



## September 2020 – Updated plans for a full opening of Tealby School

Dear Parents/ Carers,

Firstly, I hope you have had a lovely summer and are all keeping safe and well. A warm welcome to those families that are new to the school – what a time to start your journey at Tealby!

Please excuse this lengthy letter but I have tried to make sure everything that you may be thinking about for September is covered. Rather than send out lots of documents with this letter, I have highlighted links where you can find them all on the school website or government sites.

<https://www.tealby.lincs.sch.uk/covid-19/>

In July, I sent a letter to you all explaining things like the organisation and timings of drop off and pick up times for each class, some of this information is repeated within this letter.

Returning to school is vital for our children's education and wellbeing and we are looking forward to welcoming everyone back full time on Thursday 3<sup>rd</sup> September and our new starters in Reception on Monday 7<sup>th</sup> September. We have considered our judgements for this return to school carefully and we have used the latest information from the government about how to balance and minimise any risks from covid-19 whilst providing a full educational experience for our children. We have put in place proportionate protective measures for children and staff, following guidelines from the DfE, and we are confident we can manage risk effectively whilst providing high quality education.

Our risk assessments follow the recent PHE endorsed system of controls appropriate to our own context, which are adapted from the measures undertaken during the summer term.

### **Essential measures include:**

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Minimising contacts and maximising distance between everyone in school when possible.

The government guidelines have not changed since I sent you the original letter, so I will add further details to the information shared in July, that are specific to our school's setting.

This document continues to set out our plans for reopening in a safe way, following guidance from the government and also from our own evaluations of what has been successful during the time of partial opening.

Please also be mindful that as we move into the new term, there may be necessary changes that we need to make.

We will keep you fully informed of any changes, if and when they should occur.

### ***Our plan has safety at the heart of it – the safety of our pupils, staff and families.***

Our children are at the centre of all our decision-making; their safety and safeguarding will continue to be our number one priority.

We know that COVID-19 has not disappeared and whilst there are no guarantees that we will not have any cases in school, we can and have, put processes and measures in place to protect everyone and to manage any cases that we may have within our school.

The implementation of our plans will be constantly monitored by the leadership team and governing body and amended if circumstances change.



**In accordance with the guidance there are a system of controls in place to address the following:**

- 1) prevention
- 2) a curriculum that reconnects children with their learning in school
- 3) a response to infection

Our risk assessment reflects the above and is now available on our school website.

[Tealby School September 2020 Risk Assessment](#)

## **What can I expect when my child returns to school?**

- The children will be working in their new classes. This will allow for a full range of curriculum subjects to be taught, as well as the opportunity for children to work in groups across the mixed year groups. The classrooms look like they normally do and the changes we have made will not be obvious to the children.
- Staff will be maintaining their distance when working in their classrooms.
- Staff will, as far as possible, distance from the children and each other. The 1 -2m rule remains between adults
- Staff may choose to wear a visor or a face mask if they are going to be very close to a child, but they will not be wearing one the majority of the time.
- Working in class groups that do not mix very often, if at all, will make it quicker and easier in the event of a positive case to identify who would need to self-isolate and any action that needed to be taken. Our school is too small for us to have completely separate 'bubbles', however we will keep our classes as separate as much as is possible.
- From Year 2 upwards the children will be sat two to a table, facing forwards, however they will make use of the other learning areas available to them.
  - Class 1 have their large classroom and outdoor areas to use for learning.
  - Class 2 have access to the new library area at the end of their classroom with access to the outdoor areas too.
  - Class 3 have full use of the old library (the room between Classes 2 & 3) and groups will be taken to the mobile for Maths in the mornings.
- The Foundation Stage (Reception) and Year 1 classrooms will be set up in readiness for the Foundation Stage curriculum. We are mindful that the children moving into Year 1 have missed the last term of the Foundation Stage curriculum in school and the way in which we work in Class 1 will work really well to bridge their learning experiences together, so that they consolidate the Foundation Stage curriculum
- Please see the 'Building our Curriculum 2020' for further information.  
We have altered our approach to the teaching of English and Maths from Y2 upwards and initial plans for these working documents can be found on our website.

