

KILLYLEA PRIMARY SCHOOL

Small School...BIG Opportunities!



COVID-19

RE-START PLAN

AUGUST 2020

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1. INTRODUCTION:

This guidance has been developed in conjunction with governors, parents, staff and pupils from Killylea Primary School to support a safe return to school in August/ September 2020 during the ongoing Covid-19 pandemic. Given the current situation, this guidance may change in line with PHA guidance as we get closer to our planned re-start.

It is our hope that even if social distance measures revert to 2m, that ALL pupils will be able to attend Killylea Primary School on a full-time basis using all available space and staff within our school.

Updated Guidance from DENI [11 August 2020] allows for “strict social distancing requirements between all pupils will be relaxed from a specific distance to the best spacing that can be achieved.”

2. AIMS OF THIS GUIDANCE:

- To follow PHA guidance [currently “best spacing that can be achieved” social distancing for pupils with 2m for adults whilst using a protection bubble strategy]
- To provide clarity of expectation for Governors, parents, pupils, staff, community for working arrangements and guidance essential to re-opening of schools for day one operation
- To adopt approaches that best suit our communities’ needs
- To maximise the safety of staff, children, young people and their families.
- To recognise staff contractual arrangements TNC 2020/1

3. RESTART TIMETABLE: [if safe to do so]

- Week beginning 17th August: Staff Baker Days
- Mon 24th August: P7 pupils resume full time, non-uniform, no school meals available
- Wed 26th/Thurs 27th August: induction days for P2-P6 pupils [non-uniform 9-12noon]
- Tues 1st September: P2-P7 full time, relaxed uniform, dinner available
- Tues 8th September: P1 start [9-12 noon] Foxes 9am, Hedgehogs 9.30am [one adult only please]
- Mon 24th September: P1 pupils stay until 2pm. Dinner available.

4. ARRIVAL AT SCHOOL

The majority of our pupils walk or come by car. Pupils should arrive between 8.40am- 8.55am, sanitize hands using pump dispenser at allocated gate and go to designated waiting area. [See Appendix 1: School Day Organisation]

Parents should remain outside the school gates, avoiding congestion or large gatherings and maintaining strict social distancing and modelling of appropriate behaviours to their children. New P1 pupils will be permitted to be accompanied by one adult only, to the Foundation Stage playground until their child is settled [first couple of weeks]. Please ensure strict social distancing between adults. No other parents/carers will be permitted inside the school grounds or building except by appointment only.

Pupils who use public buses/taxis are required to wear a face covering regardless of age and follow social distancing guidelines.

Pupils will not be required to bring anything in to school [eg schoolbag, personal items] EXCEPT a small lunch bag for break/packed lunch and a water bottle.

5. SOCIAL DISTANCING

Current guidance on social distancing in educational settings:

**“...social distancing requirements between pupils will be relaxed from 17 August. Public Health guidance with respect to social distancing of 2 metres (2m) will remain in place between adults and as far as possible between adults and pupils. Schools should endeavour strenuously to implement as much social distancing as is practical where physical capacity and curriculum delivery permit. Protective bubbles will be used as a key mitigating action where possible.
[DENI 13 August 2020]**

Current requirements are “best spacing that can be achieved” between younger children [aged 14 and below] where practical while implementing a “protective bubble” strategy. However, depending on the course of Covid-19, this requirement may decrease or increase. A class will act as a single consistent group or bubble, with minimal prolonged interaction with other classes within the school. Social distancing within classes should be maximised based on physical capacity.

The use of consistent groups or bubbles is not an “all-or-nothing” approach and will bring public health benefits even if logistics mean that this measure can be implemented only partially [eg Stay Late Club/Chatterbox].

Pupils will have allocated desks within classrooms and sharing of resources will be kept to a minimum. For younger pupils who may find social distancing more difficult, staff will create zones to maintain smaller groups of pupils and reduce interaction between them.

Staff will ensure that pupils do not congregate in toilet or corridor areas for long periods.

Where non-teaching staff support SEN or vulnerable pupils, consistently remaining with an individual pupil or a class, these adults should be viewed as part of the protective bubble and social distancing may be relaxed.

