

# Corona Virus (Covid 19) Risk Assessment / Wider Opening of School Plan

## St. Joseph's Catholic Primary School

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### Section 1 Overview and rationale

All schools must continue to produce and update a written risk assessment identifying the risks to pupils and staff during the Covid-19 pandemic. This must be kept under review.

Under existing legislation schools have to:

- Identify what could cause injury or illness (hazards)
- Decide how likely it is someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this is not possible, control the risk.

Covid-19 remains a hazard and continues to pose a significant risk of harm to some people – particularly in those people considered to be at high risk. Schools must continue to do what is reasonably practicable.

As the government is revised, schools may need to apply revisions of this risk assessment in light of potential changes.

This risk assessment will need to be read in conjunction with DfE guidance.

**This document will be reviewed regularly and is a working document which will constantly be evolving based on feedback.**

DfE guidelines defines close contact as;

- **direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)**
- **proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual**
- **travelling in a small vehicle, like a car, with an infected person**

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Underpinning all of these plans will be the safety of both children and staff. Our detailed risk assessment will be shared on our website. Our plans and risk assessment are based on the government's systems of control to:

1. Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or have someone in their household who do, do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including of frequently touched surfaces
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment
7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of Covid-19 amongst the school community
9. Contain any outbreak by following local health protection team advice.

Further government guidance on the full opening of schools in September can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We are aware that government guidance can change and we will monitor this closely over the summer and Autumn term and react accordingly.

**This plan and risk assessment has been created based on the following guidance and advice:**

- Governments (Gov.uk) Guidance for full opening: schools (details outlined above):
- Implementing Protective Measures in Education and Childcare Settings
- Safe working in education, childcare and children's social care
- Planning guide for primary schools - NEU/GMB/Unison/Unite commentary and checklist. NASWUT questions.

This plan has been approved by the Full Governing Body via email and will be updated regularly by Governors.

This plan will be reviewed weekly with any changes agreed and recorded by SLT.

The plan will be referred to at each weekly staff briefing meeting.

## Section 2 Outline of September full opening plan

### 2.1 Systems of Control: Protective Measures

- The table below outlines the key protective measures the school will take to deliver the nine essential controls identified by Public Health England.
- Further controls are set out in the plan and risk assessment below.

No	Essential Control	School Actions
1	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	<ul style="list-style-type: none"> <li>• Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). This will be communicated to parents regularly.</li> <li>• Any pupil or staff member will go home immediately (or as soon as possible) if they have symptoms. They should take a test as soon as possible.</li> <li>• A pupil with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member in the medical room. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids.</li> <li>• Staff toilets to be cleaned by staff through the day.</li> <li>• Children's toilets to be cleaned at the end of the day.</li> <li>• All staff and children will use hand sanitiser or will wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household disinfectant.</li> <li>• All staff, current and new, will be reminded of the key messages on INSET day 1<sup>st</sup> September 2020.</li> <li>• All pupils to be introduced to procedures within bubbles on the first day and reminded regularly about them. See <a href="https://www.e-bug.eu/">https://www.e-bug.eu/</a></li> <li>• Whole school PowerPoint with reminders to be shared regularly with children.</li> <li>• The school will supply visors for staff who wish to wear one when working with children.</li> </ul>
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> <li>• All pupils and staff will wash hands on entering and leaving school and before and after each break and time they have been outside. Hand sanitiser will be in every classroom.</li> <li>• All pupils will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal.</li> <li>• Teaching staff / non teaching staff and SLT who visit classes will remind everyone to wash and sanitise hands.</li> <li>• All children will receive regular reminders on effective handwashing routines – including using videos during class.</li> <li>• The SLT will check on stocks of stocks of hand sanitiser, soap and paper towels each week.</li> </ul>
3	Ensure good respiratory hygiene by promoting the 'catch it,	<ul style="list-style-type: none"> <li>• The school will display posters that remind pupils and staff about the importance of <b>catching</b> a cough or sneeze in tissue, disposing of the tissue and washing hands in classrooms and by washbasins/toilets and at entry/exit points.</li> </ul>

