

# SCHOOL OPERATING PROCEDURES WITHIN A COVID-19 ENVIRONMENT

UPDATED SEP 20

## 1. Introduction

These updated instructions provide direction for all staff, pupils and visitors who attend Ysgol Harri Tudor/Henry Tudor School (YHT) during the Covid-19 crisis. They complement other instructions and follow National and Local Authority direction. Following these instructions will ensure pupils and staff within school remain safe and any risk of infection from Covid-19 is kept as low as is realistically possible. They should be read in conjunction with the current Covid-19 Risk Assessment.

## 2. The reopening process

The Local Authority provided a number of steps which schools need to follow in order to reopen;

- a. **Safety first:** Everyone must remain 2m apart at all times. Where this is not possible, contact must be kept to an absolute minimum and Personal Protective Equipment (PPE) should be used where appropriate.
- b. **New site layouts:** YHT has introduced a range of measures including a new school one way system, signage to support social distancing in classrooms, offices, corridors and communal areas, screens in offices and Reception, and hand washing and hand sanitising facilities throughout the building.
- c. **New ways of working:** Whilst all staff have a responsibility to ensure compliance with the new procedures, the YHT lead is the Deputy Head (Behaviour). Wherever possible the number of staff and visitors on the school site will be limited and the school day has been redesigned into year group 'bubbles' (Years 7 and 8, Years 9, 10 and 11, and Years 12 and 13).
- d. **Working as a team:** The Covid-19 risk assessment for managing social distancing and infection control is under constant review; the document has the oversight of the Headteacher and Governing Body Chair.
- e. **Rapid reaction:** Any pupil or member of staff who shows Covid signs will be isolated within school in a designated area; confirmation of any positive infection will result in follow up alerting and cleaning action.

3. **Planning Assumptions.** There remain a number of enduring unknown issues against which assumptions have been made. It is likely these will change over time. Key assumptions are;

- a. Phased return – no ‘big bang’ return; year groups will increase in attendance from 3 Sep 20, with all year groups back in school by 14 Sep 20.
- b. No vaccination will be available before returning – we will need to adhere to social distancing and other preventative measures for some time. Pupils will not adhere to social distancing themselves – this will need to be monitored and enforced.
- c. PPE will be provided for staff involved in a number of key activities, including First Aid provision and intimate pupil assistance (such as toileting). All staff and pupils will wear face masks/coverings in corridors and communal spaces such as queuing in the Refectory.
- d. We are not alone in tackling this challenge; other schools will be going through the same thought process and other countries will be ahead of the UK; there will be lessons that can be learnt.

#### 4. **Avoid Infection entering school**

- a. **Anyone exhibiting symptoms of Covid-19 must not arrive or enter school.** The most common symptoms are;
  - (1) onset of a new continuous cough,
  - (2) high temperature (fever),
  - (3) loss of, or change in, normal sense of taste or smell (anosmia).
- b. Any individual presenting with these symptoms, however mild, **must remain at home** and not leave their house for at least 7 days from when the symptoms started (if they live alone, or 14 days (if they live with someone who has symptoms). Medical advice should be sought.
- c. Hand hygiene is essential to reduce the transmission of infection in school and is a critical element of standard infection control precautions. Everyone entering the school **is to thoroughly wash their hands with either soap and warm water or with hand sanitizers.** Hand washing stations have been established at Reception. Washing hands with soap and water is the preferred method – and whilst hand sanitiser stations have been placed throughout the school to assist, the supply of sanitizer is likely to be more challenging than that of hand soap. The hand washing procedure is given at Annex A.
- d. Hand hygiene must be performed immediately before every episode of direct pupil care and after any activity or contact that potentially results in

hands becoming contaminated, including the removal of PPE, equipment decontamination and waste handling.

e. **Maximising home working.** Maximizing home working will assist in keeping numbers of staff down and, in doing so, avoid grouping. Line Managers are to approach the Head, via her PA, for requests for home working. In requesting home working Line Managers are to provide a work schedule for each member of staff seeking home working approval. Non-pupil facing admin staff are likely to be more conducive to home working.

f. **Shielding and Vulnerable staff.** There have been significant constraints placed upon those who have fallen within the Shielded and Vulnerable categories. Current direction is that staff in these groups should return to work providing social distancing can be achieved in line with current guidance.

