



INFECTION CONTROL POLICY 2020-21

1 INTRODUCTION

This policy has been written following guidance from Surrey Country Council Early Years and Childcare Service. Infection Control Guidelines can be read online.

2 AIM AND OBJECTIVES

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza. It contains a checklist of actions to aid planning and preparing for an outbreak of pandemic influenza and clarifies communication procedures.

3 PRINCIPLES

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community. We recognise the need to be prepared.

Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However we will strive to remain open unless advised otherwise.

Good pastoral care includes promoting healthy living. School staff will give pupils positive messages about health and wellbeing through lessons and through conversations with pupils.

4 PLANNING AND PREPARING

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform the Area Schools Officer on 01372-833412. Alternatively they may contact the school to advise us that a pupil or member of staff has sought medical attention and has been diagnosed as having an infectious illness. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence. The decision on whether school should remain open or close will be based on medical evidence. This will be discussed with the Government's Health Protection Agency. It is likely that school will remain open but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels. The school will close if



lessons cannot be staffed or there is not adequate supervision for the children. Students will be asked to complete work at home on Google Classroom. All packs sent home to specific families.

5 INFECTION CONTROL

Infections are usually spread from person to person by close contact, for example:

- Infected people can pass a virus to others through large droplets when coughing, sneezing or even talking within a close distance.
- Through direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- By touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands.

Viruses can survive longer on hard surfaces than on soft or absorbent surfaces. Staff and students are given the following advice about how to reduce the risk of passing on infections to others:

- Wash your hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose, unless you have just washed your hands.
- Cover your nose and mouth when coughing or sneezing.
- Do not attend school if you think you may have an infectious illness.
- If you feel ill during the day go to the office. Parents will be contacted if First Aiders feel you are not well enough to be in school.

These messages are promoted through posters around the school, in assemblies, start of the day routines and through Personal and Social Education lessons.

HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS AND NURSERIES.

Minimise sources of contamination

- We will ensure relevant staff have Food Hygiene Certificate or other training in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator, at a temperature of 5 C or below.



- We wash hands before and after handling food.
- We clean and disinfect food storage and preparation areas.
- Food is bought from reputable sources and used by recommended date.

To control the spread of infection

- We ensure good hand washing procedures (toilet, handling animals, soil, food).
- Children are encouraged to blow and wipe their own noses when necessary and to dispose of the soiled tissues hygienically.
- We keep a record of the washing of equipment.
- Ensure different cloths and towels are kept for different areas.
- We cover all cuts and open sores.
- Aprons are worn when preparing food.
- We wear protective clothing when dealing with accidents. (e.g. mask, gloves and apron).
- A protocol is in place that is followed regarding contact with blood and body fluids.
 - ❖ Mask, gloves and apron worn
 - ❖ Soiled articles sealed in a plastic bag
 - ❖ Staff aware of procedures for the prevention of HIV infection

To raise awareness of hygiene procedures

- Inform all attending adults of the existing policy and procedures.
- Insure that student induction includes this information.
- Provide visual instructions where possible for ease of understanding.

To prevent cross-contamination

- Ensure that adults and children have separate toilet facilities.

During outbreaks of diarrhoea and/or vomiting the following should be actioned:

- The use of play dough should be suspended until 48 hours after the symptoms end and the play dough used prior to the outbreak is disposed of.
- The use of play sand should be suspended until 48 hours after the symptoms end and the sand used prior to the outbreak is disposed of.
- The use of water should be suspended until 48 hours after the symptoms end and the water and water toys should be thoroughly cleaned prior to use.
- Children who have had diarrhoea and/or vomiting should not be included in cooking for 48 hours.



If a child is unwell in school

- They should wait outside the office until they are collected by their parents or carers.
- They should be closely monitored and should not wait in communal areas.

