

## **22. Covid-19 Addendum to MGS Health & Safety Policy – June 2020**

Following the outbreak and Covid 19 lockdown the school has implemented infection control and social distancing measures following guidance from the DfE and KCC. These fall into the following areas:

### **1. Keyworker and vulnerable children**

The school has remained open for keyworker and vulnerable children. These were identified via a parental questionnaire and the pastoral team. Having identified the requirements the school remained open for these pupils with the following measures in place:

#### **a) Infection control**

The whole school was subject to a deep clean on Sunday March 22<sup>nd</sup> 2020. Once the number of potential pupils had been identified both a teaching and breakout area close to the school entrance were identified. A rota of available staff was put in place with any staff who were shielding or self-isolating excluded. Hand sanitiser has been available for all staff and students. These are checked and restocked daily.

Pupils in attendance have their own named work space and break out space allocated which are maintained for the day.

Welfare (toilet and hand washing) areas have been identified and students have been advised of these procedures.

Doors and windows throughout the school should be opened in the morning and kept open to assist with air circulation and prevent cross contamination on door handles. Staff should avoid opening and shutting doors and are asked to hand sanitise if they need to touch a door handle or window latch.

Reception has been manned on a rota system and a barrier consisting of tables placed inside the entrance doors to prevent visitors and deliveries being brought further into the school.

No food has been provided and the vending machines and cash loader are not in use.

There has always been a member of SLT in school.

All areas that are in use are cleaned on a daily basis.

#### **b) Social distancing**

Reception has been manned by a maximum of two staff on a rota basis to ensure that work can be carried out and a social distance of 2 metres can be maintained.

A table barrier has been placed inside the entrance doors to prevent visitors and deliveries from coming into the school. Reception staff have dealt with deliveries and visitors whilst maintaining a 2 metre distance.

#### **c) Teaching and Learning**

Work has been set for the school timetable via the VLE and school email. Pupils who have not been able to access their work by electronic means have had work sent to them. IT support has been provided as needs have emerged. All initial needs identified via survey were met.

Pupils are also provided with stationery and resources as required.

Supervision of students has been undertaken by a staff rota along with a member of SLT. Staff have been asked to volunteer and SLT have overseen this to ensure that the rota is fair and consistent and that staff who are shielding, self-isolating or vulnerable have not been asked to come into school. Staff who are only able to travel by public transport have also been excused. All other staff are required in school for a maximum of a morning or afternoon session each week.

#### **d) Site Management / Control**

The Premises Team and cleaners have been required to work as they are unable to complete their work from home. Initially this was on a rota basis, however, as more students come into school the necessity for more frequent cleaning will mean that more cleaners will be required to work.

The premises team have been working full time for the majority of the lockdown so that the site can remain open for keyworker and vulnerable children. It has also been essential to ensure that the programme of building work can continue.

All premises management checks and controls have been carried out.

External contractors working on the building expansion site are in their own social “bubble” and responsible for their own health & safety. They do not interact with school staff and social distancing is maintained.

Contractors who are working in tandem with our premises team (electrician, fire alarm, ground maintenance, etc.) are subject to our health & safety controls and risk assessments as well as their own. It will not always be possible to maintain social distance with these contractors therefore handwashing and the use of PPE may be required.

### **2. Remote learning**

Since the closure of the school on 20<sup>th</sup> March 2020 the school has maintained teaching and learning for all students including Year 11 and Year 13.

#### **a) Infection control.**

Not applicable as there has been no face to face interaction

#### **b) Social Distancing**

Not applicable. Teaching has been via the VLE with work set and marked without contact. Feedback is also given remotely.

Team meetings and planning have been carried out via Zoom and Microsoft Teams

#### **c) Teaching and Learning**

All teachers, except those medically unfit for work, have been using the VLE, zoom and school email to set work, mark and give feedback. Work has been set as per the timetable and homework has also been set. Parents have been notified if there are any concerns regarding the completion of this work.

#### **d) There is a separate updated Safeguarding Policy and Remote Learning Acceptable Use Policy relating specifically to the impact of Covid-19. A further update for these two policies will cover the partial re-opening of Secondary Schools for the 15<sup>th</sup> June 2020. These policies were emailed to staff on Tuesday 9<sup>th</sup> June 2020.**

### **3. Year 10 and Year 12 Face to Face teaching (Term 6 2019/2020)**

Relevant links to include government advice in relation to the partial re-opening of Secondary Schools for Year 10 and 12 students. A number of risk assessments have been developed to support the policy and are available to view on the VLE in the staff resources section. Please note that the risk assessments should be read carefully and that they are ‘dynamic’ and may be updated or amended due to Government advice and guidance.