## 5. **Avoid grouping within school**

a. **Dropping Off and Picking Up.** Pupils are to be dropped off and picked up within the current designated Drop Off and Pick Up points; pupils are not to be dropped off outside Reception. In dropping pupils off, due care must be taken to ensure social distancing including walking on the left of the path and in single file; pupils are not to walk side by side unless there is a 2m gap or they are of the same family.

b. **Taxis and Buses.** Taxis and buses are to use the designated Drop Off and Pick Up points. Where appropriate, taxis can drop off and pick up outside the LRC. Buses are to pick up at the current designated bus pick up point. Bus provision is organised by the Local Authority who will continue to issue specific instructions.

### c. **School building Entry, Exit and internal movement.**

(1) **Pupils.** On arrival to school, all pupils will be met by a member of SLT and asked that they are feeling well. They will then be directed to wash their hands at the Reception external hand washing station or hand sanitizer points and enter school via the normal Pupil Entrance. A one-way route with barriers and ground markers will guide pupils. School staff will also act as guides.

(2) **Staff.** Staff are to enter via Reception having washed their hands at the wash station, booking in electronically as normal. **Staff are to ensure they are fit for work and if unwell, in whatever way, are not to attend school.** Any illness notification is to be given to the HR Manager (Kelly McFadden).

(3) **Students.** 6<sup>th</sup> Form students are to follow the same arrival hygiene procedure as school staff.

(4) **Visitors.** Regrettably, visitors to school are discouraged at the present time. Any visit is to be pre-arranged in advance with the host and details are to be passed to Reception at least 24 hours before the visit. Details required are; name of visitor, name of staff member, confirmed time of meeting with staff member and reason for the visit. Any visitor arriving without a booking will not be allowed into school. Emergency visits, notably for the collection of a poorly pupil, are exempt this (although handwashing before entry to school and being healthy remain essential requirements).

(5) For all, distancing rules within the school apply. This includes waiting to enter school - distance markers are to be followed to avoid grouping.

(6) **Reception.** Reception will continue to operate as normal, with a maximum of 2 staff in the office at any one time. Dividing screens separate the workspace between the 2 staff.

(7) **Exits.** Pupils exit the school building by wing fire exits and exit school grounds via the Pupil Entrance. Staff and Year 12/13 can exit via Reception or through wings. All are to follow appropriate signs. Hands should be washed before exiting school.

(8) **Internal movement.** Signs to guide the safe movement of personnel within school are located across school, including a one way up/down system for accessing the First Floor. Whilst wherever possible a one system has been established it needs to be enforced and all staff are to play their part in ensuring pupils adhere to the distancing rules. Direction arrows (mainly at 2m intervals) assist with spacing. Access to the Lower Ground Floor also involves a one-way system. Certain areas of the school will be placed Out of Bounds. Note in particular;

(1) Covered external hand wash basins (x4) outside Reception with 2 further hand wash basins within Reception.

(2) Pupils enter normal Pupil Entrance having washed/sanitized their hands.

(3) Wing Corridors are one way and exit will be via the fire exits.

(4) Stairs have a One Way System Up or Down.

(5) The Main Hall is designated a break out area for staff and pupils; the stage has been designated an LSA break out area.

(6) In suitable areas there will be barriers (which includes the use of spare tables) separating flow directions – space dependent and fire exit compliant.

(7) There are 2-way systems at the top of the first set of stairs to the 6<sup>th</sup> Form Room and by the gym changing rooms.

(8) The offices around the Safeguarding team need to use the fire exit in order to avoid coming back on themselves, and ideally re-enter through the current SLC (if possible) or if not via the Main Entrance.

(9) **Additional Advice and Warning Signs.** New signs relating to social distancing, hygiene and ‘traffic flow’ have been placed throughout the school.

## 6. Routine within school

a. **Room capacities.** Classroom capacity has been re-adjusted to cope with full classes; 2m distancing remains at the front of the class between the teacher and pupils. Other areas have different constraints;

Room/Area	Comments
Main Hall	Used for additional break internal space, with stage designated for LSAs
Gym	Limited to individual classes under gym staff
Library	Currently 6 <sup>th</sup> form only
Refectory	Limited to year group bubbles
Staff Common Room	Limited to 8 staff at any one time (still allowing for access to photocopier)
Main Admin Office	One visitor at a time
Resources	Only Resource staff to operate within the room

b. **Breaks.** The revised school programme has 4 breaks during Mon to Thu with 3 breaks during Fri; the detailed programme is given below;

