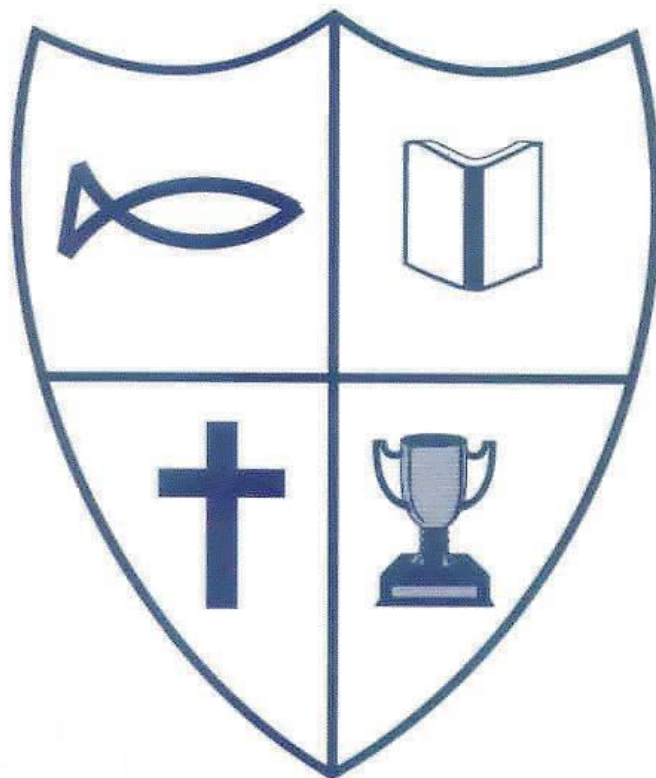


# **COVID-19**

## **Policy**

### Aughnacloy Primary School



August 2020

## **Introduction**

COVID-19 (Coronavirus) is an ongoing global pandemic. This document sets out our school policy in response to Covid-19. It should be noted that any compelling advice issued by the Government or Department of Education will take precedence over the actions set out in this policy.

We recognise that some of the children in our care may be among the most vulnerable members of society and so may need additional precautions.

We also recognise that for many of the pupils, the routine and structure of school is extremely important for their wellbeing, so we aim to maintain normal routine as much as possible.

The school policy in response to the COVID-19 pandemic and additional measures are a continuation of our existing policies, but in particular first aid, health and safety policy, child protection and safeguarding policy, intimate care policy and teaching and learning policy.

### **Objectives:**

- to minimise the risk to children, staff and parents during the COVID-19 pandemic
- to carefully consider and implement ongoing Government advice
- to maintain full awareness of the vulnerability of some of our pupils and families, and to always act accordingly
- to maintain full awareness of the fact that for all children, the routine and structure of school is extremely important for their wellbeing, and aim to maintain as normal a routine as possible
- to support children when they are in our setting, as nurturing and attached relationships are essential for children to flourish; have high levels of involvement; fully access the curriculum and reach their full potential

## **Responsibilities**

### **Principal**

The Principal is to maintain and update all information relating to the development of the pandemic and the current advice from the Government, Department of Education, Education Authority and PHA.

**School Staff will:**

- follow government guidance on self-isolation
- report symptoms immediately to the Principal; leave work to go home and self-isolate
- report any concerns regarding a child displaying relevant symptoms

**Information on COVID-19 and children**

The current evidence suggests that children seem generally less likely to catch the infection and are not more likely than adults to spread infection to other people. Children have rarely been the first within a household to catch the virus when household spread has occurred. Children appear more likely than adults to have mild or no symptoms.

It is important for governors, staff and parents to accept that no interpersonal activity is without risk of transmission of infection, but public health advice is that attending school is now appropriate. However, there are a number of measures that are required in order to operate as safely as possible in the interests of children and staff.

**Measures**

The core measures that underpin the Department of Education's re-opening guidance for Primary Education emphasise:

- enhanced hand hygiene and cleaning practice
- teaching children in groups or 'bubbles'
- maximizing the use of outdoor spaces
- physical distancing between adults in the setting including parents at
- drop-off and pick-up time
- parents should be actively discouraged from entering the school building
- Social distancing of 1m between pupils and 2m between pupil and adult.

**Hygiene Precautions and Infection Control**

Aughnacloy PS have policies already in place in relation to first aid, health and safety, child protection and safeguarding of children and intimate care, staff code of conduct and attendance. This additional guidance is specifically in relation to COVID-19.

The Principal and governors should ensure that all staff members have access to information/training on COVID-19, including how the illness is spread, how to prevent its spread, symptoms, and when to seek medical assistance for sick children or staff.

Infection prevention and control is everyone's responsibility.