To prevent the persistence and further spread of infection

- Ensure that dedicated sinks are clearly marked.
- Be vigilant as to signs of infection persisting or recurring.
- Ask parents to keep their child at home if they have an infection, and to inform the nursery as to the nature of the infection.
- Remind parents not to bring a child to nursery or school who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Farm visits

- Hand washing is essential throughout the visit and particularly after coming into contact with live stock.

6 SUPPORT FOR STAFF, STUDENTS, PARENTS AND CARERS

The school has 16 Qualified First Aiders who assess pupils and staff before recommending further action. Individuals who are believed to have an infectious illness are sent home and are advised to contact their GP or local hospital.

CORONAVIRUS (COVID-19) PANDEMIC 2020

The following procedures and guidelines have been implemented at Riverview CofE Primary & Nursery School, Daycare and Ewell Family Centre during the Coronavirus (Covid-19) pandemic.

- Riverview staff will be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus;
- Staff should be vigilant and report immediately to the headteacher any cases of suspected coronavirus, even if they are unsure;
- The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus;
- Children young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))



- A Duty Holder will be identified in school for HSE spot check calls/visits.
- A contingency plan to be devised following the Government’s tiering system.

PROCEDURES FOR STAFF FOR PUPILS DISPLAYING COVID SYMPTOMS

- Any pupil who displays signs of being unwell will be immediately referred to Mrs Gibson or Mrs Smoker in the school office.
- Member of staff (support staff/teacher/office where appropriate) to remain with the child with COVID symptoms until they are collected.
- Where they are unavailable, staff will act in line with this policy and ensure that any unwell pupils are moved to outside the office whilst they wait for their parent to collect them.
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.
- The relevant member of staff will call for emergency assistance immediately if the pupil’s symptoms worsen.
- The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.
- Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and this policy.

	In School	In Childcare in School
Unwell child/Covid symptoms	Taken to seated area outside of the office	Taken to the Practical Room
Glass partition/Practical Room door	Glass partition to be closed whilst unwell child sat outside	Practical Room door left half open with staff member outside
Contacting parents	Office to call parents. Child taken to gate once parent arrives to collect.	Staff to call office to call parents/ask for further assistance if child very unwell. Office to call parents. Office informs staff member in Practical room when parent arrives. Staff member to take to gate to meet parent.



Toilets	Unwell child to use different toilet to rest of school	Unwell child to use different toilet to rest of school
Cleaning	Area to be thoroughly cleaned once child goes home	Area to be thoroughly cleaned once child goes home

- Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. (Children in Childcare to be kept in Practical Room).
- If a child has Covid symptoms in school they are to be taken to the seated area outside of the office/Practical Room for those in Childcare..
- Glass partition to the school office is to be closed if a sick child is present/ Practical Room door half open with staff member outside..
- Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.
- If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.
- Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.
- Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Parents/Carers should call the school to inform if their child has symptoms and that they will be following the national **Stay at Home** guidance.
- Children who have displayed symptoms of coronavirus must **self-isolate for 7-14 days** before returning to school.
- Area to be thoroughly cleaned once child goes home.

PROCEDURES FOR STAFF FOR PUPILS IN CHILDCARE OFFER DISPLAYING COVID SYMPTOMS

- Any pupil who displays signs of being unwell/symptoms of Covid will be immediately taken to the Practical room by a first aider/member of staff whilst being kept 2 metres apart from others.
- Member of staff/first aider to call the office to call the parent to collect the child.
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.
- The relevant member of staff will call the office to call for emergency assistance immediately if the pupil's symptoms worsen.



- The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff in the office.
- Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and this policy.
- When parents arrive to collect their child at the school gate, the office will call the Practical room and the member of staff that has been with the child will take them out to the parent at the gate.
- Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.
- If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.
- Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.
- Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Parents/Carers should call the school to inform if their child has symptoms and that they will be following the national [Stay at Home](#) guidance.
- Children who have displayed symptoms of coronavirus must **self-isolate for 7-14 days** before returning to school.
- Area to be thoroughly cleaned once child goes home.