For younger pupils, whilst not a requirement, social distancing should be encouraged and facilitated where practicable as part of other mitigating measures.

School meals, will be delivered to individual classrooms as the assembly hall is being used as a classroom.

Adults to maintain 2 metres distance as much as practically possible.

Use of all available space within school, will be used to best facilitate a normal return to school. We have relocated P5-7 to the assembly hall.

Remote learning will be supported for those pupils not attending due to shielding or advised not to attend with due consideration to teacher workloads/time budget allocations.

6. HYGIENE

To ensure good infection prevention and control, we will implement the following:

- Regular hand sanitisation and hand washing to help reduce the risk of spread of the virus.
- Pupils will sanitise hands before entering and on leaving the school building.
- Pupils will wash hands immediately upon arrival within classrooms, before and after break and lunch and before using equipment including ipads/computers/toys.
- Hands will be washed thoroughly using soap and tepid or lukewarm water and hands dried using paper towels or hand driers. Younger pupils will be supervised/assisted when washing hands.
- All visitors, contractors etc. will be asked to sanitise hands on entry and encouraged to maintain personal hygiene throughout the day.
- We will provide hand sanitizers to facilitate initial entry to the school and will then immediately direct users to the nearest hand basin facilities to enable washing of hands.
- Staff will keep a record of when pupils have washed their hands and when tables etc. are disinfected.
- Sharing of equipment will be kept to a minimum [eg allocation of resources to same group rather than sharing across groups] and will either be disinfected after use or removed/isolated for 72 hours. When using outdoor equipment, pupils will follow hand hygiene guidance and staff will ensure that multiple groups do not use the same equipment simultaneously until appropriately cleaned by staff.
- Practice of good respiratory hygiene will be taught to all pupils following the “catch it, bin it, kill it” approach.
- Pupils and staff will be discouraged from touching their eyes, face, nose and mouth, putting hands/fingers into their mouth.
- Pupils will be shown how to cough into a tissue/paper towel or how to use their elbow if they don't have a tissue / paper towel and how to dispose safely of tissues into the nearest bin.
- All unnecessary items/furniture will be removed from classrooms.
- Frequently touched surfaces will be cleaned regularly.

7. CLASSROOM CONSIDERATIONS:

- Use of markings/visual cues to direct flow/ line up for hand washing
- All non-essential furniture removed.
- Pupils all facing front of classroom to reduce risk of virus transmission at designated desk
- One way system of travel around school corridors
- 2m distance from teacher to pupils as far as practically possible
- Windows and doors will be opened as appropriate to allow for natural ventilation and reduce contact with door handles and in line with fire safety regulations eg no propping open of external doors, fire doors or doors into corridors.
- Increased use of outdoor learning activities

8. PUPIL BEHAVIOUR

Pupils will be expected to adhere to new Covid-19 precautions and procedures which will be carefully explained to all pupils at the beginning of restart.

Any pupil who wilfully refuses to adhere to arrangements of social distancing or who coughs or spits at pupils or staff will be liable to sanctions up to and including exclusion.

9. UNIFORM

Uniform requirements have been relaxed for year 2020-21. All pupils should wear:

- School jumper/cardigan
- White/light blue polo shirt
- Plain unmarked black or navy jogging bottoms [not leggings]
- Trainers [laced only if child can tie laces]

As the virus can land on fabric and remain for some time, we ask that pupils and staff change clothes DAILY.

Pupils should not bring a school bag to school.

10. CURRICULUM DELIVERY

At Killylea Primary School we will endeavour to provide full access to the Northern Ireland curriculum.

The requirement for strict social distancing between pupils has been relaxed. Young children particularly at Foundation Stage cannot reasonably be expected to remain apart from each other throughout the day. Further, efforts to ensure strict adherence to such measures could be confusing and upsetting for some children at this developmental stage, who are likely to have limited understanding of the rationale for social distancing

Within Foundation Stage we will endeavour to provide pupils with opportunities to be actively involved in practical, play-based learning in a stimulating environment. It is recognised that it may not be possible for schools to maintain social distancing between pupils of this age but risk mitigations as outlined in our Restart Plan will be rigorously maintained.

