



### Keep Pield Heath School Safe

We all want our colleagues, friends, families, students, and their families to be safe and healthy. We all have a vital role to play in preventing the spread of Covid.

All precautionary measures put in place are in the best interest of our students', not only for their social and emotional wellbeing, but importantly their right to a full and meaningful education.

#### Home testing

- Home testing continues to play a vital role in keeping COVID-19 out of Pield Heath School
- Staff are to take a Lateral Flow Test on a Sunday and Wednesday evening. All results, Positive or Negative, are to be recorded on the PHHS school website [COVID portal](#)

#### Positive test results

- If staff have a Positive result using a Lateral Flow Device they must notify NJ and SW, and immediately book a PCR test. If the PCR test is taken within 2 days of the Positive Lateral Flow Test, and is Negative, it overrides the LFD test and staff can return to work
- If the staff member receives a Positive PCR Result they are to send a copy of the NHS notification to SW
- From Wednesday 22 December 2021, the 10 day self-isolation period for those who record a Positive PCR test result for COVID-19 has been reduced to 7 days. Staff may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two Negative LFD test results are no longer required to complete 10 full days of self-isolation. The first LFD test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. Once two Negative LFD results have been received staff can return to work. *Government guidance stipulates that those working in education settings, should continue in taking LFD tests on day 8, 9 and 10*
- Any staff who have had contact with a 'Covid Positive' case (Omicron or Delta), and are vaccinated, do not have to self-isolate. Staff can continue to work but must take a PCR test, and then take a Lateral Flow Test daily for 7 days
- Students under 18 years and 6 months who had contact with a confirmed 'Covid Positive' case (Omicron or Delta) do not need to self-isolate

#### Travelling to and from work

- If using public transport, PPE masks/face coverings must be worn (**Mandatory 30.11.21**)
- If car sharing with a friend/colleague from a different class group, PPE masks/face coverings must be worn, keep the vehicle ventilated with natural ventilation, windows open
- If you walk to work with a friend or in a group, keep a safe distance from each other. If you walk alone please be aware of your surroundings, wear PPE masks/face coverings especially when transiting through groups or heavily populated areas

#### Staff arrival onsite

- Upon arrival dispose of any PPE worn and clean your hands using the antibacterial hand dispensers at the school gates, at the earliest opportunity wash your hands for a minim of 20 seconds
- PPE masks/face coverings must be worn at all times when transiting around the school site, unless exempt and wearing a staff exemption lanyard or other exempt badge which is clearly visible
- Lock any personal belongings away, packed lunches must be in sealed containers and stored safely
- Keep a safe distance from your colleagues, this includes when sitting in the classroom, dining room, staff room, common areas, the Well and on benches around the school site

- The staffroom has a maximum capacity of 10 staff at any one-time, safe distancing must be adhered to and PPE masks/face coverings must be worn. Refrain from sitting with friends/colleagues not in your class group. Increase ventilation and open windows
- The School Dining Room has a maximum capacity of 20 staff at one time. Refrain from sitting with colleagues not in your class group. PPE masks/face coverings must be worn. Increase ventilation and open windows
- Do not go into another classroom unless passing on an urgent message, PPE masks/face coverings must be worn when doing so, unless exempt and wearing a staff exemption lanyard or other exempt badge and it is clearly visible
- When preparing the classroom at the start of the day, staff must wipe down surfaces, clear away any clutter, increase ventilation and open windows

#### **Student Transport: Arrival and Departure**

- PPE masks/face coverings must be worn at all times when transiting around the school site, unless exempt and wearing a staff exemption lanyard or other exempt badge and it is clearly visible
- Keep a safe distance from you colleagues when waiting for students to arrive or depart
- **Front gate:** Keep a safe distance from your colleagues, use the markers on the ground for guidance, and wear a PPE mask/face covering
- **In the Hall:** Keep a safe distance from your colleagues and wear a PPE mask/face covering
- **Playground gate:** Keep a safe distance from your colleagues and wear a PPE mask/face covering

#### **Classrooms and Educational Areas**

- When transitioning between classrooms or learning environments PPE masks/face coverings must be worn at all times
- Staff exempt from wearing PPE Mask/face covering must wear their exemption staff lanyard or other exempt badge and make sure it is clearly visible
- Classrooms must be kept well ventilated using natural ventilation, windows and doors open where possible
- Classrooms and learning environments must be organised and clutter free, all areas wiped after each session/lesson. Equipment used by staff and students must be cleaned regularly and not shared with others

#### **Supporting Students at break and lunchtimes**

- When transitioning outside of your class room and around the school site staff must wear a PPE mask/face covering. Staff must keep a safe distance from each other and positively engage with students
- Staff exempt from wearing PPE Mask/face covering must wear their exemption staff lanyard or other exempt badge and make sure it is clearly visible
- No more than one member of staff is to sit with a student on bench at one time
- When entering or exiting the play areas, this includes the soft play and sensory room, antibacterial gel must be used, at the earliest opportunity both student and staff must wash their hands

#### **Staff Breaks, Lunchtimes and Transitioning around the site**

- A one-way system is in place for entering and transitioning around the school site, this must be followed
- Staff will observe safe distancing from each other when walking through the school to allocated rooms
- Regular and thorough hand washing for 20 seconds, e.g. when entering school, after breaks, before and after eating, when moving rooms, after coughing and sneezing, hands must be dried thoroughly
- PPE mask/face coverings must be worn when transitioning, entering different learning environments or supporting in different student groups
- Staff exempt from wearing PPE Mask/face covering must wear their exemption staff lanyard or other exempt badge and make sure it is clearly visible
- Staff must have staggered break times to minimise contact with others
- Staff must have staggered lunch breaks to minimise contact with others
- No more than 10 members of staff in the staffroom at any one time, no more than 2 members of staff to be sat at or around a table. Refrain from sitting with colleagues not in your class group

- No more than 20 members of staff in the school dining room at any one time, no more than 2 members of staff to be sat at or around a table. Refrain from sitting with colleagues not in your class group
- Safe distancing must be adhered to when using the staffroom, dining room and the Well
- Do not over crowd any area of the staffroom, dining room or the Well. Be aware of your surroundings, and keep yourself and others safe

### **Meetings**

- All meetings must be held in well ventilated areas, windows must be open. PPE masks/face coverings must be worn. Staff must safely distance themselves from each other.
- Staff exempt from wearing PPE Mask/face covering must wear their exemption staff lanyard or another exempt badge and make sure it is clearly visible
- All areas used must be wiped down with antibacterial wipes upon arrival and again when the meeting has finished

### **Resource and working areas**

- Staff working areas (offices and resource/meeting rooms) must be kept ventilated at all times, surfaces kept clutter free and any resources locked/put away when not being used. Staff must safely distance from each other and wear PPE mask/face covering
- Staff exempt from wearing PPE Mask/face covering must wear their exemption staff lanyard or another exempt badge and make sure it is clearly visible
- Wipe down your work area with antibacterial wipes upon arrival and again when you have finished

### **Keeping yourself Safe at home and in the wider community**

- Cloth face masks to be washed daily (do not boil wash, this is reported to strain the fabric making them less effective in protecting you) If using cloth masks check they are still suitable for use. How long have you been using the same mask?
- Change out of work clothes as soon as possible when you arrive home
- Are you using a face shield/visor when travelling, wipe and clean thoroughly at the end of your journey
- Keep up to date with the Nation UK Government COVID Guidelines
- Avoid crowds were possible, and wear PPE mask/face covering

**We are all in this together**



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*Updated: 5th January 2022*