**Handwashing**

Children and staff will be required to follow the Government advice on regular hand washing as being the best method of avoiding transmission of the virus. Hand sanitiser and tissues are available in school and appropriate hand washing facilities are available. The importance of frequent handwashing with soap and water for 20 seconds (or using hand sanitiser where soap and water are not available) and drying thoroughly with disposable paper towels is emphasised for staff, parents and pupils, including:

- for all adults or pupils upon entering or exiting the school
- transitioning between outdoor or indoor play
- before and after handling food or eating
- before and after using the toilet, or helping a child use the bathroom
- after wiping nose or mouth area
- when a first aider tends to a cut or sore
- after handling waste baskets or bins

It is essential in Foundation stage especially, to ensure that help is available for children who have trouble cleaning their hands independently.

Signs and posters will be used to remind staff, parents and children of the above and effective handwashing procedure.

### **General personal hygiene**

Staff should avoid touching their face; children should be encouraged not to touch theirs either. Hands should be washed if this is the case.

Staff and children should use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

Staff should take off their work clothes and shoes when they arrive home and take a shower. They should wash their clothes at 60 degrees. They should not bring pens and pencils home from the setting and ensure that personal items e.g. phone and keys are cleaned regularly.

Parents will be encouraged to take off their child's uniform and shoes when they arrive home. Uniforms should be washed at 60 degrees regularly throughout the week. Children will not take any items from their class pencil case home or likewise bring items from home in to add to their class pencil case unless instructed to do so by their teacher.

Face masks will not be worn unless explicitly advised by Government or Department of Education, as this may cause unnecessary distress to some of our children. Those staff who wish to wear masks and/or visors may do so. A supply of these will be available to all staff along with disposable gloves, disposable aprons and cleaning fluids. Visors/masks must be clearly named.

## **Cleaning**

A clean environment is essential in preventing the spread of infection. Thorough cleaning will ensure that:

- surfaces that children and staff are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches etc are cleaned more regularly than normal
- bins for tissues are emptied throughout the day and double bagged
- carpeted areas and mats, where present, are regularly vacuumed and periodically steam cleaned. These will be removed temporarily where possible.
- chairs and other furniture are maintained in a clean condition
- to prevent cross-contamination, separate cleaning equipment will be used for all areas, e.g. play areas, toilets, kitchens
- if non-disposable cloths are used, these should be machine washed on a hot cycle at the end of each day
- mop heads are detachable and machine washable and are replaced regularly. They should also be stored inverted to allow for drying. Mop buckets are cleaned following use, then dried and stored upside down

## **Ventilation**

Where possible, staff will ensure all spaces are well ventilated using natural ventilation (opening windows)

- Staff will ensure that doors are propped open (only if they are not fire doors), and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

## **Play equipment and resources**

Play equipment and resources are very important for the social and educational development of a child. However, they can become contaminated with microorganisms from unwashed hands and body fluids. Safety should be one of the main considerations when choosing toys and play equipment.

In accordance with public health advice:

- all soft toys, and any toys that are hard to clean, such as those with intricate parts will be removed; and, where practicable, soft furnishings will be removed, for example pillows, bean bags and rugs
- Hard/plastic toys will be cleaned and disinfected. They will be thoroughly rinsed and dried
- All toys will be stored in a closed cupboard / storage units or in clean washable containers
- Water play pools will be emptied after every use, cleaned with warm soapy water, disinfected and thoroughly dried

- Sand pits if and when used, will be covered when not in use, cleaned and disinfected regularly, and the sand replaced as necessary (at least every three months). Sand that spills onto the floor should be discarded and sand should be sieved regularly
- Ensure hands are washed and skin lesions are covered before and after using play dough/plasticine. Playdough should be prepared in individual boxes labelled with each child's name
- Pupils will not bring school bags to school until further notice. All personal stationery will be brought to school on the first day in a clear, labelled pencil case. This will be sanitised at the end of each day.
- When homework commences, each teacher will inform their class of the specific homework arrangements relevant to them. In some classes hard copies of homeworks will not be returned but instead children will post their homeworks on their Class DoJo profiles for their teacher to comment and give feedback on.
- Lunches will be brought to school in either disposable packaging or a hard, plastic lunchbox that can be wiped. These will be stored under/bedside the pupil's desk/ in their class cloakroom

## **Social Distancing**

### **What is social distancing?**

Social distancing means reducing the number of close physical and social contacts we have with one another. Combining social distancing with good personal hygiene slows the spread of a pandemic.

### **Implementing social distancing**

It is acknowledged that children, particularly young children in the foundation stage, cannot reasonably be expected to remain apart from each other during the day, and this is not conducive to play-based learning and development.

Therefore, social distancing will not be strictly implemented between the children in P1-2, however older pupils P3-7 and adults should implement social distancing. Pupils will maintain a distance of 1m from each other and 2m from adults.

It is essential that a holistic approach is maintained in caring for children and that staff are alert to the stress that many of the children that are attending school may be experiencing. For vulnerable children, difficult home situations may be exacerbated. This means that it is important where possible to ensure that children's emotional needs are anticipated. This will also be an anxious time for many of the staff too and it is essential that their health and wellbeing is considered.