Children who are sick (vomit or Covid symptoms)

- Staff to wear gloves/ face mask/ apron when tending a child who is sick or cleaning sick. Staff to wash their hands for at least 20 seconds using antibacterial soap after dealing with the child.
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with this policy and [Cleaning in non-healthcare settings](#) guidance.

PUPILS IN SCHOOL

- Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in pedal bins following the NHS "Catch It, Kill It, Bin It" campaign.
- Pupils clean their hands after they have coughed or sneezed for at least 20 seconds using anti-bacterial soap.



- Hand cream to be purchased for classes to mitigate against stinging and dry hands and to ensure that hand washing practices are continued in winter.
- Pupils are made aware of the school's infection control procedures in relation to coronavirus and informed they must tell a member of staff if they begin to feel unwell.

Nursery - nappy changing

- Staff required to wear gloves/ face mask/ apron if a child's nappy needs changing.
- First aid kit updated with masks/ gloves/ aprons for when a child is ill.

Priority Coronavirus testing for essential workers in Surrey and their families 21.5.20

Surrey Local Resilience Forum have set up a team to coordinate coronavirus testing for all eligible people across the country.

If you are an essential worker living or working in Surrey and you have symptoms of coronavirus then you can register with Surrey's testing hub.

Please try to register within 24 hours of developing symptoms if possible. If somebody you live with displays symptoms they can also register for a test the same way.

Essential workers are those outlined in the Government's list of essential workers prioritised for testing. They include all education and childcare workers, including:

- Support and teaching staff
- Social workers
- Specialist education professionals

Unsure whether or not you have symptoms? You can visit the NHS website to check if you have symptoms of coronavirus.

If you have any questions about coronavirus testing in Surrey, please email:

surreycovidtesting@surreycc.gov.uk



COVID-19 advice:

Staff testing: Access to testing is already available to all essential workers. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

Shielded and clinically vulnerable adults: Clinically extremely vulnerable individuals are advised not to work outside the home. It is strongly advising people, including education staff, who are clinically extremely vulnerable, those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter, to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others \(social distancing\) guidance](#)) have been advised to take extra care in observing social distancing and should work from home where possible. Education settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

Living with a shielded or clinically vulnerable person: If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.



Exclusion: Follow Public Health England advice on [stay at home: guidance for households with possible coronavirus infections.](#)

TESTING INFORMATION

- Department for Health & Social care webinar attended by Headteacher.
- Two forms of testing: 1 – Testing centre 2 – Home testing channel.

Managing specific diseases and infections

Please refer to Public Health England advice on specific diseases and infections - <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

COVID-19

The school will follow advice from the Department for Education and Public Health England: <https://www.gov.uk/coronavirus/education-and-childcare>

A risk assessment is in place to assess the risk of COVID-19 and the control measures. This risk assessment will be reviewed on a regular basis and in light with any change in guidance.

In the event a member of staff or pupil has COVID-19, the school will follow Public Health England advice. The headteacher will contact the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discuss if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.

Please refer to Surrey County Councils guidance on cleaning and sanitising, social distancing, PPE and testing.

Pets and animal contact

Please refer to Public Health England on pet and animal contact - <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-8-pets-and-animal-contact>



PARENTAL CONTACT

School office to ensure all pupils' emergency contact details are up-to-date and include an alternative emergency contact. Pupils' parents should be contacted as soon as practicable in the event of an emergency. If primary contact is unavailable the alternative contact will be called.

STAFF TRAVEL

Staff to travel to work in a way where they maintain social distancing (e.g. separate vehicles, bicycle, walking).

Use of public transport to be avoided unless strictly necessary. Pay at pump facilities to be used when refuelling where possible and alcohol gel is to be used after.

Vehicles to be cleaned regularly with touched areas, e.g. door handles, steering wheel, gearstick, handbrake and dashboard cleaned at the beginning and end of each day.

ALCOHOL GEL

Alcohol gel is available by the signing in screen as soon as staff enter the building.