<https://www.tealby.lincs.sch.uk/english-reading-and-phonics/>

<https://www.tealby.lincs.sch.uk/mathematics/>



- There will be no large gatherings. Assemblies for example will take place in classrooms.
- Celebration Assembly – we believe that this is an extremely valuable part of what we do in school, so we will be exploring how we can do this effectively through a virtual platform – once we have worked out what works and how best to do this, we will invite parents to join us virtually to watch their child receive their awards.
- Lunches will be eaten in classrooms. Children eligible for Free School Meals or Universal Infant Free School Meals (Years R/1/2) will be given the option to choose from 3 or 4 cold lunch options inc pack up style lunches.  
Details have been sent out separately by Mrs Carter.
  - Class 1 will have their packed lunch at 12.15pm in their classroom and will have their break afterwards.
  - Class 2 will have a 15- minute break at 12.15pm and then will go into their classroom to eat their lunch, this will be followed by another break until 1.15pm
  - Class 3 will have their lunch in the classroom at 12.30pm and will then have their break afterwards.
- Morning Breaktimes will be staggered and have been changed to allow each class to be with their own class at break time.
  - Class 1 – they will decide on their own formal break time each day as their free-flow will be both indoors and outside.
  - Class 2 will have their break at 10.35am until 10.50am
  - Class 3 will have their break at 10.15 am until 10.30am each day*We do not have a formal break in the afternoon, due to it being a shorter session, however each class are able to have an informal 'break' should they choose which can be either inside or outside.*
- Windows and some doors will be open as much as possible to aid ventilation.
- Children and staff will wash their hands thoroughly when coming in from outside and before and after eating.
  - Arrival at school
  - After morning break
  - After lunch break
  - Before eating
  - After using the toilet
  - After wiping their nose or sneezing

## School Hours – What time will my child(ren) start and finish school?

School hours for all pupils will be similar to normal, but there will be staggered start and finish times, to maximise social distancing at these times and minimise the number of people on the school site at any one time.

- Class 3 will start school at 8.40am and finish at 3.00pm
- Class 2 will start school at 8.50am and finish at 3.10pm
- Class 1 will start at 9am and finish at 3.15pm

**If children in Class 3 have siblings in Classes 1 or 2, all children from the family start at 8.40am and finish at 3.00pm.**



**If children in Class 2 have siblings only in Class 1, all children from the family start at 8.50am and finish at 3.10pm.**

| <b>Class 3</b><br><b>8 40am –3.00pm</b>                                                                                                                                              | <b>Designated</b><br><b>Door</b>                                                                                                                                                                                                                                         | <b>Class 2</b><br><b>8.50 am - 3.10pm</b>  | <b>Designated</b><br><b>Door</b>                                                                                                                                                                                                                                         | <b>Class 1</b><br><b>9am - 3. 15pm</b> | <b>Designated</b><br><b>Door</b>                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Years 4/5/6<br>and any siblings in<br>classes 1/2                                                                                                                                    | Main entrance<br><br><i>*Parents of children<br/>in Year 1 or Reception<br/>who need to take<br/>their child to the<br/>classroom will enter<br/>through the outdoor<br/>area of class 1 - the<br/>older child must enter<br/>through their own<br/>designated door.</i> | Year 2/3<br>And any siblings<br>in class 1 | Main entrance<br><br><i>*Parents of children<br/>in Year 1 or Reception<br/>who need to take<br/>their child to the<br/>classroom will enter<br/>through the outdoor<br/>area of class 1 – the<br/>older child must enter<br/>through their own<br/>designated door.</i> | Year R/1                               | Through Class 1's<br>outdoor area and<br>in their classroom<br>back door, you<br>will then exit<br>through the<br>opposite door of<br>the classroom. |
| <b><i>Staff will be on the playground to meet parents and explain each morning. There will be a staff member from each class present at the time of your children's arrival.</i></b> |                                                                                                                                                                                                                                                                          |                                            |                                                                                                                                                                                                                                                                          |                                        |                                                                                                                                                      |

I understand that this will be challenging at first, as a parent myself I know all too well the challenges faced by parents in getting children ready for school at a given time, but please support us with this as much as you can so that we can keep our school community as safe as possible.