A regular risk assessment will consider how social distancing can be implemented and what additional support is needed to implement social distancing measures in line with Government guidance.

## **The Outdoor Environment**

Outdoor environments can limit transmission, as well as more easily allowing for natural physical distancing between children. Teaching and learning will be planned to safely maximise the use of outdoor space throughout the day for all classes where possible. If possible, weather permitting PE will take place outside on the classes designated day of PE, the children from that class will travel to school in their PE kit and travel home in their PE kit.

## **Pupil Travel**

It is recognised that trips into the community are essential in supporting learning through the curriculum. In the short term these will not take place, but this will be reviewed, updated and a risk assessment completed in line with Government guidelines.

Should a visit be deemed appropriate and of low risk, additional precautions are to be considered and/or implemented – these are:

- the choosing of destinations based on more/less likely exposure risk
- avoiding busy times for visits to reduce exposure
- including additional hand washing/use of sanitiser as part of any visits.

It is recommended that all pupils using EA transport wear a face covering for the duration of the journey. This needs to be stored in a plastic zip pouch until the return journey. If a disposable mask is used, this will be binned on arrival at school (bin located at main gates).

## **Staff Training**

Staff will not attend external events such as conferences, training and/or information exchange visits to other schools until further notice.

## **Visitors to School**

- Shared Education/Cluster visits to school will be cancelled to minimise the exposure of our pupils and staff
- Other visitors to school can be admitted provided:
  - The visit is essential for the education, health or wellbeing of the child
  - The visit is to carry out essential urgent maintenance on school property – non-urgent maintenance should be carried out when children are not present in school
  - Sign Visitors Covid form in main foyer
  - The visitor is not showing any symptoms that would require 'self-isolation' under the current Government guidance
  - The visitor follows the hand washing / sanitisation requirements.

Parents will be actively discouraged from entering the school building as a means of preventing spread of the virus. Where it is necessary for parents to visit the premises,

appropriate hygiene measures will be in place, masks will be worn and social distancing between adults maintained. Where possible, visits will be arranged to take place outdoors. This restriction will be relaxed for New P1 parents in the few weeks of school.

## **Parental Choice**

The school recognises that some parents/carers may judge that the risk to a child will be minimised if they do not attend school. This is most likely to be the case for those students at highest risk from COVID-19. The school will authorise such absences. A work pack will be available to collect at the end of each week.

## **Symptoms**

### **Illness of Member of Staff or Child**

If a member of staff or pupil becomes ill, the symptoms will be assessed against current Governmental advice. If the symptoms are consistent with a requirement to 'self-isolate' the member of staff or child will be sent home.

Symptoms in children include a cough, a change in or loss of sense of taste or smell, fever (temperature of 37.80C or higher), sore throat, diarrhoea and vomiting. Temperature gun to take temperature of child exhibiting symptoms in school.

It is recognised that the judgement about whether the symptoms are consistent with the need to self-isolate may be difficult for mild symptoms. Where it is uncertain, the school will err on the side of caution and assume that self-isolation is appropriate, unless medical advice to the contrary is obtained.

The school recognises that this may result in a significant increase in staff and/or pupil absence from school, but also that this is appropriate to limit the risk to all members of school and their families.

### **Procedures if a child does display symptoms:**

- Contact the parent
- Move the child to a safe designated area where they can be isolated and attended to by a member of staff. Ideally, both windows should be opened for ventilation
- If the child needs to go to the bathroom while waiting to be collected, he/ she will use the staff bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else
- If direct care is required while awaiting collection of the child, staff will wear a mask, plastic aprons and gloves
- ALL Parent's will be advised to download the COVID-19 NI app at the start of this new school term and insert the child's symptoms to receive personalised advice and to follow the home isolation advice on the PHA website



- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature (over 37.80C), they do not need to go home unless they develop symptoms themselves
- Hands will be washed thoroughly for 20 seconds after any contact with someone who is unwell

### **If either a child or staff member is diagnosed with Covid- 19:**

- the need to follow the advice on coronavirus (COVID-19) will be reiterated, including the whole household entering 14 days of self-isolation if anyone in the household develops a fever or a new, continuous cough
- they will be advised to follow the staying at home guidance
- general interventions may include increased cleaning activity to reduce risk of retention of virus on hard surfaces, and keeping property properly ventilated by opening windows whenever safe and appropriate
- Parents/guardians will be advised if there are known cases of infection within school
- Confidentiality of cases will be maintained at all times. It is particularly important that the parents of children whose immunity may be impaired due to illness or treatment are provided with this information
- It is also important that mothers and staff who are pregnant are made aware of the infections: They should consult with their GP if they have any concerns – see appendix 8

## **Working in Partnership with Parents**

It is important to keep parents informed of what the school is doing to protect their children including how they are preventing the spread of respiratory infections and what parents can do at home (e.g. reinforce hand hygiene and respiratory etiquette, environmental cleaning and increased reassurance).