### Monday to Thursday

Year group	8:45 - 9:15	9:15 - 9:45	9:45 - 10:15	10:15 - 10:45	10:45 - 11:15	11:15 - 11:45	11:45 - 12:15	12:15 - 12:45	12:45 - 1:15	1:15 - 1:45	1:45 - 2:15	2:15 - 2:45	2:45 - 3:15				
13	Mentor with Lesson 1 teachers	Lesson 1	Lesson 2	Break 1	Lesson 3	Lesson 4	Lesson 5	Break 2	Lesson 4	Lesson 5	Lesson 5	Lesson 5	Lesson 5				
12				Lesson 1										Lesson 2	Lesson 3	Lesson 4	Lesson 5
11				Lesson 1										Lesson 2	Lesson 3	Lesson 4	Lesson 5
10				Lesson 1										Lesson 2	Lesson 3	Lesson 4	Lesson 5
9				Lesson 1										Lesson 2	Lesson 3	Lesson 4	Lesson 5
8	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5												
7	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5												

### Friday

Year group	8:45 - 9:00	9:00 - 9:30	9:30 - 10:00	10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	12:30 - 1:00	1:00 - 1:30	1:30 - 2:00
13		Lesson 1	Break 1	Lesson 2	Lesson 3	Lesson 4	Break 2				
12		Lesson 1	Lesson 2	Break 1	Lesson 3	Lesson 4	Break 2				
11	Mentor with Lesson 1 teachers	Lesson 1	Lesson 2	Break 1	Lesson 3	Lesson 4	Break 2				
10		Lesson 1	Lesson 2	Break 1	Lesson 3	Lesson 4	Break 2				
9		Lesson 1	Lesson 2	Break 1	Lesson 3	Lesson 4	Break 2				
8		Lesson 1	Lesson 2	Break 1	Lesson 3	Lesson 4	Break 2				
7		Lesson 1	Break 1	Lesson 2	Lesson 3	Lesson 4	Break 2				

c. **School meals.** The school Refectory is providing meals every day for pupils/staff to access during their allocated break time (shown above). Payment is by cashless only. Packed meals can be eaten in the Main Hall. Pupils should bring with them a full water bottle for individual use (common use water fountains throughout school have been disabled). Hands should be washed/sanitized before and after eating. Meals can also be pre-booked online (as this remains a trial, numbers are limited and meals are provided on a *first online booked first served basis*).

d. **Library.** The Library is limited to 6<sup>th</sup> Form students only, managed under the direction of the Librarian. Future options remain under development. Note the following additional information;

- (1) Sixth Form students have access to the Library in their study periods and in their breaks. They are the only key stage currently with access.
- (2) Desktop computers are in use and students are to clean the surfaces, keyboard, and mouse before and after use.
- (3) Tables have been laid out to face forward.
- (4) Returned books are quarantined for 72 hours before re-shelving.
- (5) Pupils, students and staff are only able to access the books and other resources via the Librarian. Signs and striking sashes have been added to the shelves to remind everyone that they should not be touched.
- (6) All soft furnishings have been removed from the Reading Lounge.

e. **Car Parking.** Current car parking arrangements remain. Only Blue Badge disabled drivers are to park in the disabled bays adjacent to the school building. Personnel are to ensure they adhere to social distancing rules walking from the car parking area to school and vice versa; all should keep to the left on the paths and walk in single file (noting the pavement from the car park to school is a public footpath).

f. **Cleaning regime.** A revised cleaning regime has been developed throughout the school. This includes;