Increased frequency of hand washing (for 20 seconds with soap and water), including at the beginning and end of each day. Alcohol gel is provided for staff who do not have access to hand washing facilities.

POLICIES/ PROCEDURES/GUIDELINES

All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:-

- Health & Safety Policy
- Infection Control Policy
- First Aid Policy

All staff have regard to all relevant guidance and legislation including, but not limited to, the following:

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017)(2017) "Health protection in schools and other childcare facilities"
- DfE and PHE (2020) "COVID-19:guidance for educational settings"



Staff receive any relevant training that helps minimise the spread of infection e.g. infection control training.

The school will keep up-to-date with advice issued by, but not limited to, the following:

DfE; NHS; Department of Health and Social Care; PHE

The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.

SOCIAL DISTANCING

- Small class groups, are organised as described in the 'class or group sizes' in DfE guidelines;
- Classrooms and other learning environments are organised to maintain space between seats and desks where possible;
- The timetable is revised to implement where possible:
 - Plan for lessons or activities which limit movement between areas;
 - Plan a timetable of learning outside.
 - Maximum number of lessons or classroom activities which could take place outdoors;
 - There will be no assemblies;
 - Break times (including lunch) are staggered so that all children are not moving around the school at the same time;
 - Drop-off and collection times are staggered;
 - Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact;
 - Small groups of children are together throughout the day and avoid mixing with larger groups of children;
- Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere
- Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed
- Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days



- The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days
- Children and young people use the same area or classroom of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Seating plans are used
- Mixing within education or childcare setting is minimised by:
 - accessing rooms directly from outside where possible, N/R/Y1 to enter/exit building via the external doors to the classrooms ;
 - There will be one-way circulation around the school, staircase by door 1 for going upstairs, staircase by door 2 for going downstairs;
 - staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms;
 - The number of children using the toilet at any one time is limited; Reception to use shared toilets between Reception and Year 1 only. Year 1 to use toilets outside of the classroom only. Maximum of two children to use the toilet at one time.
- The use of shared space such as halls is limited and there is cleaning between use by different groups;
- The use of staffrooms and offices is staggered to limit occupancy.

Communications

Parents

- Information given outlining expectations. Visual representation for EAL parents.
- Added to the front page of the school website/ FB page/ Google Classroom.

Children

Start of the day show film/powerpoint explaining use of resources with the class and outside / staggered breaks and lunchtime/ movement around the building / expectations when in their pod (use of Flaticon).

Entry and exit from the school site for parents

- Signage for parents to be installed on Family Centre car park gate/ alley gate/ main entry gate about expectations and walking directions.
- To enter the school site via the Family Centre gates. To exit via the main office gate.
- One parent to bring child/children to school.
- Parents advised to wash hands before coming to school and on return home.



- Encouraged to walk to school where possible.
- Parents are to leave the school site immediately and not talk to other parents.
- Information provided about limited access to the school building during the school day/ contacting the school office if necessary/ use of ParentPay to pay for school dinners.
- Information given for care/ washing of clothes when children return home.
- Required that each child has their own water bottle that is washed thoroughly every evening
- Collection box at the start and the end of the day for anything that needs to be given to the office.

Start and end of the day

- Staggered start for childcare/ Nursery/ Reception and Year 1.
- All classes to line up in the front playground, spaced out to be collected by classteacher. Children are collected from the front playground.
- Nursery children – assistance will be needed.
- N/R/ Y1 – to enter/exit building via the external doors to the classrooms .
- Talk to parents and agree drop off and collection times (this to include childcare children)

Whole school circulation

- Signage by the stair wells to show circulation direction.
- One-way system around the building. Staircase by door 1 for going upstairs. Staircase by door 2 for going downstairs.

Hall usage

- Signage for hall to show direction of movement and exit directions.
- Entry always through the main doors. Exit always through the fire doors at the back of the hall.
- Cleaning of tables and chairs after each lunch sitting.
- Hall staff to wash hands between each setting and remain 2 metres away.

