

Skin irritation through increased washing	<ul style="list-style-type: none"> • Pupils with eczema may require further moisturisation as agreed with parents • School will comply with parental wishes where possible 		
Contamination through sneezing	<ul style="list-style-type: none"> • Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. • Availability of hand sanitisers around the entrances and exits (subject to availability) • Children and staff are encouraged to carry their own pack of tissues although communal tissues will be available where possible (subject to availability) • Order more sanitising gels, boxes of tissues and liquid soap 	All staff	24/02/20 ongoing On order Awaiting back up gel – on order 03/03/20

Spread of Covid-19 through the environment	<ul style="list-style-type: none"> • SBM has communicated expectations with Cleaning Contractors and has checked essential daily tasks • SBM & HT have met with cleaning contractor to review impact of cleaning • SBM & HT are convinced that materials used, methods, systems and schedules for cleaning are appropriate and safe • Key areas are prioritised: door plates, handles, toilets, sinks, taps, tabletops • 70% wipes are available in key areas (including the dining room) • Dining tables are wiped before lunch and regularly throughout lunch with appropriate fluid and a clean cloth. • SBM / HT & SM will regularly throughout the day inspect most vulnerable areas (e.g. high use toilets). Staff will alert SBM / HT or SM if an area requires urgent attention • All visitors to the main entrance are asked to wash their hands on entry (or use gel if available) • Class teachers and TAs are acutely aware of hygiene needs within the classroom and will assist with cleaning key areas of the room as required throughout the day. • Class teachers will avoid passing objects around • Where possible pupils will use their own materials (eg whiteboards their own drawers?) rather than sharing. If this is not possible increased handwashing may be required • Text books will be avoided (to reduce handling) and may be projected using the visualiser instead. • Pupils handing out books will wash hands after doing so 	<p>SBM</p> <p>HT</p> <p>HT SBM</p> <p>Cleaning contract</p> <p>SBM RP / MSAs</p> <p>SBM / HT / SM</p> <p>Teachers</p>	<p>25/02/20</p> <p>Scheduled 16/03/20</p> <p>Ongoing – daily checks</p> <p>Daily / checked daily by SBM & SM Since 09/03/20</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p>
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<p>Contracting / spreading the virus from another infected individual</p> <ul style="list-style-type: none"> Child/Adult is unwell and it is believed that they have been exposed to COVID-19. 	<ul style="list-style-type: none"> Call parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 111 if advice is needed or 999 if they are seriously ill or injured or their life is at risk. Child/ Adult is sent to main school office and will be seated in a room on their own. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use the accessible toilet by the main school office. The room and the public toilet will need to be cleaned once they have left. As a rule of thumb aim for a 1m distance between the isolated individual and yourself 	Admin staff	As required
<p>Parents are concerned that a child's attendance at school puts them or a family member at risk</p>	<p>Individual cases will be considered by the Headteacher and the Deputy Headteacher. These may involve a telephone interview. Parents will not be asked to compromise their rights to protect their child as a parent but a thorough conversation will be initiated and a supportive plan will be developed taking into account the needs of the child and the family.</p>	HT DHT	As required
<p>Staff are concerned that their attendance at school puts them or a family member at risk</p>	<p>These will be considered on an individual basis when the individual staff member raises a concern.</p>		
<p>Children or staff have symptoms that could indicate a risk</p>	<ul style="list-style-type: none"> As at 12/03/20 anyone with a new continuous cough or a high temperature (37.8 degrees +) should stay at home for 7 days Children or staff who come into school and are displaying these symptoms will be isolated (as per above) and will be sent home If there are questions about temperatures the reading on a school thermometer will be used to determine whether action is required If a parent will not collect a child this will be referred to the local authority. Staff who are asked to isolate, showing these symptoms, must act upon the advice of the headteacher immediately 	<p>All staff</p> <p>Admin staff supported by SLT</p>	<p>From 13/03/20</p> <p>As required</p>

Hand to hand contamination	Usual protocols of polite handshaking will be removed between adults and children. A thumbs up or the sign for hello may be used instead between staff and children. Adult to adult contact will also be restricted.	All staff and pupils	12/03/20
Insufficient staff are available, due to staff illness or isolation, to maintain a safe supervision of children in the school	<ul style="list-style-type: none"> • A decision will be made as to whether pupils can be safely redistributed to other classes • Supply staff will be sought where available • Parent volunteers may be sought as assistants but will not be left in charge of groups (any volunteers will be suitably inducted into their roles) • A class / year group / Key stage may need to be closed for a fixed period. This may be rotated to lessen impact on groups • The school may need to be closed until sufficient staff are available (Chair of Goves will be consulted) • If a member of SLT can not be on site then the school will be closed until a sufficient contingency plan is in place (inform chair of Governors) 	HT & SLT	As required
A case of COVID-19 (pupil or school adult) is suspected at our settings.	<ul style="list-style-type: none"> • Call the Public Health England (option 1) to report the case and get confirmation that PHE know and are carrying out contact tracing. • Log it with HCC public health team • Send an e-mail to x@hertfordshire.gov.uk copied to x@hertfordshire.gov.uk setting out the situation, and adding your contact number. They will call us back. • If you receive any media enquiries from journalists refer them to x or email x (24 hour media line for Hertfordshire County Council) • No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. • Send the letter to parents sent by HCC /. Check with HCC that this is correct and accurate communication before sending • Agree protocol for message by phones with wording of response for telephone enquiries to be read out verbatim should the need arise. 	Headteacher	As a matter of urgency

