

SCHOOL OPERATING PROCEDURES WITHIN A COVID-19 ENVIRONMENT

UPDATED SEP 21

1. **Introduction.** These updated instructions provide direction for all staff, pupils and visitors who attend Ysgol Harri Tudor/Henry Tudor School (YHT). 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 revised Covid-19 Risk Assessment. **This update follows recent WG guidance to schools.**
2. **Key Principles.** The following key principles apply for the school;
 - a. **Safety first** – staff should remain 2m from other staff wherever possible. Teaching staff should maintain 2m distancing from pupils/students within classrooms. Where this is not possible, contact must be kept to an absolute minimum and appropriate Personal Protective Equipment (PPE) should be used. **Face coverings are no longer required to be worn in school by pupils/students; if they wish to continue wearing them, they can. Staff are encouraged to wear them whilst moving around the building. Visitors are to wear a face covering throughout the visit.** They should not be worn when eating and when conducting organised sporting activities.
 - b. **School layout** - revised school layout measures remain; these include a 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. **Semi-permanent corridor barriers will be put in place to assist with the one way system.**
 - c. **Ways of working** - whilst all staff have a responsibility to ensure compliance with these procedures, the YHT lead for Covid-19 related issues is the School Business Manager (Nick Makin). Wherever possible the number of staff and visitors on the school site should be kept to a minimum. **The split break format for the school day will continue but adherence to year group bubbles is no longer required.**
 - 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.** Significant progress has been made with dealing with Covid-19 and the original assumptions made have been adjusted.

a. **Vaccination.** Substantial medical evidence indicates that full vaccination (2 jabs) offers individuals a high level of protection and lowers the risk of transmission. Vaccination is voluntary but highly recommended. Irrespective of vaccination status staff must still adhere to all Covid-19 measures within school, unless exceptions have been approved (by the Head or SBM).

c. **PPE.** PPE will be provided for staff involved in a number of key activities, including First Aid provision and intimate pupil assistance (such as toileting). Face coverings are no longer required to be worn in the classroom. However, *anyone wishing to wear a face covering for personal reasons anywhere in the school is allowed to do so. This may help support well-being, reduce anxiety and provide additional reassurance.*

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),
- (4) as well as the Delta variant characteristics which include runny nose, sore throat and headache.

b. Any individual presenting with these symptoms, however mild, **must remain at home** and not leave their house for at least 10 days from when the symptoms started (if they live alone, or 10 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 both soap and warm water or with hand sanitizers.** Hand washing stations have been established at Reception. Pupils are to enter the school grounds via the normal Pupil Entrance and use the hand sanitizer provided before entering the school building. 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. **Working from Home (WFM).** WFH has assisted in keeping numbers of staff down and avoid grouping; **however all staff are currently expected to be back at school.**

f. **Staff at higher risk.** A number of staff may be considered at higher risk, notably those who are pregnant or who have previously been grouped as Vulnerable or in need of shielding. Such staff should contact the school HR lead (Kelly McFadden) and the SBM (Nick Makin) for a further Risk Assessment.

5. **Avoiding grouping**

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. Maintaining distance is still a mitigating factor.

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 should enter via the Pupil Entrance and sanitize their hands.

(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.** 6th Form students are to follow the same arrival hygiene procedure as school staff.

(4) **Visitors.** Visitors to school are 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). **All visitors are to wear a face covering throughout their visit to school.**

(5) **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.

(6) **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.

(7) **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 assist with spacing. Access to the Lower Ground Floor also involves a one-way system. Certain areas of the school remain Out of Bounds. Note in particular;

(1) Covered external hand wash basins (x4) outside 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) In suitable areas there will be barriers separating flow directions – space dependent and fire exit compliant.

(6) **Additional Advice and Warning Signs.** 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	Year Group assemblies allowed
Gym	Classes under gym staff
Library	Multiple year groups allowed
Refectory	Multiple year groups allowed
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 Resources 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

Monday - Thursday										
Year group	8:45 - 9:15	9:15 - 10:15	10:15 - 11:15	11:15 - 11:45	11:45 - 12:15	12:15 - 12:45	12:45 - 13:45	13:45 - 14:15	14:15 - 14:45	14:45 - 15:15
13	Mentor	Lesson 1	Lesson 2	Break 1	Lesson 3		Lesson 4	Break 2	Lesson 5	
12										
11						Break 1	Lesson 4	Lesson 5		Break 2
10		Lesson 1	Lesson 2	Lesson 3		Break 1	Lesson 4	Lesson 5		Break 2
9										
8										
7		Lesson 1	Lesson 2	Break 1	Lesson 3		Lesson 4	Break 2	Lesson 5	

Friday

Friday								
Year group	8:45 - 9:00	9:00 - 10:00	10:00 - 11:00	11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	12:30 - 13:30	13:30 - 14:00
13	Mentor	Lesson 1	Lesson 2	Break 1	Lesson 3		Lesson 4	Break 2
12								
11						Break 1	Lesson 4	Break 2
10		Lesson 1	Lesson 2	Lesson 3		Break 1	Lesson 4	Break 2
9								
8								
7		Lesson 1	Lesson 2	Break 1	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 remains cashless. Pupils should bring with them a full water bottle for individual use (common use water fountains throughout school remain disabled). Hands should be washed/sanitized before and after eating.

- d. **Library.** The Library is open to multiple year groups, but remains managed on a daily basis by the Librarian. Reserves for books can be made via Accessit, the Library Web App.
- 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** and hand rails (to be wiped during the day by cleaning staff).
 - (2) **Desk surfaces and chairs** (cleaned daily by cleaning staff) and wiped down by pupils at the end of the lesson.
 - (3) **Desk top computer key boards** to be wiped down daily by cleaning staff (IT team to advise on the correct cleaning equipment).
 - (4) **Pupil Toilets.** The number of toilet facilities available will continue to 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.
 - (5) **Staff Toilets.** Staff allocated toilets are **GB17/18, GE39, FA01, FB 13, FC19, FE33 and GE39**. 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 remain 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 process along with links to other sources of information 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.

(8) **Reporting of Positive Results.** School is to be informed of all positive results as soon as possible via Reception reception@yht.wales or 01646 682461, contact@yht.wales, to Kelly McFadden or the SBM.

h. **Lateral Flow Testing (LFT).** The LFT program will continue. Whilst the LFT is voluntary, all staff are encouraged to take part and parents/carers are encouraged to provide consent for their child (ren).

i **Vaccinations.** The country-wide vaccination programme continues. Staff are encouraged to take up the offer of a vaccine when offered. **Irrespective of being vaccinated or not, all are to adhere to all Covid-19 measures.**

j. **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 coverings are encouraged to be worn by staff when moving throughout the school building, to include corridors. Face coverings are **no longer required** to be worn by pupils/students when in school, although individuals are free to wear them if they wish.

(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 have been sent under separate instruction; training can be provided by the school First Aider.

k. **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 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.

l. **Printing Resources Provision.** Wherever possible, provision of printing resources is to continue via being sent electronically to 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.

m. **Emergency Evacuation.** **Fire Practices may be conducted, but on a Year group only basis.** 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.

n. **Pre and after school clubs.** Pre-school clubs (breakfast) and after school Friday enrichment activities are the subject of separate instructions.

o. **PE.** The PE programme will be distributed under separate instructions.

Further Information Links

[Public Health Wales Covid-19 Home Page](#)

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 [getting tested for Covid-19](#)

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 here [TTP 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 [Shielding](#)

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.

Accessing a test. Booking a free coronavirus (COVID-19) test is done through the [online booking portal](#).

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.