We will utilise our extensive outdoor spaces for learning. All pupils in P1-P4 will be required to have a pair of wellies in school and P1-2 pupils will be provided with outdoor trousers.

Pupils in P3-P7, will have a better understanding of the current public health context and schools can encourage distancing where possible and practical. However, engaging activities with opportunities for collaboration, play and creativity are critically important. Practical, "hands-on" learning and activities, experiments and investigations are an important part of the curriculum. We will, therefore, continue to provide opportunities for practical, experiential learning within the classroom.

While our hall is not available for PE, staff will utilise outdoors and classrooms to provide a broad and well-balanced PE curriculum with a focus on mental health and wellbeing.

11. OTHER CONSIDERATIONS:

- Alternative approach to PE will be considered given that the hall will be utilised as a classroom eg increased use of outdoor amenities.
- All staff rooms, office space etc. will allow for social distancing of 2m [or whatever government guidance prevails at that time]
- Safe and practical use of toilets – children will be allocated a specific toilet and sink to use.
- Adequate hand washing facilities will be utilised due to increased demand, including hot water.
- Reviewed cleaning schedule to meet agreed frequency and standard.
- Increased use of outdoor spaces as learning environments, taking into consideration safety, hygiene, security and reduced risk of transmission.
- Use of external areas to move between parts of the building.
- Use of outdoor equipment following hand hygiene guidance and non-sharing between groups unless disinfected.
- Evacuation procedures have been updated to account for changes to internal school layout.
- Procedures for access for deliveries will be clearly indicated to minimise person-to-person contact.

12. HOME TIME

- Pupils will sanitize hands on leaving school building.
- Pupils will leave through allocated gates [see Appendix 1: School Day Organisation] using staggered home-times as necessary
- Parents should avoid congestion and large gatherings at the school gate [consider use of active travel – ie parking in village and walking to and from school]
- Parents should observe social distance guidance.

13. CHANGES TO HOURS /AFTERSCHOOL PROVISION

P3 will go home each day at 2pm to facilitate teacher planning time and to ensure protective bubbles remain intact without teachers working across bubbles.

P1/2 Stay Late Club 2-3pm: available Mon-Fri, £2 per day, **only** if pupil has a sibling in P4-7 or normally stays for Chatterbox. Pupils will adhere to social distancing and hand hygiene guidelines. Individual named boxes of toys will be provided when weather prevents outdoor activities.

P3 Stay Late Club, 2-3pm: available Mon-Fri, no charge due to changed school hours for P3, **only** if pupil has a sibling in P4-7 or normally stays for Chatterbox.

Chatterbox Club 3-4pm: available Mon-Fri, £3 for P1-P7 pupils.

Numbers in Chatterbox will be limited this year, to those pupils who normally stay for Chatterbox or new pupils whose parents are working, to ensure social distancing and safety of staff and pupils.

- Pupils will be kept socially distanced from other bubble groups when indoors with increased use of outdoor activities.
- Pupils will have an allocated seat and set of resources.

- We regret that this year there will be no homework supervision, although pupils may complete homework independently if they wish.

14. BLENDED LEARNING

In the event of local or wider school closures, or in the case of a class having to self-isolate, communication/pupil work will be provided through the SchoolsNI app, school website and Seesaw app.

At Killylea Primary School, if stricter social distancing is re-imposed we will be able to cater for ALL our pupils using all available space and staff within school. Only in the event of school closures will all pupils move to online learning.

15. SUPPORTING STAFF

- The principal and Board of Governors recognise that staff may have concerns about returning to the workplace and whom may require support to re-adjust.
- PHA guidance will be followed [See Appendix 2: Workforce Attendance] and staff may raise any concerns with the principal in the first instance.
- Potential workload issues will be carefully considered to support staff well-being/flexible working arrangements/work-life balance.
- Staff can continue to have access to Employee Assistance Programme [Inspire Wellbeing] and EA Health and Wellbeing services.
- All key protection and hygiene measures will continue to apply to minimise risk of spread of infection.
- The principal is entitled to request and be provided with medical evidence to confirm conditions and inform, where necessary, risk assessments/ workplace adjustments.