Office

- Office re-organisation to ensure that individual work spaces cordoned off to prevent contamination.
- Printer moved and re-located to allow for distancing within the main office.



- Relocate phones for each member of the office team.
- Resources (pens/ post-its/ drawers) to be individualised for each member of the office team.
- Glass partitions to be open for ventilation unless there is a sick child present in the seated area outside of the office.

Classrooms

- Rugs/ cushions/ beanbags/ toys removed from N/R/Y1/Y6. Backed and labelled. Stored centrally (practical room).
- Classteachers to organise resources for each team. Assign storage area for resources for each team/pod.
- Tables to be separated and organised and spaced out in the room. 15 seats to remain in each class. Rest of the furniture to be stored and covered within the classroom.
- Box of reading books for each pod to be assigned.
- Children's books to be organised according to their pod and stored away when not in use.
- Tray for each child by their seat to house books/ water bottle/ resources.
- Individual staff resources are assigned and stored within each class.
- Resources like painting/ sticking/ cutting/ small world/ construction should not be used OR washed before and after use.
- Children to be discouraged from sharing resources. If it happens, wash hands before and after.
- No malleable resources to be used (play dough).

Outdoor spaces

Classes to learn outside as much as possible when in school. Areas to work in - pond/ allotment area, den area, under the trees with circular benches, playground, skipping circle. Classes to be allocated area.

- Resources used in outdoor areas need to be washed before and after use.
- Ponding dipping equipment to be stored within the pond area with cleaning wipes.

Childcare

- Re-located in Y2 and Y3 classrooms on the upstairs corridor.
- Follow one way system
- Exit via Door 2 at the end of the day
- At the end of break line up in the middle of the field to follow staff.
- Staff to assess social distancing expectations from classes that are outside.



Staff/ Children

- Numbers of children in each class to be 15 at any one time.
- Classes split according to SEND / ACEs needs and siblings that are also in school.

Staffroom

- Maximum number of staff in the staffroom is 6 with 2 metres apart.
- Staff to sit apart and next to each other. No staff to sit face to face in the staffroom

STAFF IN THE STAFFROOM		Total
1015-1030	Rubies teacher	1
1030-1100	$\frac{3}{4}$ childcare staff Rubies support staff after duty	5
1130-1230	Pearls teacher(1130-1215) Diamonds teacher (114501240) Rubies teacher (1215-1300) Diamonds support staff (1245-1315) $\frac{3}{4}$ childcare staff (1245-1315)	Max 3 at 1200-1215 Max of 6 1245-1300. Staff to consider this within their lunch break
1300-1315	Diamonds support staff (1245-1315)	5
1315-1345	3 childcare staff that were on duty	3

Working in smaller rooms (FSW room/DHT room/ Teachers Resources Room/ Business Managers Room/ Group work space)

- In the rooms listed, only one adult at a time to be in the room with the doors open.
- No children to be in the FSW/Teachers resource room/Business Managers room/Group Work space.
- No children allowed in the DHT room without adult permission.
- Use of rooms to be reviewed over the summer term.

Toilets

- R to use shared toilets between R and Y1 only.
- Y1 to use toilets outside of the classroom only.
- Maximum of two children to use the toilet at one time.



HYGIENE PRACTICE

- The [COVID-19: cleaning of non-healthcare settings guidance](#) is followed.
- The School Business Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.
- Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments.
- Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.
- All adults and children are told to:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
 - clean their hands on arrival at school, before and after eating, and after sneezing or coughing.
 - are encouraged not to touch their mouth, eyes and nose.
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
 - Hygiene station set up in each class with lidded bin/hand sanitiser/tissue.
- Help is available for children and young people who have trouble cleaning their hands independently.
- Young children are encouraged to learn and practise these habits through games, songs and repetition.
- Pedal bins for tissues are emptied throughout the day.
- The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid.
- Play equipment is cleaned between uses and not used simultaneously by different groups.
- No shared resources to be taken or brought in from home.
- All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible.
- Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation – NOT internal doors for Nursery/Reception.
- Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.



- Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.
- Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.
- Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's [guidance](#).
- Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.
- Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.
- Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.
- Pupils do not share cutlery, cups or food. 1215 to provide disposable packaging.
- All utensils are thoroughly cleaned before and after use.
- Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.
- The School Business Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk
- The headteacher contacts the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.
- Schools contact their Area Schools Officer if there are any specific recommendations for their school.
- Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.
- There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.
- Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.

Air circulation units

- Timers set for when children/staff are in school.



Hand Sanitiser Stations

- Stations located on the inside of door 1/inside door 2, external doors for Nursery. Reception/ Year 1 class/ hall by 2 fire doors/ main entrance.
- Signage for all to sanitise hands before they enter the building.

Classes

- Cleaning products housed in a box on a high shelf (cleaning products for surfaces/ laptops).
- Cloths changed daily and stored in cleaning box .
- First aid kit updated with masks/ gloves/ aprons for when a child is ill.

Posters

- Remove any unnecessary posters around the school.
- Hand hygiene posters on A3 displayed at eye level on doors.
- Visual representation of steps of hand washing in all children's toilets.
- Send posters home to share communication with parents.

Resources

- As above with classroom checklist.

Doors - school

- Nursery and Reception doors are not to be propped open due to safeguarding/ health and safety issues.

Laptops

- Limited use of laptops with school. Cleaned at the end of every day with specific cleaning product.

Staff hygiene requirements

- Wash work clothes regularly and as soon as you get home.
- Wipe lanyard/ fobs when staff leave enter and leave the buildings they are working in.
- Coat to be left at school/ childcare for usage and not taken to and from work place.
- Wash hands before and after touching children's books or resources.



- All staff to have own resources which they do not share.
- Wash hands after touching/ comforting a child.

Tissues

- Increase boxes of tissues available around the school (2 per class/ 2 in the staffroom/ 1 member office staff/ 2 in the hall).
- Tissues located near bins for immediate "Catch it, Kill it, Bin it" NHS campaign approach.
- Hygiene station set up.

Play Equipment

EYFS (see EYFS protective measures document)

- Daily clean of EYFS play area (rope for climbing).
- Bikes/ tricycles removed and stored away.
- Wobble board removed and stored.

Outdoor play areas

- Removal of small plastic items that are harder to clean.
- Removal of pens/ pencils within areas.

School

- Infection Control Policy to be displayed in each classroom.
- Pack of masks/ aprons/ gloves to be in each class to be used when a child displays symptoms/ sick.
- Unwell children to be kept outside the office. Area deep cleaned once the child has gone home.
- Staff to wash hands after contact.

Childcare

- Infection Control Policy to be displayed in the room.
- Pack of masks/ aprons/ gloves to be in each class to be used when a child displays symptoms/ sick.
- Unwell children to be taken to Practical room by member of staff/first aider in their pod. Area deep cleaned once the child has gone home.
- Staff to wash hands after contact for 20 seconds or more.



WHEN TO REPORT

Headteachers and managers will contact the local health protection team as soon as they suspect an outbreak to discuss the situation and agree if any actions are needed.

It is useful to have the information listed below available before this discussion as it will help to inform the size and nature of the outbreak:

- total numbers affected (staff and children)
- symptoms
- date(s) when symptoms started
- number of classes affected

If you suspect cases of infectious illness including coronavirus at your school but are unsure if it is an outbreak, please call your local HPT.

How to report

The school is to telephone their local HPT as soon as possible to report any serious or unusual illness particularly for:

- Escherichia coli (VTEC) (also called E.coli 0157) or E coli VTEC infection
- food poisoning
- hepatitis
- measles, mumps, rubella (rubella is also called German measles)
- meningitis
- tuberculosis
- typhoid
- whooping cough (also called pertussis)
- COVID-19

The full list of notifiable diseases was updated in 2010.