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No	Essential Control	School Actions
	bin it, kill it' approach.	<ul style="list-style-type: none"> <li>• All classrooms, social spaces and corridors will have adequate lidded bins.</li> <li>• The school will supply masks around school in order to ensure that these are available for use when staff are not able to maintain social distancing (e.g. providing intimate care, one-to-one learning support).</li> </ul>
4	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ul style="list-style-type: none"> <li>• All classrooms and shared spaces will be provided with cleaning spray for staff to use on all surfaces.</li> <li>• Children will be supervised to wipe down ICT equipment. Y2 – Y6 classes will have its own set of headphones..</li> <li>• All cleaners will be trained and regularly reminded of the protocols for disinfecting surfaces.</li> <li>• The school will be cleaned every evening (a specific focus on door handles, light switches, desk surfaces).</li> <li>• The SLT will schedule checks during each day on stocks of cleaning materials to check there is adequate supply.</li> <li>• All classroom doors will be wedged open and windows open.</li> </ul>
5	Minimise contact between individuals and maintain social distancing wherever possible.	<ul style="list-style-type: none"> <li>• Pupils will stay in class bubbles entering and leaving school, for lessons, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, children will be directed to the relevant location.</li> <li>• Y2 to Y6 pupils will have individualised packs of stationary equipment. FS1, FS2 and Y1 will have limited supply of resources in each area that will be wiped down regularly.</li> <li>• When giving out resources in lesson (e.g. books, papers, PE equipment), these may be shared within the bubble. However, such resources may not be shared with children in other year groups until and unless they are disinfected, wiped own with antibacterial wipes or they are left for a period of 48 hours (72 hours for plastic).</li> <li>• Children will be encouraged to self mark. Staff should maintain their distance when marking during lessons. When marking, staff will wash/sanitise hands before and after marking. Staff should not take books home to mark.</li> </ul>
6	Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>• <b>The school will maintain stocks of PPE and deploy them around school.</b></li> <li>• <b>PPE will be worn by all staff in specific circumstances:</b> <ul style="list-style-type: none"> <li>- Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs: Schools should continue to administer their care following the school's usual procedures.</li> <li>- Support for pupils whose specific needs mean they may be liable to spit: Appropriate staff should use PPE following the school's usual procedures.</li> <li>- First aiders should follow the school's revised First Aid policy.</li> <li>- The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur.</li> <li>- Cleaning: Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks</li> </ul> </li> </ul>

No	Essential Control	School Actions
		and eye protection.
7	Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> <li>• Anyone displaying symptoms will be sent home immediately (or as soon as possible) and asked to book a test at <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>. They will be asked to inform the school of the result.</li> <li>• The school will share advice on, and promote engagement with, 'test and trace' with all staff, children and parents.</li> </ul>
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	<ul style="list-style-type: none"> <li>• The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> </ul>
9	Contain any outbreak by following local health protection team advice.	<ul style="list-style-type: none"> <li>• <b>The health protection team will carry out a rapid risk assessment and confirm next steps.</b></li> <li>• Following advice from Public Health England, the school will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <ul style="list-style-type: none"> <li>- If any of these individuals develop symptoms, they will be eligible for testing.</li> <li>- If positive, they should isolate for 7 days from the onset of their symptoms.</li> <li>- If negative, they should complete full 14-day isolation period.</li> </ul> </li> <li>• The school will keep a record of staff and pupils in each bubble, plus anyone who has had close contact.</li> <li>• Public Health England will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to children, staff and parents when relevant.</li> <li>• A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• <b>The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.</b></li> <li>• <b>The school will keep the Governors and LA updated.</b></li> <li>• The school will maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.</li> </ul>

## 2.2 Attendance

All children are expected to attend school full-time in September. Government guidance has made it very clear that it is vital for **all** children to return to school to minimise the possible longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks children falling further behind. This means from September the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age

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- school's responsibility to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices, in line with the local authority's code of conduct.

A register will be taken each morning for all pupils and at the start of the afternoon. The school will follow the DfE guidance on absence codes for pupils who fail to attend school.

Pupils who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so. For all pupils who are isolating at home, SLT / Class staff will continue to make regular calls to check on welfare and whether they are participating fully in lessons.

### 2.3 Timings of the school day

The school timetable has been planned to ensure that class bubbles remain as secure as possible.

### 2.4 Specific Curriculum Issues

- The full curriculum will be delivered and all children will have access to all of the subjects they would normally have been offered.
- All subjects will review and revise the delivery of their curriculum to mitigate the risk of infection. Some subject-specific issues are outlined below.

