

# RYECROFT C.E. MIDDLE SCHOOL

## COVID-19 OPERATIONAL MANAGMENT PLAN

### MAIN KEY CONTROL MEASURES FOR STAFF: SOCIAL DISTANCING AND HAND HYGIENE

#### Arrival into School

- Staff must sanitise their hands upon arrival
- Staff to ensure that they are prepared and at their 'working station' for 8.30am
- Form Tutors:
  - to be in their 'Bubble' to receive and supervise pupils on arrival from 8.30am
  - Supervise pupils cleaning/ sanitising their hands
- Pupils must always be supervised when using hand sanitisers to ensure ingestion is avoided.
- Pupils will be asked to line up in accordance to their year group and observing social distancing whilst awaiting temperature checks
- Pupils arriving by designated school transport will have their own designated area to queue

#### Entering the site/building

- **SLT** – to supervise and 'temperature check' all pupils arriving on site
- **KS3 pupils** to enter their Bubbles via classroom external doors under the supervision of **KS3 Form Tutors**
- **TE** – to supervise Year 6 Pupils entering through side fire exit door
- **Duty Rota** – to supervise Year 6 pupils at the door located at the top of stairwell and Year 5 pupils ascending the main stairwell
- **KS2 Form Tutors** – must be prepared and in their Form Rooms for 8.30am to receive and supervise pupils and to ensure that pupils are not loitering in the corridor.

Pupils must not be allowed to use the toilets on arrival into school

**Pupils on dedicated school transport – must use face coverings** as they are likely to come into contact with people outside of their bubble

**Disposal** of temporary coverings in a covered bin or place reusable covering in a plastic bag they can take home with them, and then wash their hands / sanitise again before heading to the classroom -- plastic bags will be made available for those without their own bags

# RYECROFT C.E. MIDDLE SCHOOL

## COVID-19 OPERATIONAL MANAGMENT PLAN

<b>SLT to monitor pupil temperatures on arrival</b>	Any child with an abnormally high temperature will be directed to the designated holding room (Welcome Room) – they <b>must not be allowed to circulate</b> with other pupils/staff			Parents will be contacted and asked to immediately collect their child  Welcome room must be <b>sanitised after child has departed</b>
<b>Location of Bubbles</b>  <b>In line with national lockdown guidelines, school is only open to vulnerable children and those of critical workers.</b>	5A	Room 3	C Blues	Bubble Staff must be in the rooms to supervise  <b>Staff to reference separate duty rota</b>
	5B	Room 4	A Bower & P Kelly	
	6A	Room 2	K Sargeant & A Hughes	
	6B	Room 1	L Doyle	
	7A	LAB 1	N Starkey	
	7B	Music Room	B Johnson	
	8A	D & T	D Alston	
	8B	LAB 2	A Thornton	
<b>Pupils are instructed to wash their hands utilising the Bubble room sinks / sanitising stations</b>	Sinks and hand sanitiser stations in the classroom utilised to facilitate 'frequent hand cleansing'.  Staff to supervise to ensure social distancing is observed and no ingestion of sanitiser			<b>Hand sanitiser - should not be used on dirty hands and the exclusive use of hand sanitiser should be discouraged - use soap and water after 5 uses of sanitiser</b>
<b>Pupils to remain in the same classroom/Bubble and will be allocated a designated desk area.</b>  Pupils <b>must not</b> : <ul style="list-style-type: none"> <li>• swop places with others</li> <li>• move their chairs/stools from the designated area</li> <li>• move around the classroom unless instructed to do so</li> <li>• leave their 'Bubble' area unless permitted to do so</li> </ul>	Pupils who have been less engaged with remote learning and/or may require assistance/supervision should be seated to the front of the classroom  Pupils must be seated side by side and facing forward  Pupils are not permitted to use their locker – all personal possessions must remain with them in their Bubble.  Staff to ensure bags are stored appropriately to avoid causing a trip hazard.			Each Bubble has a 'cleaning box' to allow spot cleaning as needed

