Guidance on dealing with suspected or confirmed cases of COVID-19 at School**

Where possible, if a child becomes unwell, they will be isolated in the designated area - referred to as the ELSA room which has its own toilet and hand washing facilities. A window can be opened for ventilation and the room has been cleared of furniture as much as possible and all surfaces can be wiped down. The ELSA room is equipped with a set of hygiene products including sanitiser, alcohol-based cleaning spray, wipes, tissues, gloves, apron, thermometer, surgical face masks and face shield.

Children should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. In the unlikely event that there is no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don’t have any tissues available, they should cough and sneeze into the crook of their elbow. The child’s parents should be called to collect the child immediately. After the child has left, the room, toilet and corridor area must be deep cleaned, including any objects/items touched.

If a member of staff is required to help someone with symptoms, they should wear gloves, apron and a fluid resistant surgical mask. Afterwards they must wash their hands thoroughly with soap and water for 20 seconds, or with alcohol gel. They do not need to go home unless they go on to develop symptoms themselves, in which case they should be tested through the key-worker testing scheme.

Make sure that children and young people know to tell a member of staff if they feel unwell.

If there are several children who feel unwell at the same time, then there are two rooms within the ELSA area which can be used under supervision. An alternative will be to use an external area close to the reception (sunken garden) where children are physically distanced.

This procedure also applies in the case of a member if staff feeling unwell.

**What to do if a case of COVID-19 is suspected in the school**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

If anyone has been in contact with a suspected case in a childcare or educational setting, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other children or staff home. Therefore, until the outcome of test results is known there is no action that staff members need to take apart from cleaning specific areas and disposing of waste.

**What to do if a case of COVID-19 is confirmed in school**

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

**What to do if children or staff in the school are contacts of a confirmed case of COVID-19 who was symptomatic while attending the school**

The definition of a contact includes:

* any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
* talking with or being coughed on for any length of time while the individual is symptomatic
* anyone who has cleaned up any bodily fluids of the individual
* close friendship groups
* any child or staff member living in the same household as a confirmed case, or equivalent setting such as boarding school dormitory or other student accommodation

In practice, due to the physical distancing measures implemented in the school, this should mean only those in an individual’s class group would usually meet the criteria for contact.

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

* they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
* they will be actively followed up by the Health Protection Team
* if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
* if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
* if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
* if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the school the local Health Protection Team will provide us with advice and will work with the management team. Outside those that are defined as close contacts, the rest of the school does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the class. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the pre-school and (if they are old enough) the child. Advice should be given as follows:

* if they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
* if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

**Guidance on cleaning the school after a case of COVID-19 (suspected or confirmed)**

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. This cleaning will be done by the school cleaners/site team.

These include:

* all surfaces and objects which are visibly contaminated with bodily fluids
* all potentially contaminated high-contact areas such as toilets, door handles, telephones
* Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

**Guidance to assist professionals**

**Coronavirus (COVID-19): latest information and advice:** [www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-thepublic?gclid=EAIaIQobChMI66ix8Y\_g5wIVTbTtCh2BoQ6nEAAYASAAEgLn-fD\_BwE](http://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-thepublic?gclid=EAIaIQobChMI66ix8Y_g5wIVTbTtCh2BoQ6nEAAYASAAEgLn-fD_BwE)

**Guidance for educational settings**

[www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19](http://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19)

**Guidance for employers and business**

[www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid19/guidance-for-employers-and-businesses-on-covid-19](http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid19/guidance-for-employers-and-businesses-on-covid-19)

[www.acas.org.uk/coronavirus](http://www.acas.org.uk/coronavirus)

**Well-being and Behaviour expectations**

The school has an important role to play in supporting behaviour expectations and routines which will need to be both re-established and re-learned following the reopening of the school and after a period where children have remained within their family groups for a long period of time.

Early intervention to identify and provide effective support will be crucial. The school's role is summarised:

**Prevention:** creating a safe and calm environment where problems are less likely, and pupils can be helped and supported to re-learn routines and behaviour expectations and to recover resilience in managing a return to a class situation. The class teachers will renew the emphasis on good hygiene which was already well established before the lockdown as well as introducing pupils to new routines required for the purpose of responding to COVID-19.

**Identification**: recognising emerging issues early on and engaging with parents via remote communication on any routines which need to be addressed at home such as bedtime and getting up routines

**Early support**: helping children to adjust to the classroom environment with support from teaching assistants, DSL, SENCO team

**Access to wider support**: external agencies

**Feelings of Loss/Bereavement**

Some children may restart school scarred in some way by illness or loss in their close or wider families. Home school communication is vital in these situations to understand the context and support each child individually. The school bereavement policy contains guidance and many links to support organisations,

**Behaviour Policy**

The school has a well-established behaviour policy in place which is based on restorative practice alongside sanctions as required.

Any behavioural concerns which are disruptive to the class will be dealt with sensitively in the context of the difficulties which may be experienced in the reintegration to school.

The school’s daily notice will give information regarding the senior leader on duty each day so that any backup support can be obtained quickly including withdrawing the pupil from class with supervision.

Individual risk assessment will be written by SLT with support from class teachers for individual students planning appropriate behaviour interventions when necessary.