16. DISPLAYING SYMPTOMS OF COVID-19

- a. PUPILS, STAFF, OR A MEMBER OF THEIR HOUSEHOLD WHO ARE DISPLAYING SYMPTOMS AND HAVE BEEN ADVISED TO SELF-ISOLATE

PHA guidance under the Test and Trace and Protect programme will be applied for all staff or pupils in contact with someone who tests positive for COVID-19. Test and Trace staff will contact anyone with a positive test and trace their contacts over a period determined by the Test, Trace and Protect staff, seeking information on where that individual has been in contact with someone for 15 minutes or more and less than 2m social distance. Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class or 'bubble' being instructed to self-isolate at home.

Pupils can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/pupils and will also assist in protecting the wider community.

Enhanced cleaning should be carried out within any classroom in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This should be clearly communicated to staff, parents and pupils to provide assurance that the environment is safe.

Staff/pupils who exhibit any symptoms associated with COVID-19 should not attend school. The N.I. Executive has rolled out a Test and Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff/pupils are expected to follow the advice and obtain a test for COVID-19.

Where an individual has had a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receive a negative result, the member of staff/pupil can return to work providing they are well enough and have not had a fever for 48 hours.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency, and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes. Passing in corridors and short periods of contact does not therefore present a significant risk to staff or pupils. All household members should follow PHA isolation guidance which currently requires everyone in the house to stay at home.

The guidance is as follows:-

- if you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days;
- if you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;
- however, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);
- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone;
- if you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;
- it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

Staff or pupils who have been part of the same 'bubble' as anyone who has tested positive for COVID-19, must likewise follow PHA guidance and self-isolate and undertake a test under the Test and Trace and Protect system. They can return to school when they have a negative test result or have undertaken the necessary period of isolation after a positive test result. This will contain any potential transmission to those limited number of staff/pupils in the 'bubble' and protect the wider community.

Where staff or pupils have tested positive in a cohort that is not operating as a 'bubble' (for example, in some senior school classes or where smaller numbers permit social distancing within existing classrooms) all staff

and pupils who have been in direct contact with the individual must follow the PHA guidance and self-isolate, seek a COVID-19 test and only return to school when they have received a negative test or completed the required period of isolation after a positive test.

It is essential that all pupils and staff follow this guidance, as by doing so they will not only protect themselves but limit the spread of the virus to school and the wider population.

For full details of the Test, Trace and Protect strategy see:

<https://www.health-ni.gov.uk/sites/default/files/publications/health/Test-Trace-Protect-Support-Strategy.pdf>

b. PUPILS/STAFF EXPERIENCING SYMPTOMS IN SCHOOL

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 school, they will be sent home and advised to follow the guidance for households with possible coronavirus infection.

We will keep a full record of such actions and request a parent/carer to sign acknowledgement of this action [See Appendix 3: Record of Pupils Sent Home with Covid Symptoms].

Staff or pupils who have been part of the same 'protective bubble' as someone who has/develops symptoms and/or who tests positive for COVID-19, must follow PHA isolation guidance under the Test Trace and Protect programme. **All other contacts in the same 'protective bubble' as a person with symptoms or who tests positive will have to self-isolate for the required 14 day isolation period.** They can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/pupils in the bubble and will also assist in protecting the wider community. A 'protective bubble' is effectively an extension of a household.

c. STAFF SUPERVISING CHILDREN EXPERIENCING SYMPTOMS OF COVID-19

A child awaiting collection should be moved, if possible, to a room where they can be isolated behind a closed door [Medical Room /old staff room]. Ideally, a window should be opened for ventilation. Depending on the age of the child, appropriate adult supervision will be provided as required.

If the child needs to go to the bathroom while waiting to be collected, they should use the Disabled Toilet, which will then be cleaned and disinfected by the supervising adult, before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If the child is seriously ill or injured or their life is at risk, staff will call 999.

If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone who was unwell with a new, continuous cough or a high temperature or loss of taste/smell, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The supervising adult, in the absence of the Building Supervisor, will be responsible for cleaning the affected area with available cleaning products, followed by disinfection after the individual with symptoms has left. This will reduce the risk of passing the infection on to other people.