The local HPT can also draft letters and provide factsheets for parents and carers to ensure the most up to date information is given.

Immunisation

Immunisation is checked at school entry and at the time of any vaccination. Parents are encouraged to have their child immunised.



Cleaning the environment

Cleaning of the environment, including toys and equipment, is an important function for the control of infection in childcare settings. It is important that cleaning schedules clearly describe the activities needed, the frequency and who will carry them out. Cleaning standards are monitored regularly by the school. Cleaning staff should be appropriately trained and have access to personal protective equipment.

Cleaning contract

Essential elements of a comprehensive cleaning contract include daily, weekly and periodic cleaning schedules, based on national guidance. A proper colour coding system is recommended by the Health and Safety Executive. Choosing to employ a colour system in your workplace can make cleaning easy, efficient and in turn, increase general hygiene and cleanliness.

Colour-coded equipment should be used in different areas with separate equipment for kitchen, toilet, classroom and office areas (red for toilets and wash rooms; yellow for hand wash basins and sinks; blue for general areas and green for kitchens). Cloths should be disposable (or if reusable, disinfected after use).

Cleaning solutions should be stored in accordance with Control of Substances of Hazardous to Health (COSHH), and cleaning equipment changed and decontaminated regularly. Consideration should be given to situations where additional cleaning will be required including during term time (for example in the event of an outbreak) and how the school might carry this out.

A nominated member of staff should be chosen to monitor cleaning standards and discuss any issues with cleaning staff.

Cleaning blood and body fluid spills

All spillages of blood, faeces, saliva and vomit should be cleaned up immediately, wearing personal protective equipment. Clean spillages using a product which combines detergent and disinfectant, and ensure it is effective against both bacteria and viruses. Always follow the manufacturer's instructions. Use disposable paper towels or cloths for cleaning up blood and body fluid spills, and dispose of after use. A spillage kit should be available for blood spills.



COVID-19 advice - cleaning and waste disposal

All objects which are visibly contaminated with body fluids must be cleaned using disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Disposal of waste:

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. The waste should not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

- If the individual tests negative, this can be put in with the normal waste
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.



Staff welfare

Staff immunisation

All staff should undergo a full occupational health check before starting employment; this includes ensuring they are up to date with immunisations, including Measles, Mumps, Rubella (MMR).

Exclusion

Staff employed in schools, nurseries and other childcare settings should have the same rules regarding exclusion applied to them as are applied to the children. They may return to work when they are no longer infectious, provided they feel well enough to do so.

Pregnant staff

If a pregnant woman develops a rash or is in direct contact with someone with a rash who is potentially infectious, she should consult her doctor or midwife.

Chickenpox can affect the pregnancy if a woman has not already had the infection. The GP and midwife should be informed promptly. Shingles is caused by the same virus as chickenpox therefore anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, the midwife should be informed immediately. All female staff under the age of 25 years, working with young children, should have evidence of 2 doses of MMR vaccine or a positive history of measles.

If a pregnant woman comes into contact with German measles she should inform her GP and midwife immediately. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.

All female staff under the age of 25 years, working with young children, should have evidence of 2 doses of MMR vaccine or a positive history of Rubella.

Slapped cheek disease (Parvovirus B19) can occasionally affect an unborn child if exposed early in pregnancy. The pregnant woman should inform their midwife promptly.



PARTIAL SCHOOL CLOSURE

- Pupils working from home are assigned work to complete to a timeframe set by their teacher.
- The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.
- The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.
- The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home.
- The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.
- The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.
- The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close.
- The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.

Online Learning – Google Classroom introduced 20.04.20

- Classteachers to review curriculum to plan learning based on core curriculum expectations for each year group within wider curriculum/ grammar.
- Increase use of retrieval practice.
- Use Google Forms more for retrieval.