Sharing of information and guidelines with parents will include:

- parents given an update on the status of their children if needed via Class Dojo as parents are not permitted in the school building.
- maintaining up-to-date email addresses and home, work, and mobile phone numbers from parents so that they can be reached easily in the event of an emergency
- providing parents/cares with information on COVID-19 symptoms, transmission, prevention, and when to seek medical attention
- encouraging parents/cares to share the information with their children as appropriate
- Communicating with parents/cares that children should stay at home if they are sick, have been in contact with someone who has tested positive for COVID-19, or if someone in the household has symptoms (cough, fever, shortness of breath)
- Establishing and communicating methods for parents to help screen their children for COVID19 symptoms. For example, parents will be asked to check their children's temperatures every day before coming to school and to keep their children at home if

their temperature is high, that is, if they feel hot to touch on the chest or back - they do not need to measure the child's temperature.

- Requiring parents to advise school if they, their child or any other family member with whom they live or have had contact with has tested positive for COVID-19.

## **Sick Pay**

Sick pay will be allowed to staff who are self-isolating in line with the Government advice and this policy.

## **Helping Children Understand the Measures in Place**

Young children will need additional support to help them understand health measures in place. This will become part of the teaching and learning within the school setting through:

- The use of meaningful symbols and social stories to support children's understanding of how to follow rules
- As far as possible, use innovative methods to inform children how they can help prevent the spread of COVID-19, including:
  - Frequent hand washing
  - As far as possible, avoiding close and direct contact with other children and staff
  - Telling the staff as soon as possible if they feel sick
  - Promoting good coughing and sneezing etiquette (cover coughs and sneezes with a tissue or sleeve; not hands)
- Discouraging children from sharing food, drinking cups, eating utensils, towels, stationery etc.

Young children will be encouraged to learn and practise these habits through games, songs and repetition

## **PPE**

Current guidance is that where staff and children are not symptomatic, then no personal protective equipment is required above and beyond normal good hygiene practices. Gloves, aprons masks and eye protection may however be required to support delivery of intimate care or for specific cleaning duties as normal. Supplies of PPE will be kept in school.

## **School Closure**

Current Government advice is that blanket school closure in response to the COVID-19 epidemic is **not appropriate at this time**, unless re-advised by the relevant health authorities. The Principal, in conjunction with the Chair of Governors, has the **discretion to close the school** if in her judgement:

- the overall staffing absence level is so high that the **safety of children** cannot be guaranteed and/or
- the rate of staff or student illness is excessive

# Useful sources of Information

EDUCATION RESTART PRE-SCHOOL EDUCATION GUIDANCE FOR RE-OPENING SETTINGS

<https://www.education-ni.gov.uk/sites/default/files/publications/education/Pre-School%20Education%20%E2%80%93%20Guidance%20for%20re-opening%20settings.pdf>

COVID-19: INFECTION PREVENTION AND CONTROL **TRAINING RESOURCE** FOR CHILDCARE SETTINGS

<http://childcarepartnerships.hscni.net/wp-content/uploads/2020/07/COVID-19-IPC-Resource-for-CC-Settings.pdf>

INFECTION CONTROL

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

CATERING PROVISIONS (LIMIT OR AVOID SHARED FOODS)

<https://www.food.gov.uk/business-hygiene>

STAY AT HOME GUIDANCE

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-staying-home-and-self-isolation>

TESTING AND TRACING

<https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19>

PARENTLINE.NI

<http://www.ci-ni.org.uk/parentline-ni>

PUBLIC HEALTH AGENCY GUIDANCE AND ADVICE

<https://www.publichealth.hscni.net/covid-19-coronavirus>

HSENI - MINISTER FOR DFE PUBLISHES WORKPLACE SAFETY GUIDANCE AND LIST OF PRIORITY SECTORS

<https://www.hseni.gov.uk/news/minister-dfe-publishes-workplace-safety-guidance-and-list-priority-sectors>

DR DOG EXPLAINS CORONAVIRUS

<https://www.twinkl.co.uk/resource/dr-dog-ebook-eyfs-t-p-843>

CORONAVIRUS: COVID-19 INFORMATION FOR FAMILIES AND STAFF

<https://www.brighthorizons.co.uk/coronavirus>

COVID-19 GUIDANCE FOR REGISTERED GROUP CHILDCARE SETTINGS (INCLUDING PLAYGROUPS, CRÈCHES, SUMMER SCHEMES, DAYCARE AND SCHOOL-AGE CHILDCARE SETTINGS)

<https://www.familysupportni.gov.uk/Content/uploads/userUploads/COVID-19%20Guidance%20for%20Registered%20Group%20Childcare%20P>