17. PUPIL ATTENDANCE:

Parents should follow the latest guidance that applies at the time for pupils in the following categories:

- Pupils with a health condition
- Pupils who live with someone with a health condition
- Pupils who are clinically vulnerable
- Pupils who live with someone who is clinically vulnerable
- Pupils who are shielding [clinically extremely vulnerable]
- Pupils who live with someone who is shielding

[See <https://www.nidirect.gov.uk/information-and-services/coronavirus-covid-19/vulnerable-people>]

In the event that a pupil cannot attend school due to shielding, parents should contact the principal [plowry686@c2kni.net] within one week of the due return date to school so that individual risk assessments can be completed using updated PHA guidance and plans put in place to support that pupil.

18. STAFF RETURN TO WORK SUPPORT MEETINGS

The principal will have a return meeting/conversation with staff prior to school restarting to provide information on important changes within the school and where necessary a one to one discussion with individuals to discuss any support they may need to facilitate an effective return to the work place.

19. PPE REQUIREMENTS

Staff will follow PHA guidance regarding the use of PPE in schools:

- PPE will be required for giving pupils medication.
- PPE should not be worn by children
- When needed, a face mask should be worn if a distance of 2m cannot be maintained from someone with symptoms of COVID-19 (symptomatic children should not be in school);
- if contact is necessary, gloves, an apron and a facemask should be worn; and
- if a risk assessment determines that there is a risk of fluids entering the eye (e.g. from coughing, spitting or vomiting), eye protection should also be worn.
- When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on donning (putting on) and doffing (taking off) PPE safely to reduce the risk of contamination. Staff will be given training in regards to using PPE.

Face masks:-

- MUST cover both nose and mouth;
- MUST be changed when they become moist or damaged;
- MUST be worn once and then discarded – hands must be cleaned after disposal;
- MUST NOT be allowed to dangle around the neck; and
- MUST NOT be touched once put on, except when carefully removed before disposal.

Face coverings, as opposed to face masks, are recommended for short periods in enclosed spaces where social distancing is not possible but not for routine use. They should be considered:

- in adult to adult meetings lasting more than 15 minutes
- by adults visiting the school
- for activities that entail large numbers of staff within an enclosed space where social distancing is not possible

Catering staff may need to use PPE regularly as they will be serving meals across a range of “protective bubbles”.

20. CLEANING

Our school will have undergone an enhanced summer clean in advance of the new school term. Our normal cleaning routine will continue thereafter with specific attention to surfaces and door handles and other contact points.

All cleaning will be conducted in accordance with PHA guidance, with a system in place to confirm frequency and standard of cleaning. Additional attention will be given to the cleaning of desk surfaces, chairs, doors, light switches, sinks and toilets. There will be routine cleaning and disinfection of frequently touched objects and surfaces eg telephones, keyboards, door handles, desks and tables.

Work stations, i-pads and personal resources will be allocated consistently to the same pupils/staff and will be wiped down and disinfected after use.

Resources that are not easily cleaned will be removed. The school has installed a washing machine in the Foundation Stage playroom for the washing of resources, outdoor trousers etc.

Should a COVID-19 confirmed case occur, the EA cleaning service will be notified. Following notification the normal process is undertaken of isolating the prevalent location within the school where any incidence of COVID-19 is likely to have happened. After three days of isolation an enhanced clean of the isolated location will be conducted. The normal cleaning regime then resumes thereafter. This will be clearly communicated to staff, parents and pupils to provide assurance that the environment is safe.