- All children **must** be collected at the agreed time.
- Breakfast Club and After School Provision will operate as normal – we will contact you separately when you book for a place to determine the details of arrival and pick up.

**These start and end times must be adhered to by all parents. They are in place in order to keep everyone safe. We will be reviewing the effectiveness of this arrangement over the first few days. We hope that if everyone adheres to the times and the safety procedures we have put in place, to the start and end times, then this will be sufficient for the number of children we have coming into school.**

## Moving around our school – what will this look like?

Our gate will be open at the beginning and end of the school day but on entering the school site, parents and children must follow the one-way system. This is to enter the school playground as normal through the gate, walk forward past the play frame and then say goodbye to your child on the playground. Class 2 & 3 pupils will enter through the main entrance and Class 1 pupils round the back of their classroom – through their outdoor area (there will be several members of staff on the playground to assist with this as we want to alleviate as much anxiety as we can).

- If parents have other children with them who do not attend the school, the children must stay with the parent at all times. **No children are allowed to play on equipment or in the playground.**
- Social distancing must be maintained on our school site.
- Only one parent can bring children to school. They must drop off and leave, rather than remain on school grounds.
- There must be no gathering of parents on our school site or outside the school.



- There will be no opportunity for parents to stop and discuss matters with the adult leading the class in the morning, but I will be on the playground each morning as normal and you will be able to pass on any messages etc. If parents need to speak with the admin team, they must phone or email school.
- If Key Stage 2 children are walking to school unaccompanied they must be mindful of distancing as much as possible when walking into school.
- One parent/carer should collect their child/children at the end of the school day. They may wait with their other children in the playground, strictly following social distancing from other parents and children. There will be 'spots' for parents to stand on whilst they wait to collect their child. Again there will be staff on hand to help with this at all times.
- Children will leave the school building in alphabetical order (last name) which will make it easier for parents to know when to come forward to receive their child from the classroom. We will do this as quickly as we can.

## Lunch and Breaktimes

- Break times will be staggered to avoid the mixing of children as much as possible – see above for timings.
- All children will need to bring a piece of fruit for break time snack. Whilst Foundation Stage and Key Stage 1 usually get this provided, we have been informed that the scheme will not be up and running in September.
- Children need to be provided with a water bottle that is filled before coming into school – they can refill if necessary.
- Children will eat in their designated classroom.
- Tables will be cleaned before and after lunch.
- Children will wash or sanitise their hands before and after break time and before and after lunch.

## Health and safety first

**All pupils and adults must follow the health and safety expectations:**

**1. Handwashing and use of hand sanitiser** – on entry to school, at regular intervals through the day, before and after the toilet/lunch/break, and before going home. Children will be reminded not to touch their eyes, nose or mouth.

**2. Respiratory hygiene** – when coughing or sneezing, children will be taught how to use tissues and dispose of them immediately. If no tissue, children must cough or sneeze into their elbow. **'Catch it. Bin it. Kill it.'**

**3. Face masks** - current guidance states:

*'Wearing a face covering or face mask in schools or other primary education settings is not recommended. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstances by those who may not be able to handle them as directed (for example young children, or those with special need or disabilities) as it may inadvertently increase the risk of transmission.'*

**(Coronavirus –COVID-19): implementing protective measures in education settings DFE, August 2020)**

As you will be aware, the rules on Face masks changed on the 24<sup>th</sup> July – the above guidance still stands at this present time ahead of 3<sup>rd</sup> September for primary schools.

- Staff will only wear PPE when administering first aid that requires prolonged close contact with a child.



- If children are wearing a facemask on their walk to school, they need to be removed on arrival. Pupils will be instructed not to touch the front of their face covering during use or when removing it. They will be asked to wash their hands immediately on arrival, dispose of the temporary face covering in a lidded bin or place their reusable face covering in a plastic bag to take home with them (the plastic bags need to be provided by home) and then wash their hands again on entry to the classroom.