## RYECROFT C.E. MIDDLE SCHOOL

### COVID-19 OPERATIONAL MANAGEMENT PLAN

	Pupils remain in the same classroom/Bubble to reduce social contact in corridors – teachers will move from room to room to ensure a broad and balanced curriculum is delivered to all	
<b>Equipment</b>	<ul style="list-style-type: none"> <li>For individual and very frequently used equipment such as pencils and pens – all staff and pupils must have their own.</li> <li>Classroom based resources such as books can be used and shared within the Bubble – these should be cleaned regularly along with all frequently touched surfaces.</li> <li>Resources shared between Bubbles such as science, art and PE equipment must be cleaned frequently and meticulously and <b>always between bubbles</b> or rotated to allow them to be left unused and out of reach for 48 hrs (72 hrs for plastics) between use by different bubbles.</li> <li>Pupils prohibited from using external and internal play equipment and wherever possible sectioned off</li> <li>Tasks organised so that the shared use and passing of work equipment is limited.</li> <li>Work equipment including photocopier to be cleaned before and after use.</li> </ul> <p><b>Mobile Phones:</b></p> <ul style="list-style-type: none"> <li>➤ These should only be bought into school if absolutely necessary.</li> <li>➤ Pupils will be asked to ensure that they are switched off and to remain in their school bag throughout the school day and whilst on school property.</li> </ul>	<ul style="list-style-type: none"> <li>Sharing of equipment wherever possible will be avoided – if unavoidable item will be <b>fully cleansed by supervising teacher after use</b>, to include PE equipment items and computer equipment.</li> </ul>

## RYECROFT C.E. MIDDLE SCHOOL

### COVID-19 OPERATIONAL MANAGEMENT PLAN

	<ul style="list-style-type: none"> <li>➤ Breach to this rule will result in the phone being confiscated and kept in the school safe until parent/carer collects.</li> <li>➤ The school will not accept any liability for the loss of or damage to mobile phones</li> </ul>	
<b>Each Bubble to have a Walkie Talkie</b>  <b>To aid communication with SLT</b>	<ul style="list-style-type: none"> <li>➤ Each Bubble will be allocated a designated 'toilet' break / break time and lunchtime</li> <li>➤ Toilet breaks need to be supervised by staff to ensure pupils do not 'loiter'</li> <li>➤ Corridor doors to the toilets will be kept propped open throughout the day – to avoid excessive surface contact and to facilitate ventilation</li> <li>➤ Wherever possible, all spaces should be well ventilated using natural ventilation (opening windows / external doors)</li> </ul>	Reduce social contact in corridors
<b>Lunch</b>  <b>Breakout areas</b>	<ul style="list-style-type: none"> <li>➤ All pupils will be advised to bring in a snack and packed lunch - <b>packed lunches provision for FSM pupils only</b></li> <li>➤ Lunch is to be consumed in the 'Bubble' room</li> <li>➤ Water fountains will be sealed off</li> <li>➤ Each 'Bubble' will be allocated a designated outside area</li> <li>➤ Pupils must not leave their designated outdoor area</li> <li>➤ This area will also be the assembly point for the Bubble should the need arise</li> <li>➤ Controlled toilet breaks</li> </ul>	<p>There will be no breakfast and break time sales and</p> <p>Door handles and other frequent touch areas must <b>sprayed with an antibacterial spray by the staff member after lunch</b></p> <p>Staff must ensure they supervise all pupils at all times</p> <p><b>Staff to reference separate duty rota</b></p>

## RYECROFT C.E. MIDDLE SCHOOL

### COVID-19 OPERATIONAL MANAGMENT PLAN

<b>End of School Day</b>	<ul style="list-style-type: none"> <li>➤ Pupils must wash / sanitise their hands before leaving at the end of the day</li> <li>➤ Managed and controlled exit of building – SLT will communicate with each Bubble when to allow their class to leave.</li> <li>➤ Staff must supervise pupils leaving their classroom – KS3 pupils in LABs must also be supervised as they make their way to the front of the building</li> <li>➤ Pupils will be instructed to immediately leave the school site – waiting for friends is not permitted</li> </ul>	
<b>Personal Hygiene / Housekeeping</b>	<ul style="list-style-type: none"> <li>➤ Dress code: uniform for pupils</li> <li>➤ Staff are instructed not to leave their dirty personal crockery and cutlery lying around including on desks and to place them in the dishwasher immediately after use - Safeguarding colleagues from cross contamination</li> <li>➤ Personal alcohol hand sanitiser available to all staff</li> <li>➤ Staff and Pupils must ensure hands are washed for 20 seconds with soap and water on a regular basis</li> <li>➤ Hands must be thoroughly dried</li> </ul>	<p>Site Technician will thoroughly clean/sanitise toilets and frequently touched areas (i.e. door handles) at break time and lunchtime</p> <p>Sanitiser must not be shared with pupils and kept out of their reach</p> <p>Hand Towels must be disposed of in the appropriate bins provided</p>
<b>FACE COVERING</b>	<p><b><u>PUPILS</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Pupils</b> remain in their 'Classroom Bubble' for all lessons and therefore minimises the risk of transmission</li> </ul>	

## RYECROFT C.E. MIDDLE SCHOOL

### COVID-19 OPERATIONAL MANAGEMENT PLAN

*Individuals are also asked to observe social distancing measures and practice good hand hygiene behaviours*

As part of the government's move to Step 3 of the roadmap, from **Monday 17 May**, new advice applies to the use of face coverings by staff, pupils and students in school.