21. APPENDICES

APPENDIX 1: SCHOOL DAY ORGANISATION

 <div style="text-align: center;"> KILLYLEA PRIMARY SCHOOL RESTART 2020 SCHOOL DAY ORGANISATION </div> 			
Class Groups	P1/P2 [Yellow signs]	P3/P4 [Green signs]	P5/P6/P7 [Blue signs]
Number of pupils	28	26	27
Adults	Mrs Kerr [M/T] Mrs Lowry [W – F] Mrs Stewart [M-F]	Mrs Miskelly [M-W] Mrs Ewart [Th/F] Mrs Bruce [M-F]	Miss Graham [M-F] Mrs Gillespie [M-F]
Breakfast Club 8.00am – 8.40am [Pink Signs]	Pupils to enter by front door . Sanitise hands in porch. Hang coats/lunch bag on allocated peg in cloakroom WASH hands in Den [old P5-7 room] Pupils to sit at named seat socially distanced. Eat breakfast. WASH hands. Lift coats etc. Go out via front door and join class in designated areas.		
Arrival Time	8.40 – 8.55am	8.40am – 8.55am	8.40am – 8.55am
Arrival Procedure 1 Staff at gate and 3 in designated areas	Enter Pedestrian Gate [socially distance] and sanitise hands Go to Foundation Stage playground	Enter Driveway Gate [socially distance] and sanitise hands Go along driveway to designated area in back playground	Enter Driveway Gate [socially distance] and sanitise hands Go along driveway to designated area in back playground
Entering class 9.00am	Through P1/2 class door . Leave lunch bag under table WASH hands in P1/2 toilets and classroom. Lift own tray and set on floor beside table.	Through playground door . Leave lunch bag under table WASH hands in classroom . Lift own tray and set on floor beside table.	Through hall emergency exit door . Leave lunch bag under table WASH hands in toilets Lift own tray and set on floor beside table.
Break-time [20mins] CA: 10.20am T: 10.45am	WASH hands. Staff to disinfect tables. Eat break at table. Go to Foundation playground WASH hands on re- entering class.	WASH hands in class Staff to disinfect tables. Eat break at table. Go to back playground via playground door WASH hands in class on re- entering via playground door	WASH hands in toilets Staff to disinfect tables. Eat break at table. Go to grass pitch/OR wildlife garden [black gates to be closed] WASH hands in toilets on entering via hall emergency door

Class Groups	P1/P2 [Yellow signs]	P3/P4 [Green signs]	P5/P6/P7 [Blue signs]
Lunch 12.30 – 1pm Pupils & CAs have lunch 1 – 1.30pm: CA supervise outdoors Staff lunch	Toilet and WASH hands T to disinfect tables Meals brought to rooms T to disinfect tables Go to Foundation playground WASH hands on entering class.	Toilet and WASH hands in classroom T to disinfect tables Meals brought to rooms T to disinfect tables Go to back playground via playground door WASH hands in classroom.	Toilet and WASH hands in toilets [allocated basin] T to disinfect tables Meals brought to rooms T to disinfect tables Go to grass pitch/OR wildlife garden [black gates to be closed] via hall door Re-enter via hall door WASH hands in toilets
Home-time 1.50pm: P1 2pm: P2 and P3 3pm: P4-7	WASH hands Put trays back Put on coat, lift lunch bag and line up. DISINFECT hands when leaving door. 1.50: P1 pick up from P1/2 playground 2:00pm: P2 pick up from pedestrian gate.	WASH hands in class Put trays back Put on coat, lift lunch bag and line up. DISINFECT hands when leaving via playground door. Exit via driveway to pedestrian gate	WASH hands in toilets Put trays back Put on coat, lift lunch bag and line up. DISINFECT hands when leaving via hall door. Exit via driveway gate.
Home-time WEDNESDAYS 2pm	P1/2 will all go home at 1.50pm via pedestrian gate	P3/4 will all go home at 2pm via pedestrian gate	P5-7 will all go home at 2pm via driveway gate
After-School Stay Late 2-3pm in Den	2-3pm: Stay Late Club Hang coat on allocated peg in cloakroom WASH hands in Den Use allocated seat and personal boxes of toys/Lego OR play outside in back playground WASH hands and collect coat etc. Leave via front door. Sanitise hands. Exit via pedestrian gate.	P3 only: 2-3pm: Stay Late Hang coat on allocated peg in cloakroom WASH hands in Den Use allocated seat and personal boxes of toys/Lego OR play outside in back playground WASH hands and collect coat etc. Leave via front door. Sanitise hands. Exit via pedestrian gate.	N/A
After-school Chatterbox 3-4pm in Den [No homework club]	Hang coat on allocated peg in cloakroom. WASH hands in Den. Sit at allocated seat. Snack time at 3.05pm. Outdoor activities if possible or use only personal toys/box of Lego. Wash hands- collect coat etc. from cloakroom Leave via front door – sanitise hands and exit via pedestrian gate.		

