

PGP COVID-19 SAFETY PROTOCOL

Effective 1 June 2020

Daily Routines

0830 – 0845 (R and Year 1)	Children arrive and are directed to their 'input' classroom using the prescribed routes.	Parents must drop children at the black gates and may not come into school for any reason.
0845 – 0855 (Year 6)		Parents must confirm to the member of staff on duty that their child is in good health and has no symptoms of Covid-19 (in particular, raised temperature, a dry cough or changes in ability to taste and smell.) Staff must confirm to the Headmaster that they are in good health and have no symptoms of Covid-19 (in particular, raised temperature, a dry cough or changes in ability to taste and smell.)
0845	Children take their places in 'input' classrooms	Children to walk to these settings in an orderly fashion, supervised by the TAs. They should be seated so as to maintain appropriate social distance between each other.
0900	Lessons start.	Year 1 input to be given in hall, Reception in 1L. If moving to task, children return to their (two) classrooms. Where music or French is taught, children remain in the 'input' classroom.
1000/1030	Break	Children to play in the designated area for their year group. Hands to be washed and sanitised after break before returning to Classroom.
1200/1230	Break for lunch	Lunch (packed or cooked) eaten outside or in hall, maintaining distance. Staff members to eat one after the other, then swap roles. Hands to be washed and sanitised after break before returning to the classroom. Classroom surfaces, rails and handles to be cleaned by form teacher. Door handles etc in common parts to be cleaned by TAs during break.
1330/1400	Children return to classrooms	Hands must be washed before returning to 'input' classroom.
1500/1545	End of day – children depart	Children meet parents outside black doors at 1500 (Reception) 1515 (Yr 1) and 1530 (Yr 6). Staff on hand (by rota) to call children forward and ensure distancing measures are maintained.
1645		Cleaners (Oscar) to clean keyboards, tables, chairs door handles, rails and banisters in readiness for next day.

General Points

1. Toilets: Reception children will use the Reception toilets. Year 1 and 6 Boys should use the toilets next to the computer room. Year 1 and 6 girls should use the toilets downstairs.
2. Staff are not expected to wear Personal Protective Equipment, but there is PPE available if staff wish to use it.
3. The lower kitchen will operate as a second staff room to be used by Reception teachers. Year 1 and Year 6 teachers to use normal staff room.
4. Children are not expected to wear PPE.
5. Wherever possible staff and children should respect the requirement for social distancing. However, it is acknowledged that for younger children this will be very difficult to enforce. As important, or even more important, is the need to wash hands regularly and to avoid touching each other and our own faces.
6. Simple medical issues should be dealt with by PGP staff using the First Aid kits
7. In the event of a serious injury, call the following
 - a. The child's parents to arrange collection
 - b. 999
 - c. MF/LV/MY

Best Practice

PGP will continue to follow government advice on best practice in the workplace and in educational settings. This protocol may be updated according to that advice, at any time. The web link to the government advice is <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Coronavirus IS A VIRUS, it is not BACTERIA. Most good hygiene practices can minimise spread of both. However, do remember that an anti-bacterial product will NOT kill a virus. We can reduce the spread of Coronavirus significantly by simply observing good hygiene.

Handwashing

Hand washing should be done with warm water and soap. The soap should be properly lathered all the way up to the wrists, and then rinsed off after 25 seconds. Hands should be dried thoroughly on a clean towel after washing.

Handwashing should be carried out several times each day by everyone on the premises. Hand sanitiser NEVER replaces hand washing in any circumstances. It can be used as an additional measure as a personal preference, for example after washing hands or when there is absolutely no access to soap and water.

Paper towels or kitchen roll must be supplied for drying hands. A waste paper basket is also required.

Coughs and Sneezes

- For adults and children, ensure the tissue is folded enough times that it will remain clean and dry on the side touching your hands.
- Adults and children should use disposable tissues only (no fabric hankies unless used for one wipe only and washed in hot water and detergent).

- Tissues must be properly disposed of, by throwing deep into a lined bin or into the toilet before washing hands.
- Prompt children to keep their nose clean and dry at all times. They must change their top if they wipe their nose on their sleeve. This is both for dignity and to minimise spread of infection.

Hair and Clothing

- If your hair is long enough to fit into a hair band/bunch, then it should be tied back. If it can be clipped away from the face, then do so.
- Male staff should be clean shaven when possible.
- Long sleeves should be rolled back at least to halfway between wrist and elbow, or as far as possible to avoid touching communal places such as tables.

Personal Items

- If you touched your mobile phone while in public places or in a school, then either do not use it at home, clean it before using it, or insert it into a plastic sandwich bag and use through the bag when indoors, or just wash your hands after using your phone.
- Do not put your unwashed or uncovered mobile phone down on surfaces that are used for other purposes inside the home, e.g. tables.
- Keys, wallets, coffee cups, etc should also be put away on arrival if they have been in contact with public transport, or in contact with your hands prior to you washing them on arrival.
- Leave your coat, shoes and bags in the hallway. Families must provide designated space for these so that we do not need to take them into other rooms of the house.
- After travelling on public transport, change clothes that have been in contact with the vehicles when you arrive at school/your own home. For example, if you have been wearing a coat you should change your trousers and will not need to change your top unless your cuffs have protruded from your coat sleeves. If you do not wear a coat, you will need to change your top as well.

Contact with other people

At this stage, we are all encouraged to minimise close or physical contact with other people. This is almost impossible when working with small children, so the good practices above should be observed by staff and families at all times. However, there are some forms of contact that we can manage:

- Consider your proximity to other staff and children at school. Without being unfriendly, keep a sensible distance, ideally at least one metre.
- On arriving at school, and at your own home, do not shake hands, touch the child or their belongings until you have washed your hands.

What to do if you have any Coronavirus symptoms

The Coronavirus symptoms are outlined at the following website:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

- If staff have any symptoms of Coronavirus, including fever or cough, they should not go to work for 7 days from onset of symptoms, according to current government advice. You must self-isolate.
- If a child we work with, or a member of their household, has symptoms of Coronavirus, then attendance at school must be cancelled
- Staff or families affected by the symptoms should stay at home and call 111 immediately for advice if symptoms become severe.
- Self-isolate for 14 days if you have had contact with someone who has symptoms of Coronavirus. This action will be rare now, as only serious cases will be confirmed with testing.