**4. Ventilation** – classroom windows and external doors will be open to allow for ventilation.

Please ensure your child has an extra layer on cooler days. Coats will be kept on the backs of chairs as an extra layer if needed and it also reduces the number of times the children will be required to access their locker during the day.

**5. Cleaning** – Additional cleaning points have been put in place to allow for cleaning midpoint through the day. They will be cleaning toilets, sinks, taps, handles and touchpoints as well as communal areas. Cleaning tables and equipment will become part of the 'new norm' in classrooms and part of the daily routine for adults working in classrooms and other learning spaces when groups are working in smaller groups outside of the classroom. These areas will be cleaned before and after use and in between different groups using them.

We recognise that for high quality learning to take place, children require equipment and resources. These have been allocated to classes where possible. Each class will have their own Playtime resource box and PE equipment will be sanitised after use.

For equipment such as art equipment, musical instruments and science equipment, once it has been used by the class, it will be sanitised and left unused before another class is able to use it.

## Uniform – Will my child need to wear school uniform?

We expect all children to be in their school uniform in September as this gives the children a sense of belonging to our school community. It also supports with providing positive attitudes towards learning and behaviour.

- Our school will be open on Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup> September for parents to buy uniform. Mrs Carter has been in touch to explain how you can buy this.
- Please provide children with a bottle of water each day. This bottle must go home each night to be washed thoroughly.
- It is more important than ever to ensure that ALL school uniform is labelled.
- Children will be using the outdoor spaces more – we are told that transmission is less outdoors.
- Children will need a coat for cooler weather and a sun hat for sunny days. They will need to come wearing sun cream for warmer days. If you wish your child to reapply sun cream during the day, they will need to do so themselves.
- On PE days children will come to school in their PE kit – please ensure that your child has a pair of black or navy jogging bottoms as part of their kit.

## Learning at School

Our pupils' health, safety and wellbeing is our absolute priority. A period of time will be needed to support pupils in adjusting to being back in school and in a more structured daily routine. Re-building relationships and expectations will form a key part of their early return. Daily timetables will also include daily reminders about the preventative measures school has put in place and will include PSHE lesson



Please see the '**Building our Curriculum 2020**' for more details.

[Building our Curriculum 2020](https://www.tealby.lincs.sch.uk/english-reading-and-phonics/)

<https://www.tealby.lincs.sch.uk/english-reading-and-phonics/>

<https://www.tealby.lincs.sch.uk/mathematics/>

Our curriculum has undergone a big transformation this year, it is designed to allow pupils the opportunity to revisit the prior learning of the last two school years so that they move forwards with a sense of confidence in their own ability (which is often the biggest barrier to learning), this approach will continue to be used across all subject areas, particularly in Maths and English where it has the biggest impact.

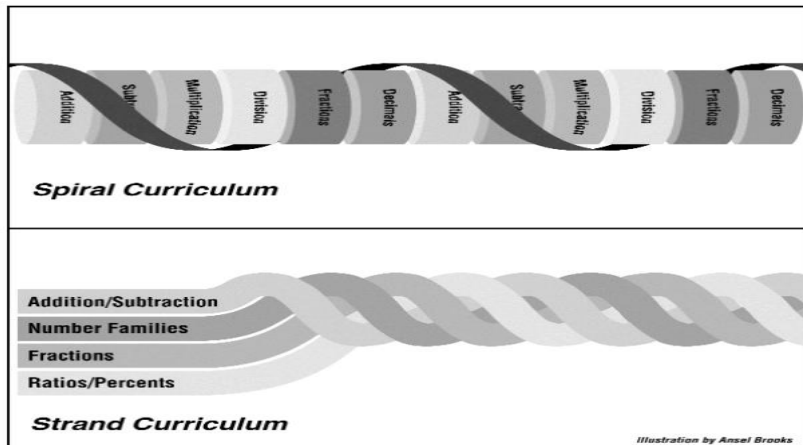
This mastery approach will allow teachers to identify gaps in learning and address them immediately in a variety of ways (explicit interventions /pre-teaching sessions/ provide additional practise opportunities in and out of school and so on).

This approach works especially well with mixed year groups because we use small focus group teaching as standard practice, as it enables pupils to move fluidly up and down the learning progression scale dependent upon their individual needs. This is assessed daily and planning adapted accordingly.