Subject/Issue	Guidance
Equipment	<ul style="list-style-type: none"> <li>• A period of 48 hours (72 hours for plastic) is needed for specialist equipment before it is used by children from another year group unless it is thoroughly cleaned and wiped down with disinfectant.</li> <li>• In FS and Y1 all equipment will be thoroughly cleaned and wiped down with disinfectant at the end of each day.</li> </ul>
Music	<ul style="list-style-type: none"> <li>• DfE will be publishing further guidance shortly.</li> <li>• Choral singing should be avoided.</li> </ul>
Sports and Changing	<ul style="list-style-type: none"> <li>• PE should be undertaken in outdoor spaces.</li> <li>• Contact sports should be avoided.</li> <li>• Physical exercise, in the form of, non-contact sport will be provided within PE lessons but there will not be any extra-curricular activities beyond those that can operate remotely.</li> <li>• Specialist equipment is thoroughly cleaned and wiped down with disinfectant.</li> <li>• Pupils will come to school dressed for PE and Forest School lessons so no changing will be needed.</li> </ul>
Dinnertime equipment	<ul style="list-style-type: none"> <li>• Equipment must only be used by the class bubble.</li> <li>• Sets of equipment should be cleaned after use and can be rotated over the weekend period to be used by another bubble.</li> </ul>
Textbooks and Library Books	<ul style="list-style-type: none"> <li>• When using books in a lesson, these may be shared within the bubble. However, such resources may not be shared with children in other year groups until and unless they are disinfected, or they are left for a period of 48 hours.</li> </ul>

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Educational Visits	<ul style="list-style-type: none"> <li>No educational visits are planned for the first half term and this will then be reviewed for future visits.</li> </ul>
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## 2.5 Homework

Teachers should, where possible set work which is on-line e.g. TT Rockstars, research, retrieval quizzes.

## 2.6 Dress Code

Ensuring that there is a flow of air in all rooms in school is important but will inevitably mean that school will be colder than usual and so children and staff should dress accordingly.

### Uniform

The government has made it very clear that it is safe for children to attend school in their uniform and that this will not need to be washed on a daily basis. Children will need to dress warmly.

### Staff Dress Code

Staff can wear smart casual.

## 2.7 Safeguarding

- SLT will continue weekly calls to all isolating children (not attending school).
- CPoms will continue to be used for recording all concerns, incidents and communication

## 2.8 Supporting Children with Special Educational Needs

The support for children with SEND is in three forms:

- Support within the classroom.
- Support within the classroom, supplemented by partial withdrawal.
- Complete withdrawal from classroom with alternative provision.

Each form of support will require mitigation to avoid infection.

SEND Support	Guidance
Support within the classroom.	<ul style="list-style-type: none"> <li>TAs supporting in the classroom will remain within the same bubble. If needed, they should liaise with the teacher to agree a timetable/ seating plan that maximises their opportunity for support.</li> </ul>

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	<ul style="list-style-type: none"> <li>• TAs should also consider: <ul style="list-style-type: none"> <li>- Use the hand sanitiser on the desk</li> <li>- Regular handwashing</li> <li>- Where possible sit side by side, both facing the front</li> <li>- Avoid facing the student they support unless this is needed</li> <li>- Avoid unnecessary physical contact with the student</li> <li>- Ensure that they do not share stationery</li> <li>- Check regularly whether the children they support are symptomatic.</li> </ul> </li> </ul>
Support within the classroom, supplemented by partial withdrawal.	<ul style="list-style-type: none"> <li>• If children with SEND from different year groups need to be accommodated in a different area they must maintain social distancing of at least 2m from each other at all times.</li> <li>• All spaces within these areas must be disinfected before and after each use.</li> </ul>
Complete withdrawal from classroom with alternative provision	<ul style="list-style-type: none"> <li>• This will be considered to be its own bubble. All of the rules for each bubble will apply to this provision.</li> </ul>

## 2.9 Staffrooms & Offices

- Staff should only use the staffroom if they are able to socially distance themselves from each other.
- Staff must respect the maximum occupancy numbers for each space.
- All meetings should follow social distancing guidelines.
- Workstations in the staffroom must be socially distanced. Staff should wipe down mouse and keyboard with antibacterial wipes before and after use.
- The telephone should also be wiped regularly after use and hands should be sanitised afterwards.

## 2.10 Emergency Evacuation

- Evacuation of the school will be carried out as normal. Adults should try to social distance as far as possible.
- Coats must be left in classrooms.