- Face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in school.
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  - Face coverings will also no longer be recommended for staff in classrooms.
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  - Recommendation is for **face coverings to be worn by staff and visitors in situations outside of classrooms where social distancing is not possible** (for example, when moving around in corridors and communal areas).
- When using PPE staff must ensure they follow the appropriate guidance :
- **Non-Disposable shields** – staff will be responsible to clean the mask themselves before and after wearing using suitable disinfectant
  - **Gloves** – staff must familiarise themselves with the guidance on how to remove gloves carefully and dispose of them safely to reduce contamination
  - **Disposable Aprons** – Expectation is that these would only be used when dealing with a suspected covid-19 situation

Disposal of temporary coverings in a covered bin or place reusable covering in a plastic bag they can take home with them, and then wash their hands again before heading to the classroom -- plastic bags will be made available for those without their own bags

After use **Gloves MUST NOT be disposed of in general rubbish bins**

## RYECROFT C.E. MIDDLE SCHOOL

### COVID-19 OPERATIONAL MANAGMENT PLAN

<b>Staff Room / Reprographics / PPA / Other Communal Rooms</b>	<ul style="list-style-type: none"> <li>➤ Staff Room - <b>maximum of 6 people</b> in the staffroom at one time</li> <li>➤ Social distancing must be observed at all times – particularly between staff from other ‘Bubbles’</li> <li>➤ Staff to ensure they sanitise equipment such as photocopier, computer, etc. after use</li> <li>➤ Staff are instructed not to leave their dirty personal crockery and cutlery lying around including on desks and to place them in the dishwasher immediately after use</li> <li>➤ Staff must not make drinks for others</li> <li>➤ Staff are encouraged to bring their own food which does not require any preparation or heating in communal facilities, if you provide communal facilities such as a microwave, ensure effective cleaning after each use.</li> </ul>	<p>Antibacterial Spray/Wipes will be available in these locations</p> <p>Safeguarding colleagues from cross contamination</p>
<b>PE Equipment / Outdoor Play Area</b>	<ul style="list-style-type: none"> <li>➤ <b>Trim Trail</b> and Indoor <b>Fixed Play Equipment</b> are out of bounds and <b>must not be used</b></li> <li>➤ PE equipment – must be fully <b>sanitised</b> by staff member immediately after use</li> <li>➤ After sanitising, PE equipment must be <b>returned to</b> the relevant <b>storage area</b></li> </ul>	<p>Resources shared between Bubbles such as science, art and PE equipment <b>must be cleaned frequently and meticulously</b> and <b>always between bubbles</b> or rotated to allow them to be left unused and out of reach for 48 hrs (72 hrs for plastics) between use by different bubbles</p>
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>➤ Walking past someone carries minimal / no risk</li> <li>➤ Coronaviruses can be spread when people with the virus have close, sustained contact with people who are not</li> </ul>	<p>Staff should endeavour to maintain 2m social distancing wherever possible</p>

## RYECROFT C.E. MIDDLE SCHOOL

### COVID-19 OPERATIONAL MANAGMENT PLAN

	<p>infected. This typically means spending more than 15 minutes in close contact.</p> <ul style="list-style-type: none"> <li>➤ Unless absolutely necessary parents and visitors are asked not to enter the school building – phone and email being preferred methods of communication</li> <li>➤ Parents will be discouraged from congregating outside the school – asked to remain in vehicles</li> <li>➤ Maximum of 2 people in the reception area at one time</li> </ul>	<p>Staff are encouraged to voice their concern if they feel someone has invaded ‘their space’ - be it directly with the colleague or to a member of SLT</p>
<b>Symptomatic / First Aid</b>	<ul style="list-style-type: none"> <li>➤ Staff are asked to acquaint themselves with Covid-19 Risk Assessment and Government Guidance</li> <li>➤ If anyone becomes unwell with a new, continuous cough or a high temperature, they will be sent home and advised to follow the COVID-19 guidance</li> <li>➤ If symptomatic, staff have access to a self-referral portal <a href="https://self-referral.test-for-coronavirus.service.gov.uk/">https://self-referral.test-for-coronavirus.service.gov.uk/</a> They can book a test for themselves or for members of their household who have coronavirus symptoms. Employees will be able to book tests at regional test sites or order home test kits</li> <li>➤ If a child is awaiting collection, they should be moved to the designated collection room (Welcome Room) where they can be isolated behind a closed door. The window should be opened for ventilation</li> </ul>	