There will be many pupils across the school that will need to revisit prior core objectives on a regular basis, and the stranded curriculum we have designed allows us to do this with ease. Additionally, the very nature of the way the National Curriculum is organised means that all core learning should be revisited and built upon appropriately; the year 6 SATs for example are only 16% Year 6 content - the other 84% is learning from across the whole KS2 Y3-5 curriculum.

We want our pupils to fully understand what they are learning so that it becomes embedded in their long-term memories – we do not want to use a 'quick-fix' approach which is akin to putting a plaster on a large gaping wound. This is a longer term approach, but one that will have the greatest impact on our pupils and their futures.

## Mathematics example below:



The Strand Curriculum - mastery of content ensuring ideas/skills and procedures are encountered systematically and continually over time. Significantly superior to Blocking and superior to Spiral curriculums.

## Thursday 3rd and Friday 4th September

It is really important that all children return to school on Thursday 3rd September.

### These two days will form 'transition days'.

We would usually hold these in July and we know just how important they are they are in bringing together a new class and mix of year groups. On these two days the children will begin to build relationships with their class teacher and reconnect with their friends.



The focus will be on reconnection, relationships and routines. Children need to get back to 'normality' after a time of disruption so the settling back into school and focusing on normal school life is important. School hasn't changed. There are still routines, teachers will continue to teach and children will continue to learn.

Time will be spent on getting to know each other again, connecting back with school. We will be rebuilding relationships, learning the new routines in school, being taught how to hand wash and revisiting our school rules and expectations.

Re-establishing expectations of behaviour along with our high expectations in learning will also be a focus. There will be plenty of opportunity for the children to talk, communicate with one another and to both reflect and look forward to the year ahead.

These two days are about the children coming back into school, feeling safe, secure and getting ready to learn.

## The first two weeks of term:

The first full two weeks will involve reviewing and building on previous learning and re-establishing routines. It will be a time to focus upon the child as a learner and explore any anxieties that may block their ability to learn in the future.

The main focus for these two weeks is every child's wellbeing, ensuring that they are feeling happy and safe back at school and supporting them with daily routines and re-engaging them with learning in school.

Teachers will meet several times each week to discuss the learning needs of our pupils and plan the next learning episodes for our children together, this will allow them to share their expertise and experience of their past pupils' needs so that no time is lost and we are then able to plan effective personalised and responsive teaching and learning for our children. This will be an on-going approach, not just the first two weeks.

Reading, along with communication and language, are two crucial threads which will run through our curriculum from September. Please continue to read with and to your children during the summer, talk about new vocabulary and spend time talking together.

In addition, Outdoor Learning, Physical Education and being active will form an important element of our curriculum as will the delivery of Personal, Social, Health Education.

Alongside this we will have our Termly Projects (the autumn term focus is Science, Geography, DT) which will be used to engage and inspire pupils to learn. Information about these projects will be sent out very soon.

The curriculum will continue to include all subject areas. We want all our children to have the opportunity to thrive in the subjects they enjoy and are successful in.

Children who are moving from Foundation Stage into Year 1 will continue working within the Foundation Stage Framework and towards achieving the Early Learning Goals. It is important that all children have solid foundations on which to then build upon throughout primary school.

**Reading and writing embedded in the heart of the curriculum:** A sharp focus on the core skills of literacy and numeracy unlocks the other curriculum areas for all children.

The schools Long term planned project determines the context



Context is everything.



Range of Reading Text(s) chosen to enhance understanding of context



Class Novel decided



All Subject knowledge incorporated into planning sequences (prior learning 'taught and missed' is taken into account) Reading/Writing (Maths when relevant) will be taught through contextualised texts not randomly selected texts that don't support the context. Text will be amended to suit the learning.