## 2.11 Visitors, Reception and Deliveries

- All visitors should be pre-arranged, where possible, and unnecessary visitors should be avoided.
- All visitors who wish to spend time in school should be asked at the school reception if they have had COVID-19 symptoms in the past 7 days. If so, they should be refused entry and advised to isolate themselves at home and get tested.
- The sign-in system will be adapted to capture the visitors contact email or number so track and trace can be used if needed.
- Visitors' temperatures will be taken before entering the school building.
- Visitors arriving at reception should be asked to maintain social distancing if waiting to be seen.
- Visitors entering school should be asked to use the hand sanitiser.
- Visitors should be inducted on safety and hygiene measures if they are spending time in school.
- Hands should be washed with soap or hand sanitiser after handling any deliveries.

## 2.12 Teacher Training Placements and Volunteers

- Teacher training placements are permitted, providing all checks are completed and the trainee is adequately supervised and fully inducted on the school's infection control measures.
- Volunteers will not be permitted until further notice.

## 2.13 Parents' Evening and Meetings

- Meetings with individual parents are permitted, providing:
  - Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception
  - Parents sanitise their hands before and after the meeting

- Parents should wear a mask.
- All care is taken to avoid parents coming into proximity with any pupil other than their own child
- Social distancing is maintained during the meeting.
- The school is looking at solutions for it to be able to run effective parents' evenings e.g. spreading this out across the school (rather than just in the Main Hall), virtual meetings etc. More information will follow.

#### **2.14 Staff briefings/meetings/PPA**

Staff briefings will take place in the hall on Thursday afternoon. Main points of information will be emailed to staff to reduce contact time. Staff meetings will be a mixture of face to face as a whole team or smaller Key Stages. Staff will be expected to remain in school for PPA. This will be reviewed over the Autumn Term.

#### **2.15 Assemblies**

Assemblies/liturgies will be led by class teachers in classrooms. Celebration assembly will be virtual with presentations of prizes including the St. Joseph Cup in class.

#### **2.16 Day to day 'Staff Expectations'**

Staff must follow the expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Attend school if you and all members of your household do not have Covid-19 related symptoms
2. Wear a mask or face covering if using public transport. Avoid sharing cars.
3. Wash hands and use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
4. Avoid physical contact at all times. No hugs, shaking hands etc.
5. Do not share belongings (stationery, food etc) with others.
6. Wipe your keyboard and mouse at the start and end of each lesson.
7. When teaching, avoid unnecessary movement around the classroom and maintain distancing where possible
8. Deliver lessons in line with Teaching and Learning Standards.
9. Keep the rooms well ventilated with doors and windows open at all times.
10. Ensure the classroom is tidy at the end of each day with all surfaces clear so a thorough clean can take place.
11. Do not gather in the staffroom. Stick to a reduced capacity of each room. Maintain social distancing with colleagues at all times.

## 2.17 Day to day 'Pupil Expectations'

When attending school, pupils must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. I should attend school unless I and all members of my household have Covid-19 related symptoms
2. I will arrive at school and leave to go home at the designated time.
3. I will wash hands on entering and leaving school and at the start and end of each lesson within the day.
4. I will not touch other people and try to keep my social distance from adults and children at all times
5. I will keep class equipment tidy and tidy up when asked
6. I will not share stationary or food with other people
7. I will keep to the areas my teacher tells me at all times of the day
8. If I sneeze or cough, I will do this into my elbow.
9. If I use a tissue, I will put it in a bin and wash my hands straight away
10. I will work as hard as I can independently at all times
11. I will remember and keep to the school values

### Section 3 Risk Assessment

<b>Risk Assessment</b>	<b>Full opening</b>
<b>Securing leadership in school</b>	At least one member of SLT who is not in direct contact with any of the bubbles in school to ensure that cross infection does not occur and to reduce the risk of having to self isolate.
<b>Children who are ill with symptoms other than COVID symptoms</b>	Children who are ill cannot come to school. School will not administer any medicines except long term medication.
<b>Entering and Leaving the Site</b>	Staggered start and end of the day. Gate to be staffed. One parent to drop children off at the gates and a member of staff to direct them to their designated entrance. One parent to collect at the end of the day from designated waiting area. 2m social distancing strictly adhered to between staff and parents at drop off and pick up.
<b>Moving in and around school</b>	Class bubbles to work, play and eat in. Staffing to remain as much as possible within the bubble. Bubbles to be paired together; Y1 and Y2, Y3 and Y4, Y5 and Y6. Each class to have designated cloakrooms as close as possible to its entrance. Each class/es to have designated toilets. Each class to have a designated time to play on the yard and field. Staff and children to walk on the left hand side of the corridor.
<b>Classrooms</b>	Desks to be set out in rows where appropriate for the age of the children. All children in older classrooms have a pack of their own resources in a tray on their desk. F2 children will have a limited amount of equipment that can be wiped after each use. Children must not share stationary. Doors to be propped open. Classrooms must have at least one window open. Surfaces in classrooms to be kept clear – no drapes. Classrooms to be cleaned thoroughly at the end of each day and surfaces wiped by staff at lunchtime. Gloves and disinfectant spray in classrooms. Children can only bring a coat and water bottle to school. Children to only drink out of named water bottle. Children will be asked to wash hands when entering school, before and after every break /lunch time and before leaving school. Children will be reminded and prompted to wash hands