- (1) **'Heavy use' door handles** (to be wiped during the day by cleaning staff).
- (2) **Desk surfaces and chairs** (cleaned daily by cleaning staff, to be aided by pupils after class change over)).
- (3) **Desk top computer key boards.**
- (4) **Pupil Toilets.** The number of toilet facilities available will be reduced to assist with the cleaning programme. Cleaning staff will be on duty to clean each pupil toilet after use (by wiping down the flusher and door handle and toilet seat, if applicable). The cleaning team member will also ensure a safe number of toilets are in use at any one time. Pupil toilet access to and from classrooms will be facilitated by Pupil Support; if unavailable pupils will need to follow the one-way system to access the toilet themselves.
- (5) **Staff Toilets.** Staff allocated toilets are **GB17/18, FA01 and FB 13/15 and FD29**. Staff are requested to assist the cleaning programme by wiping down the door handle, flusher and seat (where appropriate); wipes are to be disposed of in the sanitary bins which will be provided in all staff toilets.
- (6) **Staff responsibilities.**
  - i. The cleanliness of laptops will remain the responsibility of the individual staff user and staff will need to wipe any personal items e.g. mobile phones, tablets, reading glasses, pens etc. with disinfectant/alcohol wipes.
  - ii. If staff identify an item that needs to be cleaned, this item is to be left on a desk with the classroom at the end of the teaching day and the SFM informed.
  - iii. Classrooms should, where possible and appropriate, have windows open to assist with the circulation of air (weather dependent). Doors should be kept open to avoid excessive touching of hands.
  - iv. Staff are encouraged to ask pupils to wipe down their desks at the start and end of the day with wipes/ disinfectant provided.
- (7) **Daily Management.** The daily cleaning process will be managed by the Facilities Manager. The cleaning team will continue to be tasked by the Facilities Manager who are to use PPE gloves and aprons as a minimum throughout their duty.

(8) **Hand drying.** Hand dryers have been disabled; paper towels are to be used instead and disposed of in identified bins.

g. **Pupils or staff who show Covid-19 symptoms.** If any pupil or member of staff reports Covid-19 symptoms the following is to take place;

(1) The individual is to be escorted to the Isolation Room (**GA18**). In the case of a pupil, inform the parent/carer or, if a staff member, the identified point of contact (includes staff member) immediately in order to arrange for the individual to be collected.

(2) The windows of the Isolation Room are to be opened to provide fresh air circulation.

(3) The pupil should be monitored (from 2m) and PPE (apron and gloves) is to be worn by the staff member monitoring the pupil. If necessary, a face mask is to be worn. All items of PPE are available within the Isolation Room.

(4) If the pupil requires the toilet whilst waiting to be collected, the designated Isolation toilet (**GA07**) is to be used. Once used, the toilet will be suitably cleaned (coordinated through the Facilities Manager) before being made available to be re-used. The minimum PPE to be worn in cleaning any area where a person with possible Covid-19 has been are disposable gloves and apron. Hands are to be washed with soap and water for 20 seconds after all PPE has been removed.

(5) If required clinical advice can be obtained by going on line to [NHS 111](#) or by calling 111. Details of the Test, Trace and Protect system are given at Annex B.

(6) The member of staff who has helped a pupil or member of staff who becomes unwell with a new, continuous cough or a high temperature need not go home unless they develop symptoms themselves. The member of staff should wash their hands thoroughly for 20 seconds after any contact with someone who has become unwell. The SFM will supervise cleaning of the Isolation Room and Toilet (if used).

(7) **First Aid provision.** First Aid provision continues during the school day. Staff are to notify Pupil Support and Reception and take the individual to the First Aid room. Depending upon the nature of the event, the school First Aider will address the issue or if not possible the First Aider or Reception will seek support from a member of staff who is first aid trained or from the ambulance service. As a minimum disposable gloves are to be worn.



h. **PPE.** Daily management of PPE will be by the Facilities Manager, who is to liaise with the School Business Manager to ensure stock levels are suitably maintained. This is to include cleaning materials, hand soap and hand sanitizer, paper towels and face masks.

(1) **Wearing of PPE.** The wearing of PPE (gloves/apron/face visor/face masks/covering) is subjected to Risk Assessment review, which is an ongoing process; PPE should be used by cleaning staff, those having more intimate dealings with pupils and those involved in providing First Aid.

(2) **Face masks/coverings.** Face masks/face coverings are to be worn by all when in any corridor and communal areas, such as queuing in the Refectory.

(3) All staff must follow the recommended procedures for donning and removal of PPE. Before undertaking any task, staff should assess any likely exposure and ensure they wear PPE which provides adequate protection against the risks associated with the contact or task being undertaken. Instructions for wearing and removal of PPE are have been included under separate instruction; training can be provided by the school First Aider.

i. **Pupil Expectations**

(1) **Behaviour.** Pupils are expected to adhere to the principles of the procedures given in this instruction. Poor behaviour can potentially place risk to other pupils and staff alike. The full Covid-19 Behaviour Policy is covered under separate instruction.