COVID-19 ADVICE AND GUIDANCE FOR NORTHERN IRELAND

<https://covid-19.hscni.net/>

## APPENDIX 1

## Coronavirus related absences

| What to do if.....   | Action needed  | Return to school when....  |
|--|--|--|
| My child has coronavirus symptoms  | DO NOT COME TO SCHOOL<br>Contact school daily<br>Self-isolate<br>Get a test<br>Inform school immediately about test result   | 48 hours after the test comes back negative  |
| My child tests positive for coronavirus  | Inform the school immediately about the test result<br>DO NOT COME TO SCHOOL<br>Contact school daily<br>Self-isolate for at least 10 days  | They can return to school after 10 days even if they have a cough or loss of taste of smell/taste. These symptoms can last for several weeks once infection is gone. |
| Somebody in my household has coronavirus symptoms  | DO NOT COME TO SCHOOL<br>Contact school daily<br>Household member to get a test<br>Inform the school immediately about the test result   | 48 hours after the household member tests negative   |
| Somebody in my household has tested positive with Coronavirus  | Inform the school immediately about the test result<br>DO NOT COME TO SCHOOL<br>Contact school daily   | The child has completed 14 days of self-isolation  |
| The Track and Trace scheme has identified my child as a close contact of somebody with symptoms of confirmed coronavirus | DO NOT COME TO SCHOOL<br>Contact school daily<br>Self-isolate for 14 days  | The child has completed 14 days of self-isolation  |
| My child has travelled abroad and has to self-isolated as part of the quarantine process                                 | <b><u>Returning from a destination where quarantine is needed</u></b><br>DO NOT COME TO SCHOOL<br>Contact school daily<br>Self-isolate for 14 days<br>Provide information to the school as per attendance policy | When the quarantine period of 14 days has been completed   |
| We have received medical advice that my child must resume shielding  | Inform the school<br>DO NOT COME TO SCHOOL<br>Contact school as agreed<br>Shield until you are informed that restrictions are lifted, and shielding is paused.   | Your GP gives you guidance that is safe to return to school.   |

## APPENDIX 2



# Aughnacloy Primary School

## Pupils Who Become Symptomatic Onsite



'If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus'

*Northern Ireland Reopening Schools Guidance, Department of Education 13th August 2020*

|  |   |
|--|---|
| Name:  |   |
| Class:   |   |
| Room No:   |   |
| Date:  |   |
| Teacher in charge:   |   |
| Symptoms shown:  | Continuous cough <input type="checkbox"/><br>High temperature/fever <input type="checkbox"/><br>Anosmia (change in smell/taste <input type="checkbox"/> |
| Time removed from class to isolation area:   |   |
| Person contacted:  |   |
| Time contacted:  |   |
| A child awaiting collection should be moved, if possible, to an isolated area behind a closed door. Appropriate adult supervision must be provided. Ideally, a window should be opened for ventilation. If it is not possible to fully isolate the child, they should be moved to an area which is at least 2m away from other people. |   |
| Details of isolation area used:  |   |
| Supervised by: (name)  |   |
| Person/child collected by:   | Signature:  |
| Time:  |   |
| Siblings sent home (details)   |   |

|  |  |
|--|--|
|  |  |
| Test result:                           |  |
| Date of return to school - pupil       |  |
| Date of return to school -<br>siblings |  |



# Aughnacloy Primary School

## Staff Who Become Symptomatic Onsite



'If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus'

*Northern Ireland Reopening Schools Guidance, Department of Education 13th August 2020*

|  |   |
|--|---|
| Name:  |   |
| Job description:   |   |
| Date:  |   |
| Symptoms shown:  | Continuous cough <input type="checkbox"/><br>High temperature/fever <input type="checkbox"/><br>Anosmia (change in smell/taste <input type="checkbox"/> |
| Time removed to isolation area if applicable:  |   |
| Person contacted if applicable:  |   |
| Time contacted:  |   |
| A member of staff awaiting collection should be moved, if possible, to Principal's Office and windows to be opened. Appropriate adult supervision must be provided. If it is not possible to fully isolate the staff member, they should be moved to an area which is at least 2m away from other people. If the supervising adult is unable to remain 2 m away, then PPE will be worn. The staff member may use the staff toilet. This will be cleaned fully after use. |   |
| Details of isolation area used if applicable:  |   |
| Supervised by: (name)  |   |
| Staff member collected by (if applicable):   | Signature:  |
| Time collected/time sent home:   |   |



|                                    |  |
|------------------------------------|--|
| Outcome of Covid test              |  |
| Date staff member returned to work |  |

## APPENDIX 4

### PARENTAL AGREEMENT

Although we as a school are very excited to get all children back to school, this return doesn't come without concerns. One such concern would be an outbreak of COVID- 19 within our school community which could then lead to classes or even the whole school having to close for a period of time. To ensure the health and safety of everyone within our school community we need parents to ensure both they and their children are aware of certain measures that will be in place in our school.