<p>A case of COVID-19 (pupil or school adult) is confirmed at our settings.</p>	<ul style="list-style-type: none"> • 1. Call the Public Health England number to report the case and get confirmation that PHE know and are carrying out contact tracing. PHE will confirm if a close for a thorough clean is necessary • 2. Log it with HCC public health team on x or email 3. Again, Send an e-mail to x@hertfordshire.gov.uk copied to x@hertfordshire.gov.uk setting out the situation, and adding your contact number. We will call you back. • 4. If you receive any media enquiries from journalists refer them to x or email x (24 hour media line for Hertfordshire County Council)Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment. • Send HCC letter out to parents (as agreed) • Phonecall response (verbatim) protocol established and is visible by the phone • The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team. • If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing. 	<p>HT</p>	<p>As a matter of urgency</p>
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Risks associated with travel and holidays	<ul style="list-style-type: none"> • All staff asked to inform their line manager if they are travelling to any of the areas identified on government websites. • All staff are to follow any guidance given by Public Health. Not doing so constitutes a disciplinary matter. • Any holiday requests are followed up with a conversation with the family. Families asked to follow guidelines and in the case of any symptoms, to contact the school before coming in. 	All staff Admin	Ongoing Ongoing
Insufficient records exist to allow PHA to efficiently trace contact as required	<ul style="list-style-type: none"> • All visitors sign in throughout the day • Visitors sign in to other events (assemblies & parent consultations) • Lettings sign in all of their users and are made aware of hygiene protocols 	Admin SBM	Ongoing From 16/03/20
Contamination through visits to other venues	<ul style="list-style-type: none"> • All visits will be risk assessed and questions in relation to coronavirus will be addressed. • Trips already booked will be re-assessed and measures put in place to protect children and staff. If measures can not be put in place to mitigate the risk the trip will be cancelled. The school will fund any liabilities in relation to this. • Residential visits in the UK will be treated in the same manner as local visits • No international trips will be arranged until further advice for the Government and HCC permits this. • Any home visits (e.g. nursery to reception transition) will be risk assessed (and signed off) before carrying them out. Same hygiene rules will apply. • Trips to theatres or enclosed spaces where pupils will be seated in close proximity to others for extended periods will not be permitted. • Sporting events will be assessed on an individual basis. • Events involving large scale numbers will also be assessed separately according to local and national advice. • Parents may prefer for children not to be involved in such events. This will, of course, be their decision 	Teachers supported by SLT All will be signed off by the HT	As early as possible & reviewed regularly as advice changes

Contamination through school events involving pupils and other visitors	<ul style="list-style-type: none"> • All events are risk assessed with Covid-19 in mind. • Some events may be cancelled or postponed • The HT has communicated with Chair of the PSA in relation to forthcoming events. • All future cake sales and discos will be postponed until further notice. • Some PSA events may still go ahead after a thorough risk assessment has been completed. 		
School closures impact upon learning	<ul style="list-style-type: none"> • Staff are ready with a contingency plan and will be able to provide weekly directed learning opportunities • learning activities and instructions will be sent via parentmail each week (with the assistance of the admin team as required) • Parents will be reminded of checking up to date contact details & ensuring that they can receive parentmails • Staff will ensure that they are able to set digital work on Purple Mash and will ensure that children and parents know how to log on from home. • Staff will seek out spare text books that could be sent home if required in KS2 	Teachers HT ICT leads	Briefing 06/03/20 Staff meeting 11/03/20 Newsletter 12/03/20 Staff meeting 11/03/20 Lunchtime update 13/03/20
Panic and rumours spread anxiety and misinformation leading to key staff being diverted from their core purpose	<ul style="list-style-type: none"> • Concerns of parents are directed immediately to SLT • Key messages to parents are clarified by the Headteacher and are sent out via official channels • Parents are aware of official means of communication and appropriate channels • Regular information sent to parents • Advice of the authorities is communicated and followed • If suspected or confirmed cases are being investigated, individuals involved must not discuss via social media or any sources outside of the employed staff; this applies to all employed staff too. Public Health will advise of our response and HCC communication team will help to manage communications. 	SLT HT HT HT & SLT All staff Coordinated by HT	As required Ongoing – see letters on website & parentmails Channels communicated via newsletter 12/03/20 Daily As required As required

KEY CONTACT NUMBERS (some of these numbers are for school use only)

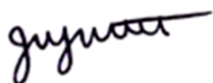
Helpline	Telephone	Email
Public Health England Emergency line		
Media and Communications advisory helpline		
Hertfordshire County Council Public Health Schools Coronavirus Helpline		
Legal helpline number (HCC)		
Department of Education coronavirus helpline number	0800046 8687 (8am-6pm mon-fri)	DfE.coronavirushelpline@education.gov.uk

No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.

USEFUL INFORMATION

- **Updates on COVID-19:**
<https://www.gov.uk/coronavirus>
- **Guidance for educational settings:**
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>
- **Guidance for social or community care and residential settings:**
<https://www.gov.uk/government/publications/guidance-for-social-or-community-care-and-residential-settings-on-covid-19>
- **Travel advice for those travelling and living overseas:**
<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>
- **Educational resources:**
<https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-/resources>
<https://campaignresources.phe.gov.uk/schools>
- **Latest Department for Education information:**
<https://twitter.com/educationgovuk>
<https://www.facebook.com/educationgovuk>

Signed by:



Jon White

Headteacher

Date: 13/03/2020



John Sloan

Chair of Governors

Date: 13/03/2020