(2) **Daily routine.** Covid-19 has created a huge change in the operation of the school. This will be stressful for pupils and staff alike. Simple actions will greatly assist how school life can continue. These include;

i. Pupils must adhere to the cleanliness routine and wash their hands before entering school.

ii. Pupil bags are not to be shared or handled by any other pupil or member of staff.

iii. Pens, pencils and other items of personal stationery must not be shared.

- iv. Pupils are to remain with their allocated classroom group and not interact with other year group outside their own group 'bubble'. This includes breaks.
  - v. Pupils requiring use of the toilet should, where possible, be escorted by Pupil Support to the designated toilet facilities. Only 1 pupil is to leave the classroom at any one time.
  - vi. Breaks outside may be taken even in inclement weather – pupils and staff are to ensure they have appropriate outdoor clothing.
- j. **Printing Resources Provision.** Wherever possible, provision of printing resources is to continue via being sent electronically to [resources@yht.wales](mailto:resources@yht.wales). The provision of hard copies for copying is to be avoided. Only designated admin support staff are to enter the Resources Room and no more than 2 people are to be in the room at any one time.
- k. **Emergency Evacuation. Fire Practices will not be conducted during the Covid-19 period.** If the alarm sounds all should remain in their allocated classroom until the source of the alarm is clarified. If an evacuation is required, all are to exit school via the nearest exit. In this case of emergency social distancing will be difficult to maintain.
- l. **Pre and after school clubs.** Pre-school clubs (breakfast) and after school Friday enrichment activities will re-commence week commencing Mon 14 Sep 20. These will be the subject of separate instructions.
- m. **PE.** The initial PE programme will be limited. This will develop over time with fuller provision from Sep 20.

### Handwashing Procedure

The following procedure should be followed to wash hands.

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds):

1. Wet your hands with water.
2. Apply enough soap to cover your hands.
3. Rub your hands together.
4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.
5. Rub your hands together and clean in between your fingers.
6. Rub the back of your fingers against your palms.
7. Rub your thumb using your other hand. Do the same with the other thumb.
8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.
9. Rinse your hands with water.
10. Dry your hands completely with a disposable towel.
11. Use the disposable towel to turn off the tap.

The preference at school is to use soap and water of which there is a plentiful supply of both. Hand sanitiser should be used as an alternative when necessary.

## The Test, Trace and Protect System

### Test, Trace, Protect works by:

**Testing** those people who have coronavirus symptoms, asking them to isolate from family, friends and their community whilst taking a test and waiting for a result. You can apply for a test for yourself or someone in your household with symptoms. This includes adults and children, including the under 5s. If you are displaying symptoms, you can apply for a coronavirus test here <https://gov.wales/apply-coronavirus-test>

**Tracing** those people who have been in close contact with people that have tested positive for the virus, requiring them to take precautions through self-isolation. Further information on contact tracing and how it will work can be found <https://gov.wales/contact-tracing-your-questions>.

**Providing** advice and guidance, particularly if the person who has symptoms or their contacts are in the shielding group or the at risk group, vulnerable or at greater risk <https://gov.wales/guidance-shielding-and-protecting-people-defined-medical-grounds-extremely-vulnerable-coronavirus-0>

**Ensuring** that if the symptoms are not due to coronavirus, individuals and their contacts can get back to their normal routines as soon as possible.

Further information and Q&A about Test, Trace, Protect can be found at: <https://gov.wales/test-trace-protect-your-questions>

**Accessing a test.** The best and fastest way for students or staff to access a test is to visit a testing site.

Booking a free coronavirus (COVID-19) test is done through the [online booking portal](#). This provides a range of test options, primarily;

- Test centre - Booking a test at a drive-in test centre is likely to be the fastest way to get a test. Our nearest drive in is at Carmarthen.
- Home test kit – Staff, parents/carers and students can order a home test kit for themselves or up to three members of their household.

New ways to make accessing a test as quick and easy as possible are being added continually by NHS Test, Trace, Protect. Walk in local testing centres are shortly being opened in a number of locations. This network is continuing to expand to make it easier for people without cars to get a test.

Where these, or other testing options, are available in the local area, the portal will provide those options.

If a parent /carer, staff member or FE student does not have access to a computer or mobile phone/tablet, kits can also be ordered by calling 119. 119 can also be contacted for support at any point throughout the testing journey. 119 are able to provide support in up to 650 languages.

Individuals should self-isolate until they receive a negative result or, in the case of a positive result, for the period advised by the contact tracing team.