As a Parent/Guardian I agree to adhere to the following:

| What do I do if....   | Action needed   | Return to school when....  |
|---|---|--|
| <i>My child has coronavirus symptoms</i>  | <b>DO NOT SEND YOUR CHILD TO SCHOOL</b><br>Inform school immediately<br>Self-isolate<br>Get child tested<br>Inform school of test result                                    | The test comes back negative and they are fever free for 48 hours.   |
| <i>My child tests positive for coronavirus</i>  | <b>DO NOT SEND YOUR CHILD TO SCHOOL</b><br>Inform the school immediately of the test result<br>Self-isolate for at least <b>10</b> days<br>Maintain contact with the school | A child can return to school after <b>10</b> days even if they have a cough or loss of taste or smell. These symptoms can last for several weeks once infection is gone. If they continue to have a high temperature they should stay at home. |
| <i>Somebody in my household has coronavirus symptoms</i>  | <b>DO NOT SEND YOUR CHILD TO SCHOOL</b><br>for 14 days<br>Inform school immediately<br>Household member to get a test<br>Inform school of test result                       | Stay at home for 14 days after the first person in your home started having symptoms.  |
| <i>Somebody in my household has tested positive with Coronavirus</i>  | <b>DO NOT SEND YOUR CHILD TO SCHOOL</b><br>Inform the school immediately of the test result<br>Maintain contact with the school   | The child has completed <b>14</b> days of self-isolation   |
| <i>The Track and Trace scheme has identified my child as a close contact of somebody with symptoms of confirmed coronavirus</i> | <b>DO NOT SEND YOUR CHILD TO SCHOOL</b><br>Contact school daily<br>Self-isolate for <b>14</b> days  | The child has completed <b>14</b> days of self-isolation   |
| <i>My child has travelled abroad and has to self-isolate as part of the quarantine process</i>                                  | <b>DO NOT SEND YOUR CHILD TO SCHOOL</b><br>Self-isolate for 14 days<br>Maintain contact with the school   | When the quarantine period of 14 days has been completed   |
| <i>Staff or pupils in my child's bubble have tested positive for the coronavirus</i>  | <b>DO NOT SEND YOUR CHILD TO SCHOOL</b><br>Everyone in the bubble must self-isolate and take a test.  | When a negative test is confirmed, or when the necessary isolation period has been completed.  |

#### WHAT ARE COVID-19 SYMPTOMS

The most common COVID-19 symptoms are:

- A new, continuous cough
- A high temperature/fever
- Anosmia (a loss or change in your normal sense of smell; this can also affect your sense of taste)

#### *WHAT HAPPENS IF A CHILD SHOWS COVID-19 SYMPTOMS WHILE IN SCHOOL?*

If a child shows any of the symptoms of COVID-19 as listed above, this procedure, as published in the DE guidance will be followed:

1. Pupil is removed from class and taken to the isolation room where they will be supervised by a staff member wearing PPE
2. The child's temperature is taken and recorded
3. Parents are contacted and must immediately come to collect their child
4. All members of the child's household (siblings) will also be sent home.

Parents will not be informed that a child from the year group is being tested as this may only be precautionary. Decisions will be reviewed on a case to case basis. Classes will continue to operate as normal until the school is informed that a child has tested positive.

#### **If a child is sent home, it is the responsibility of the parent/carer to follow the Public Health Agency guidance for households with possible coronavirus infection:**

1. The child should be tested for COVID-19 as soon as possible and the result shared with the school.
2. If a test is not taken the entire household will need to self-isolate at home for 14 days
3. **If the test is negative**, the child should return to school providing they are well enough to do so and have not had a fever for 48 hours.
4. **If the test is positive**, the child **MUST NOT** return to school for at least 10 days
5. If a pupil lives with someone who has symptoms of COVID-19 or a positive test, they must **stay at home** for a period of 14 days from the day the first person in the household started having symptoms

We highly recommend that all parents download the Contact Tracing App. This service will alert you if you have been in contact with a person with a positive test and you will receive advice on what to do.

As a Parent /Guardian I therefore also agree to:

- Ensure that school has updated and current contact information.
- Have only 1 adult to accompany my child to the communicated drop off points.
- Be punctual and on time for both drop off and pick up times and only from the designated areas.
- When dropping my child off or picking my child up at the school, I will adhere to social distancing and leave the school grounds as quickly as possible.
- Allow my child's temperature to be taken, using remote thermometers, as and when the school requires. e.g. if child displays symptoms.
- Agree that my child will be expected to sanitise/wash their hands on arrival, before leaving and at regular intervals throughout the school day.
- Agree to provide alternatives for safe sanitisation of my child's hands where they have particular allergies and sensitivities (clearly labelled and in date)
- If my child displays symptoms, then they will be placed in the isolation room (along with siblings) and supervised from a distance by a member of staff who will be wearing a mask and a visor.
- Know that I will not be allowed to enter the school building without a pre-arranged appointment made through the school office. When attending the appointment, I will wear a mask/visor.
- Provide my child with the following when they are attending school: a water bottle, lunch in a plastic container/easily washable lunch box (if required) and a coat, all clearly named. (Other items such as School bags, folders, or items from home etc. should not be brought to school)

- Understand my child will be taught in a class 'bubble', which minimises movement and any potential cross-contamination. Pupils will have a designated workspace, and will only use personal equipment. If it is necessary for a staff member to be in proximal distance of your child, they may take necessary safety precautions with mask/visor/sanitation.
- I will contact the school to make them aware of outcomes of tests, both positive and negative, or if my child lives in a household in which a member of the household is considered to be vulnerable and has been advised to shield by a medical professional.
- I will leave it to the school, or to the Track and Trace Service, to contact any other individuals within my child's bubble who need to be informed of a positive diagnosis and follow all the advice given by these organisations.

