



# Hollinsclough CE Academy

## Return to School Information

### COVID-19

#### **Social Distancing**

If it is not possible to work from home, every effort must be made to implement social distancing requirements, as follows

- For any activity where social distancing guidelines cannot be followed in full, or the activity is not crucial to the operation of the business, stop the activity.
- For any activity where the social distancing guidelines cannot be followed in full, and the activity is crucial to the operation of the business, take all possible mitigating actions to reduce the risk of staff, pupils and parents transmitting the virus.
- Crowding in the school must be avoided.
- All persons working in or outside the school must be at least 2 metres apart from the nearest person, where possible.
- In areas that may become crowded (e.g. where queues may form) floor markings should be used to facilitate 2-metre distancing.
- During staff/pupil interaction where they cannot be kept 2 metres apart must work side by side.
- Face to face within 2 metre, contact is only permissible where it is totally unavoidable and must be limited to 15 minutes maximum.
- Group-work is only allowed where it is either unavoidable or where it can be used to reduce risk, and teams should be kept as small as possible.
- Keep the same groups together so that any unavoidable contact is always between the same persons.
- The school will implement staggered break and meal times to allow for and to maintain social distancing both in and outside the school.
- We will not allow any staff or pupils known to be in a vulnerable group to do any activity where social distancing guidelines cannot be followed. Those known to be in an extremely vulnerable group will be required to stay at home to remain shielded.
- Due to the need for social distancing – we will not be serving hot food for school dinners as we are unable to maintain temperatures of offsite food. If you have a staff canteen, instead our staff and pupils will be able to request prepared sandwiches or to bring their own food

#### **Visitors, or other members of the public**

- Use signs to direct people where to go to maintain social distancing
- Limit the number of persons on the premises to reduce overcrowding
- Require all contractors working at the workplace to demonstrate that they have social distancing and other procedures to minimise coronavirus risks.
- It is advisable to prohibit contractors visiting the premises for anything other than essential work.

#### **Additional considerations - vulnerable persons**

Pregnant persons are also considered vulnerable.

## Hygiene and cleanliness are essential in limiting the spread of coronavirus.

The control measures are as follows:

- All staff, pupils and parents must familiarise themselves with the cleanliness and hygiene recommendations.
- Make sure there are sufficient places for all stakeholders to wash their hands.
- Instruct and remind a staff and pupils to cough and sneeze into tissues; and to wash their hands with soap and water, for at least 20 seconds frequently and always after coughing and sneezing.
- Provide hand sanitiser and tissues for all persons in school and to use the bins provided for disposal of the tissues.
- Regularly clean and disinfect objects, equipment and surfaces that are touched frequently.
- All members of staff must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus.
- Avoid hard copy materials and use digital or remote transfers wherever possible.

## Having suitable sickness procedures is critical. As a minimum, these must comprise the following:

Staff must be able to recognise the symptoms of coronavirus (a new continuous cough and/or high temperature).

- Ensure all staff know what the symptoms are and how to spot them.
- We must not allow anyone to come to school if they are unwell with a new, continuous cough or a high temperature.
- If a member of staff or pupil lives in a household where someone else has coronavirus symptoms, they must stay at home.
- If the symptoms come on at school, the affected person must go swiftly and directly home and to stay there for seven days. Parents will be required to take their child or children home
- Don't insist on staff providing doctors' certificates, NHS 111 isolation notes, or similar unless you have sufficiently good reasons for insisting on them.
- Any member of staff who assists someone who becomes unwell with a new, continuous cough or a high temperature, does not need to be sent home unless they too develop symptoms.
- We do not have to close the school just because someone at work develops coronavirus symptoms and will take advice from PHE if two or more cases occur.
- If clinical advice is needed, go to NHS 111 online or call '111' if there is no internet access.
- Call '999' only if a member of staff, pupil, a parent or other person becomes seriously unwell, is injured or their life appears to be at risk.

## Stay at home/self-isolation requirements

### Information

Our school is aware of the "self-isolation" requirements.

- Staff, pupils or parents who have symptoms of coronavirus must not be allowed in the school and must be instructed not to travel to school for any reason.
- Staff, pupils or parents who live with anyone who has symptoms of coronavirus must not be allowed in school and instructed to stay at home and not to travel to school for any reason.
- A self-isolating person must not leave their home for any reason and must not have visitors, such as friends and family, in the home.
- If the person has coronavirus symptoms, they must self-isolate for **seven** days.

- After **seven** days, they can stop self-isolating as long as they don't have a high temperature or if they just have a cough. They must carry on self-isolating for as long as they have a high temperature.
- If a member of staff or pupil lives with someone who has symptoms, they must self-isolate for **fourteen** days from the day that the person's symptoms started. If more than **one** person they live with has symptoms, they must self-isolate for **fourteen** days from the day the first person started having symptoms.
- If a member of staff or pupil get symptoms, they have to self-isolate for **seven** days from when the symptoms start, even if that means self-isolating for longer than **fourteen** days.
- Following the above, if the member of staff or pupil concerned does not get symptoms, they can end their self-isolation after **fourteen** days.

The provision of information is a significant control measure for risk awareness and infection prevention purposes.

The necessary measures are:

- Ensure staff are fully briefed and supported to minimise their anxieties about working and their livelihoods.
- Make regular announcements to remind staff, pupils and parents to follow social distancing advice and wash their hands regularly.
- Make sure that site staff don't miss out on necessary instruction and information.