## RYECROFT C.E. MIDDLE SCHOOL

### COVID-19 OPERATIONAL MANAGMENT PLAN

	<ul style="list-style-type: none"> <li>➤ If they need to go to the toilet while waiting to be collected they should use the toilet in reception – this will need to be <b>cleaned and disinfected</b> before being used by anyone else</li> <li>➤ PPE should be worn by staff caring for the child while they await collection if a distance of 2 meters cannot be maintained</li> <li>➤ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they <b>do not</b> need to go home unless they develop symptoms themselves or the child subsequently tests positive.</li> <li>➤ All staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell</li> <li>➤ <b>Cleaning the affected area with normal household disinfectant</b> after someone with symptoms has left will reduce the risk of passing the infection on to other people</li> </ul>	Toilet must be locked until site technician has cleaned/sanitised area
<b>School Transport</b>	<p>Staffordshire County Council School Transport will provide transport for eligible pupils. Expectation is for these pupils to follow the additional control measures in place with regard to observing social distancing and embarking/disembarking the bus. Bus companies will refuse to transport any child who fails to comply with these requests.</p> <ul style="list-style-type: none"> <li>➤ Additional cleaning of vehicles – service provider</li> </ul>	TE to monitor LA school transport guidance and if applicable review/update RA's and OMP

## RYECROFT C.E. MIDDLE SCHOOL

### COVID-19 OPERATIONAL MANAGMENT PLAN

	<ul style="list-style-type: none"> <li>➤ Organised queuing and boarding wherever possible</li> <li>➤ Distancing within vehicles wherever possible</li> <li>➤ Pupils to remain in seats and forward facing at all times</li> <li>➤ Wherever possible, pupils grouped together in bus to reflect the bubbles school has adopted</li> <li>➤ Pupils on dedicated school transport - recommend the use of face coverings as they are likely to come into contact with people outside of their bubble</li> </ul>	<p><b>Pupils arriving into school with a face covering will be asked to remove it</b> - Disposal of temporary coverings in a covered bin or place reusable covering in a plastic bag they can take home with them, and then wash their hands again before heading to the classroom -- plastic bags will be made available for those without their own bags</p>
<b>EMERGENCY EVACUATION</b>	<ul style="list-style-type: none"> <li>➤ Risk from an immediate emergency outweighs the risk of contracting COVID-19 whilst swiftly exiting the building</li> <li>➤ Normal evacuation procedures and processes will apply apart from assembly points</li> <li>➤ Assembly points for each Bubble will be their designated outdoor areas</li> <li>➤ Bubble Teacher will account for all members of their Bubble and confirm when contacted via Walkie-Talkie</li> <li>➤ All other non-Bubble staff including office staff to vacate the building by, if possible, the front main entrance door and assemble on staff carpark</li> <li>➤ However, staff must always vacate the building by their nearest exit point and assemble at the closest assembly point – in this instance social distancing must be</li> </ul>	



## RYECROFT C.E. MIDDLE SCHOOL

### COVID-19 OPERATIONAL MANAGMENT PLAN

	<p>observed whilst awaiting the go ahead to return to the building</p> <ul style="list-style-type: none"><li>➤ Roll call will be undertaken via walkie-talkie by member of office staff / SLT</li><li>➤ To avoid blocking channels, Bubble staff must not chat with each other via walkie-talkies whilst awaiting clearance to return back into building</li></ul>	
<b>LOCKDOWN</b>	<ul style="list-style-type: none"><li>➤ Lockdown procedures will remain unchanged</li></ul>	

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## COVID-19 OPERATIONAL MANAGMENT PLAN

Version control			
Version Number	Date issued	Author	Update information
V1.0	14.05.2020	T Evans	First published version
V1.2	15.05.2020	T Evans	Updated to include measures for emergency evacuation
V1.3	30.06.2020	T Evans	Updated to include measures for Maths Bubble
V1.4	13.07.2020	T Evans	Updated to include measures for September opening
V1.5	14.07.2020	T Evans	Updated to include LA HTS guidance
V1.6	02.09.2020	T Evans	Amendment to break and toilet times
V1.7	05.11.2020	T Evans	Amendment to PPE use following government updated guidance
V1.8	27.11.2020	T Evans	Updated – Inclement weather procedures effective from 7 <sup>th</sup> December 2020
V1.9	02.12.2020	T Evans	Revised Inclement weather procedures effective from 7 <sup>th</sup> December 2020
V2.0	05.01.2020	T Evans	Reviewed and Updated due to national lockdown and to consider, if applicable, additional control measures as the new variant of the Covid-19 virus is more transmissible.  To date – Ryecroft has had no confirmed positive Covid-19 staff or pupil cases.
V2.1	01.03.2021	T Evans	Reviewed and Updated: <ul style="list-style-type: none"> <li>• Face Coverings</li> <li>• Entry routes into school/bubbles – September procedures reinstated</li> <li>• Bubbles</li> </ul>
V2.2	17.05.2021	T Evans	Reviewed and Updated: <ul style="list-style-type: none"> <li>• Face Coverings</li> </ul>