Opportunities to apply, practise, embed and achieve mastery must be provided through explicit teaching, carefully planned and bespoke learning activities & continuous provision (high ceiling/low threshold tasks)



## How can I prepare my child for their return to school?

- Explain all the health and safety expectations to your children and tell them that these are in place for everyone's safety. We will put the links on the website with the books and resources included in past newsletters for you to share with your child.
- Be positive about your child's return to school. Try not share any worries or anxieties you may have with your children. There will be lots of resources on our website to help support your child in the Health and Well-being section.
- Explain that school will look the same, but there will be changes to the way we do things: assemblies, break times, eating lunch in the classrooms, different times for each class to go home. Please reassure your child that the things that make us 'our school' - the children, our staff and our values are all the same.
- Independence is more important than ever this year as staff and children need to protect themselves as much as possible with distancing from each other. To help with this can you please continue to help your children to learn how to dress themselves, tie their own shoe laces (or have Velcro fastenings), button / zip coats, open packets, yogurts in tubes etc.)
- Ensure any child who is walking to school on their own understands the expectations.

## What will we do in response to a positive case of COVID-19

### COVID 19 protocols for anyone displaying the symptoms of Coronavirus

**Anyone displaying symptoms, are ill, or have tested positive in at least the last 10 days must not be attend school** Updated 22-08-20

***If there is conflicting opinion, the school's decision will be final.***

**The main Symptoms of Covid-19 according to NHS are:**

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

**If children display symptoms at school, the following protocol will be put in place:**

- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19)
- Parents will be called and they are expected to attend school immediately to collect their child. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- The child will be escorted to a designated isolation area (**The mobile would be used in this instance**). Door and windows fully opened.
- The staff member will put on appropriate PPE (face mask, gloves, apron and a visor if there is a risk of fluids entering the eyes from coughing etc.) if they cannot maintain the current distancing rule.



- The disabled toilet should be used should they need to go to the toilet (not then to be used until deep cleaned).
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
- Deep cleaning of the area where the 'learning group/bubble' has been working will take place (deep cleaning will take place each day as part of our routine).
- Staff involved should dispose of the aprons, gloves and masks as described below
- The isolation room will need to be cleaned as per the guidance.
- HT will inform all families in the year group bubble/ wider bubble that a child has displayed symptoms to raise awareness.
- HT will inform all staff that the Mobile room is closed until further notice using the handset
- HT/JO will contact the local [Public Health England health protection team](#) and school will engage in the NHS track and trace process.
- HT/JO will keep a record of all staff/ pupils that may have come into contact with the person displaying symptoms for NHS Track and Trace in case of a positive test being reported.
- School will follow the advice from Public Health England as to the closing of bubbles/ school and ensure are relevant families/ staff are informed.
- Staff and / or parents/carers will:
  - [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
  - provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
  - [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

## To dispose of the waste from people with symptoms of coronavirus

### What you need to know

- Put all waste and all PPE work in room in a plastic rubbish bag and tie it
- Place the plastic bag in a bag and tie it.
- Label the bag with the day's date.
- Store bags away from communal waste for 72hrs IN GARAGE.

### Following LA Guidance ([steps for management of known or suspected cases](#)) school will:

- Contact Public Health Lincolnshire on 01522 553729 (8.00-17.00)
- Out of Hours contact Public Health England on 0344 225 4524
- Go to 111 online for advice of use calling service 111 is online platform can't be accessed
- Call 999 if person is seriously ill or life is at risk
- Apply for a test for an employer via: <https://www.gov.uk/apply-coronavirus-test-essential-workers>
- [Engage with the NHS Test and Trace process](#)

### GUIDANCE

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished



- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

## Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

## Principles of cleaning after the case has left the setting or area

### Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments

### Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or**
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants



or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

## Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

## Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

## Future Learning at Home

In the event of children having to self-isolate, the school needing to be closed or a local lockdown, school will be providing learning at home.

The use of Tapestry in Reception Foundation Stage/Year 1 and Google Classroom in Years 1-6 will be used in September for homework each week and in the event of home learning. We will be sending out further information early in September.

## Thank you

I once again would like to thank you for your support over the last few months and your feedback & comments. As we move into another new way of working, thank you in advance for your continued support, cooperation and in preparing your children to return to school.

We look forward to seeing everyone back in school on Thursday 3rd September.

Take care. Stay safe.

Mrs Zoe Humberstone and all the staff at Tealby School