Please sign (electronic signature is acceptable) and return this declaration via our school app, to the class teacher.

I have read and agree to adhere to all of the above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Child/Children \_\_\_\_\_

# Aughancloy P.S. Cleaning Checklist

## Cleaning Checklist

Week starting: \_\_\_\_\_

\*tick and initial

| Area/Item to be cleaned  | Frequency of cleaning                           | Day of week       |      |     |       |     | Managers signature |
|--|---|-------------------|------|-----|-------|-----|--------------------|
|  |   | *tick and initial |      |     |       |     |                    |
|  |   | Mon               | Tues | Wed | Thurs | Fri |                    |
| Tables/desk surfaces   | Daily, after use and prior to food being served |                   |      |     |       |     |                    |
| Window sills   | Twice weekly                                    |                   |      |     |       |     |                    |
| Doors and handles  | Twice daily or as often as necessary            |                   |      |     |       |     |                    |
| chairs   | Twice daily or as often as necessary            |                   |      |     |       |     |                    |
| Light switches   | Twice daily or as often as necessary            |                   |      |     |       |     |                    |
| Sinks and taps   | 2-3 times per day                               |                   |      |     |       |     |                    |
| Telephones   | Twice daily or before and after use             |                   |      |     |       |     |                    |
| keyboards  | At least twice daily or after each use          |                   |      |     |       |     |                    |
| Workstations must be wiped down/disinfected before the next person uses it | Before and after use                            |                   |      |     |       |     |                    |
|  |   |                   |      |     |       |     |                    |

## Toilet Cleaning Schedule

### Cleaning Checklist

### Toilets

Week starting: \_\_\_\_\_

\*tick and initial

| Area/Item to be cleaned   | Frequency of cleaning                         | Day of week       |      |     |       |     | Managers signature |
|---|---|-------------------|------|-----|-------|-----|--------------------|
|   |   | *tick and initial |      |     |       |     |                    |
|   |   | Mon               | Tues | Wed | Thurs | Fri |                    |
| Both sides of toilet seat, toilet handles, door knobs or cubicle handles. Toilet bowl flusher | At least 2-3 times Daily                      |                   |      |     |       |     |                    |
| Doors and handles   | At least Twice daily or as often as necessary |                   |      |     |       |     |                    |
| Light switches  | Twice daily or as often as necessary          |                   |      |     |       |     |                    |
| Wash hand basins, taps, surrounding counters, soap dispensers.                                | At least 2-3 times per day                    |                   |      |     |       |     |                    |
| Wall surfaces near taps or cubicles   | Once per day                                  |                   |      |     |       |     |                    |

# Classroom Cleaning Packs

Each classroom will contain a cleaning pack which will include:

- Disposable Paper towels
- Spray bottle with appropriate disinfectant solution inside
- Antiseptic wipes
- A bottle of hand sanitizer
- Classroom cloth (general – blue)
- Classroom cloth (toilet - red)
- Sanitising spary
- Disposable gloves
- Disposable aprons
- masks

They will also have access to soap and water to wash their hands for at least 20 seconds and will do so on the following occasions:

- On arrival
- Before break time
- After breaktime
- Before lunch time
- After lunch time
- Before leaving at home time
- After coughing or sneezing (catch it, bin it, kill it approach) Good respiratory hygiene should be explained to the children.

Children are to be discouraged from touching their eyes, face, nose or mouth and should be shown how to cough into their elbow if they don't have a tissue/paper towel. If they have a tissue/paper towel they should be shown how to cough into it and then dispose safely of it into the nearest bin and immediately wash their hands.

## Appendix 6



# Aughnacloy Primary School

## Pupils Who Become Symptomatic at home



'If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus'

*Northern Ireland Reopening Schools Guidance, Department of Education 13th August 2020*

|   |   |
|---|---|
| Name:                                   |   |
| Class:                                  |   |
| Date:                                   |   |
| Staff member who receives call/email:   |   |
| Time contacted:                         |   |
| Name of family member who made contact: |   |
| Symptoms shown:                         | Continuous cough <input type="checkbox"/><br>High temperature/fever <input type="checkbox"/><br>Anosmia (change in smell/taste <input type="checkbox"/> |
| Temperature if known                    |   |
| Outcome of Covid test                   |   |
| Date pupil returned to school           |   |
| Date siblings returned to school        |   |