NB: P1 will start on Tuesday 8th September and will stay from 9 – 12noon. Parents should pick up their child from the P1/2 playground gate.

From Monday 21st September P1 pupils will stay until 1.50pm. Pick up from P1/2 playground gate.

Workforce Attendance

- Clinically vulnerable individuals have been advised to take extra care in observing social distancing and should work from home where possible. If they cannot work from home they should take extra care in observing 2m social distancing. Line Managers should undertake a risk assessment and staff should be offered safest available on-site roles.
- For staff who live with someone who is clinically vulnerable or clinically extremely vulnerable, current PHA advice does not require them to self-isolate. Staff can attend their education or childcare setting.
- Staff living with someone who is considered clinically extremely vulnerable, and in receipt of a shielding pause letter, can continue to work with suitable controls in place. Such staff should have an individual risk assessment conducted.
- Staff who were previously shielding (clinically extremely vulnerable people). These restrictions eased and with effect from 1 August 2020 'shielding' has been paused. The latest advice recommends that staff unable to work from home can now return to the workplace subject to risk assessment.

APPENDIX 3: RECORD OF PUPIL SENT HOME DUE TO COVID SYMPTOMS

KILLYLEA PRIMARY SCHOOL RECORD OF PUPIL SENT HOME DUE TO COVID SYMPTOMS		
<ul style="list-style-type: none"> • New continuous cough • High temperature • Loss of taste or smell 		
DATE:	PUPIL NAME:	CLASS:
TIME:		
NAME OF SUPERVISING ADULT: [Adult supervising should wear mask, gloves and apron]		
SYMPTOMS: [isolate pupil in medical room with window open and door closed. Adult supervising should wear mask, gloves and apron. If child needs to use the toilet, use Disabled Toilet]		
NAME OF PARENT/CARER CONTACTED:	TIME OF CONTACT:	
	TIME OF PICK-UP:	
SIGNATURE OF PARENT/CARER:		
PARENT/CARER PLEASE NOTE: Your child should have a Covid 19 test and your household should follow the guidance for households with a possible coronavirus infection.		
IF DISABLED TOILET USED: Close toilet to further use until disinfected. Tick to show that this has been sanitised.	SUPERVSING ADULT: When pupil collected: <ul style="list-style-type: none"> • Disinfect medical room • Dispose of PPE carefully • Wash hands thoroughly 	
Keep completed copies in Covid Medical Folder in Medical Room.		

22. GUIDANCE AND SUPPORT REFERENCES

This plan was devised with guidance/support from the following documents and will be reviewed and updated accordingly should advice change:

- Northern Ireland Executive's "Coronavirus Executive Approach to Decision-Making" published on 12 May 2020.
- Northern Ireland Re-opening Schools Guidance, DENI 19th June 2020
- Curriculum Planning 2020/21, DENI Circular 2020/06
- Guidance on Supporting Staff to Return to Schools, DENI 26th June 2020
- PHA Guidance to support Safe Working in Educational Settings in Northern Ireland
[\[https://www.education-ni.gov.uk/\]](https://www.education-ni.gov.uk/)
- Risk Assessment for Clinically Vulnerable Staff Return to the Work Place During the Covid-19 Pandemic
- N.Ireland Regional Infection Prevention and Control Manual website
[\[https://www.niinfectioncontrolmanual.net/nursery-guidance\]](https://www.niinfectioncontrolmanual.net/nursery-guidance)
- Covid-19: Cleaning of non-healthcare settings
[\[https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings\]](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
- COVID-19: Guidance for managing playgrounds and outdoor gyms
<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- Northern Ireland Regional Infection, Prevention and Control Manual
<https://www.niinfectioncontrolmanual.net/>
- Guidance for Schools on Supporting Remote Learning
<https://www.education-ni.gov.uk/publications/circular-20205-guidance-schools-supporting-remote-learning>