7 MONITORING AND EVALUATING

Senior staff and Governors will evaluate the effectiveness of the policy and agree adjustments that may be necessary to address any current concerns. These will be shared with staff, parents/carers and pupils.



Appendices Diarrhoea and vomiting outbreak – school action checklist

Date Completed:			
Checklist Completed By (Print Name):			
Name & Tel No of Institution:			
Name of Head Teacher/Manager:			
	Yes	No	Comments:
Deploy 48 hour exclusion rule for ill children and staff			
Liquid soap and paper hand towels available			
Staff to check/encourage/supervise hand washing in children			
Check that deep cleaning, ie twice daily (min) cleaning and follow through with bleach/Milton/ appropriate disinfectant is being carried out, (especially toilets, frequently touched surfaces eg handles and taps and including any special equipment and play areas). Ensure that all staff/contractors involved in cleaning are aware of, and are following, the guidance			
Disposable protective clothing available (ie non-powdered latex/synthetic vinyl gloves & aprons)			
Appropriate waste disposal systems in place for infectious waste			
Advice given on cleaning of vomit (including steam cleaning carpets/furniture or machine hot washing of soft furnishings)			
Clean and disinfect hard toys daily (with detergent and water followed by bleach/Milton). Limit and stock rotate toys			
Suspend use of soft toys plus water/sand play and cookery activities during outbreak			
Segregate infected linen (and use dissolvable laundry bags where possible)			
Visitors restricted. Essential visitors informed of outbreak and advised on hand washing			
New children joining institution suspended			
Keep staff working in dedicated areas (restrict food handling if possible). Inform HPT of any affected food handlers.			
Check if staff work elsewhere (restrict) and that all staff are well (including agency). Exclude if unwell (see above re 48 hour rule)			
HPT informed of any planned events at the institution			
Inform School Nurse and discuss about informing OFSTED, if applicable.			



List of notifiable diseases

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- acute encephalitis
- acute meningitis
- acute poliomyelitis
- acute infectious hepatitis
- anthrax
- botulism
- brucellosis
- cholera
- diphtheria
- enteric fever (typhoid or paratyphoid fever)
- food poisoning
- haemolytic uraemic syndrome (HUS)
- infectious bloody diarrhoea
- invasive group A streptococcal disease and scarlet fever
- legionnaires' disease
- leprosy
- malaria
- measles
- meningococcal septicaemia
- mumps
- plague
- rabies
- rubella
- SARS
- smallpox
- tetanus
- tuberculosis
- typhus
- viral haemorrhagic fever (VHF)
- whooping cough
- yellow fever
- Covid-19



Local health protection contact information

Get support from your local health protection team (HPT) to prevent and reduce the effect of diseases and chemical and radiation hazards.

HPTs provide support to health professionals, including:

- local disease surveillance
- alert systems
- investigating and managing health protection incidents
- national and local action plans for infectious diseases

If you need to send information that might reveal someone's identity, put it in an encrypted email. Do not put personal information in the subject line.

PHE Surrey and Sussex Health Protection Team (South East),
County Hall, Chart Way,
Horsham,
RH12 1XA

PHE.sshpu@nhs.net Phone: 0344 225 3861 (option 1 to 4 depending on area)

Out of hours for health professionals only: please phone 0844 967 0069

Useful links

Exclusion Table:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf

Covid-19 Public Health England Guidance:

<https://www.gov.uk/coronavirus/education-and-childcare>

Public Health England pet and animal contact:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-8-pets-and-animal-contact>

Public Health England advice on specific diseases and infections:



Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

NHS Immunisation information:

<https://www.nhs.uk/conditions/vaccinations/>

Health protection in schools and other childcare facilities information:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Children and Family Health Surrey school nursing

<https://childrenshealthsurrey.nhs.uk/services/school-nursing-general>

Public Health England School Zone- e-Bug stop germs spreading with fun e-Bug resources

<https://campaignresources.phe.gov.uk/schools>