<b>Risk Assessment</b>	<b>Full opening</b>
	after the toilet/ sneezing or coughing. Assemblies will be led by class teachers in classrooms or by SLT virtually.
<b>Teaching FS</b>	FS children are not expected to socially distance.
<b>Teaching Y1 – Y6</b>	Children from Y1 are expected to sit in rows. They should not move places without it being wiped down before someone else uses it. Staff to move between children. Children can talk with their partner at their desk. If staff work 1 to 1 with children, they should sit side by side. Staff can work with a group of children outside.
<b>Marking</b>	Staff to wash hands before and after marking.
<b>Homework</b>	All children to have a reading book (no reading diary). Homework to be posted on school website and done electronically.
<b>Toilets</b>	Hand dryers to be turned off. Paper towels to be used and disposed of in lidded bins. Paper towels should be bagged up at lunchtime if the bin is full and at the end of the day. Light in staff toilets to be left on. Staff and children to put toilet lid down when flushing. Staff to clean staff toilet taps and door handles after using the toilet – bin is outside the door.
<b>Cleaning</b>	Tables surfaces, chairs, door handles and light switches to be wiped down during lunchtime and at the end of the day All surfaces including to be cleaned at the end of the school day including chairs, photocopier, computers including mouse and keyboard, telephone. Stock of soap, paper towels and sanitiser to be monitored every week and levels will determine if school can remain open.
<b>Lunchtimes</b>	Lunchtimes to be staggered. Dinner to be eaten in classrooms. Cleaning of tables timetabled. There will be only two options for dinner: grab bags with hot and cold options or packed lunches from home. Children must not share food at lunchtime. Dinner staff will collect grab bags and deliver to the appropriate year groups.
<b>Behaviour expectations</b>	Children to be taught about social distancing, hand washing and respiratory hygiene and the reasons for changes. Children, staff and parents to be reminded about the need for hand washing and respiratory hygiene.

<b>Risk Assessment</b>	<b>Full opening</b>
	Behaviour expectations shared with children and parents
<b>First Aid and Intimate Care Please refer to additional First Aid risk assessment.</b>	Staff to use visors, mask, gloves and aprons to administer First Aid and change children. Visors are available for those staff who wish to wear them. Nappies should be double bagged.
<b>Staff</b>	Staff to avoid close contact with each other. Rooms used by staff e.g. office and staffroom to have maximum occupancy signs. Staff to respect 2m social distancing with each other. Separate staffrooms for bubbles. Staff to remain in class bubbles as far as possible. Staff must not share equipment. Staff must clean any communal ICT used before and after use. Staff briefing in groups/virtually Staff meetings either face to face or using Zoom.
<b>Parents/carers</b>	Parents to make an appointment to come into school. Parents to only attend the meeting if they or a member of their household are not symptomatic and have not travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days. This will also be asked at reception when signing in. Parents to be asked to wear a mask and sanitise their hands before and after the meeting. All care must be taken to avoid parents coming into proximity with any child other than their own child. Social distancing must be maintained during the meeting. Sanitiser to be available in the meeting room. Table and chairs to be cleaned before and after the meeting.
<b>Parental/carers concerns</b>	Parents/carers to pass any information at the gate or through Dojo.
<b>Visitors</b>	Visitors must read school COVID guidance before entering the building. Visitors to only come into school if they or a member of their household are not symptomatic and have not travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days. This will also be asked at reception when signing in. Visitors must leave contact details on school signing in system.
<b>Governance</b>	Governor meetings either face to face or using Zoom.
<b>Home learning</b>	Home learning for children who are self isolating or shielding. Packs of work to be sent to accompany timetable on school website.