## Appendix 7



# Aughnacloy Primary School

## Staff Who Become Symptomatic at home



'If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste) in an educational setting, they and any members of their household within that school setting must be sent home and advised to follow the PHA guidance for households with possible coronavirus'

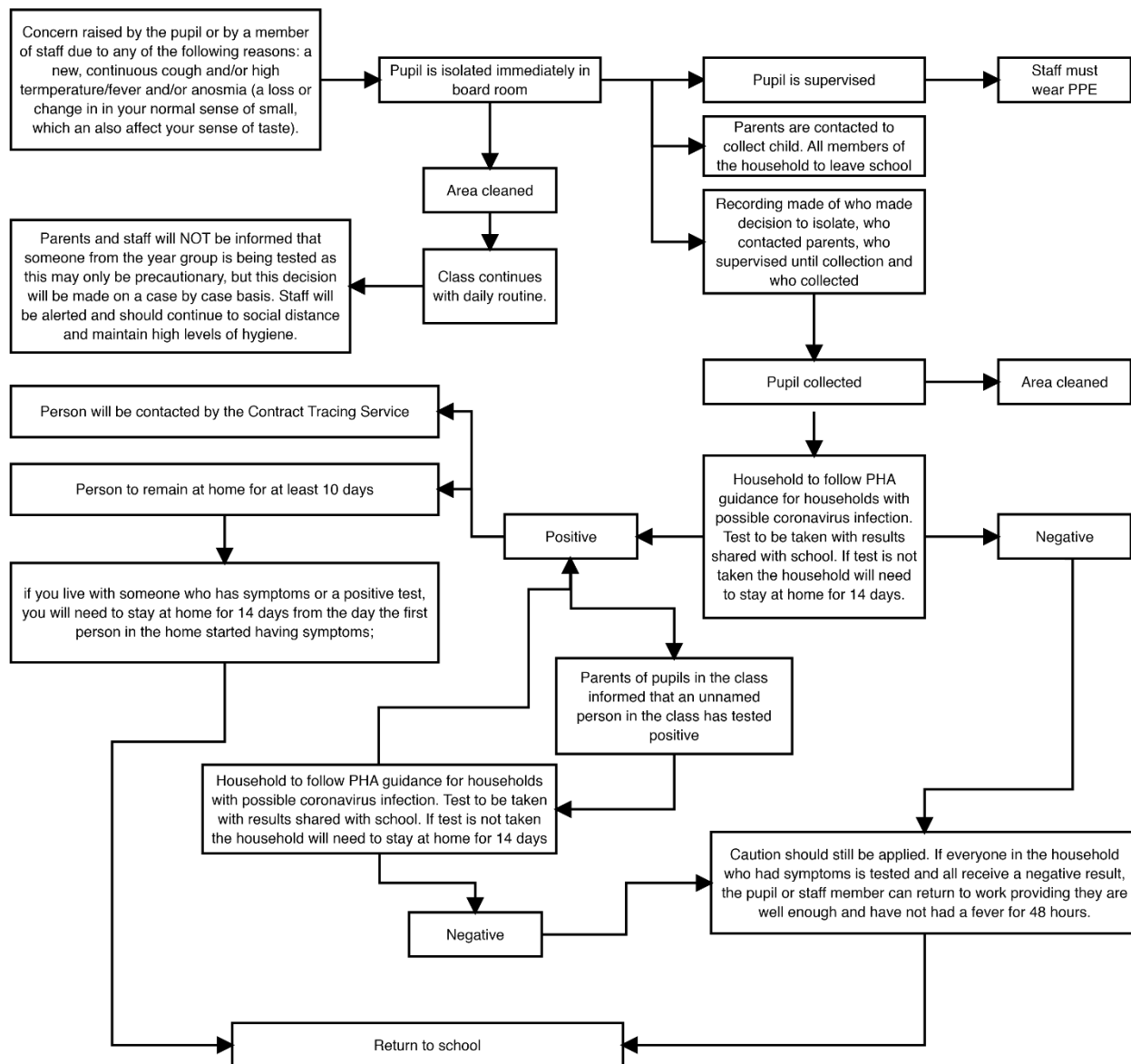
*Northern Ireland Reopening Schools Guidance, Department of Education 13th August 2020*

|   |   |
|---|---|
| Name:                                   |   |
| Job role:                               |   |
| Date:                                   |   |
| Staff member who receives call/email:   |   |
| Time contacted:                         |   |
| Name of family member who made contact: |   |
| Symptoms shown:                         | Continuous cough <input type="checkbox"/><br>High temperature/fever <input type="checkbox"/><br>Anosmia (change in smell/taste <input type="checkbox"/> |
| Temperature if known                    |   |
| Outcome of Covid test                   |   |

Date staff member returned  
to work

## Response Should a Child or a Member of Staff Displaying Covid-19 Symptoms During the School Day

### APPENDIX 8



Procedures are taken from the Department of Education's Re-Opening Schools