The information booklet produced for staff and students should be a useful source of information and guidance in addition to the following government publication.

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

### **Hierarchy of controls (Taken from the above advice)**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.
- Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene – promote the ‘catch it, bin it, kill it’ approach.
- Cleaning frequently touched surfaces often using standard products, such as detergents.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and lesson plans/timetables (such as staggered break times).

This can be summed up as: Eliminate, Substitute, Isolate, Control and use of PPE (Personal Protective Equipment) where appropriate.

#### **a) Infection Control**

All classrooms were subjected to a deep clean after lockdown (Sunday 22<sup>nd</sup> March) and all areas in use have been cleaned daily. Before we re-introduce students into classrooms and teaching areas a further clean with anti-bacterial or anti-viral cleaning solution will be undertaken. Areas in use will be cleaned after each session has been completed.

Students are being called in for specific teaching in smaller groups. They will not be travelling round the school or following a timetable. If the same group of students has two sessions on the same day they will remain in the same room wherever possible (unless it is a practical lesson) to reduce the possibility of cross contamination.

As you are aware the school has taken a cautious approach to the re-opening of MGS, but understands the need to see Year 10 and 12 students back in school for some face-to-face support to supplement the remote education of Year 10 and Year 12 students. The main mode of education for the remainder of the school and Year 10 and 12 students will be via remote learning activities, supported with face-to-face sessions in school.

Students will be required to wash their hands on entering the building and at regular intervals throughout their time in school. There will be cleaning stations consisting of hand sanitiser and antibacterial wipes in all classrooms and antibacterial wipes for desk areas.

Many of the measures already instigated in school since the 20<sup>th</sup> March will continue but with added emphasis and the following protocols and procedures to reduce the spread of the virus.

The canteen area and kitchen was subjected to a deep clean after lockdown and will be cleaned thoroughly before students use it. There will be a rota system for staff and they will be restricted to their own preparation areas of the kitchen wherever possible. Staff will have designated equipment and avoid sharing utensils and preparation areas. Only one member of staff will be allowed to use each till daily and tills will be cleaned before and

after work. The finger monitors will not be used. Staff will take the student name and calculate the cost of the meal and this will be manually deducted from the student account. The cash loader will not be used and parents/carers will be asked to pay online. The use of the Scopay App will be encouraged.

Toilets and handwashing areas have been subject to a deep clean since lockdown and will be cleaned thoroughly again before students return. All areas in use have been cleaned while the school has remained open for vulnerable students. Students will be allocated toilets and handwashing areas for use during the time they are in school and students will only use the toilets they will be allocated. This will prevent different groups of students using the same toilets wherever possible and assist with the need to track and trace if there is a positive case in school. We will also ask students to only use the toilets in breakout sessions except in an emergency. Students will be required to hand sanitise before and after using the toilets and washing their hands. All areas will be thoroughly cleaned every day and at regular intervals when in use. Students will be reminded of the need to regularly wash hands and how to wash hands effectively. Posters and information are in key locations around the site.

#### **b) Main School Office**

Reception has been open throughout the lockdown and will remain open. Visitors will be prevented from entering the building by a table barrier (screen) and a waiting system will be instigated with 2 metre markings on the ground. Staff will work on a rota system and be allocated a desk/ work area for the day. Each area used will be thoroughly cleaned every night including keyboards and telephone. Other staff will be discouraged from entering the area unless they are able to socially distant and will not be allowed to use telephones or computers except in an emergency.

#### **c) Staff room**

The staffroom will be in use with staff encouraged to only come in when required to teach or support the school and otherwise work from home. Soft furnishings have been removed in line with government guidelines. We ask all staff to socially distance when in shared areas. Room 8 and Room 35 will be available to use so long as staff can keep 2 metres apart. Staff will be asked to wash their hands and/or hand sanitise on arrival and at regular intervals throughout the day. If a computer is used staff will be required to clean the keyboard before and after use. All areas which are used will be cleaned after school. Staff will need to bring in their own mug and eat outside if at all possible. The canteen will be providing meals in disposable containers, otherwise staff should bring in their own plates and cutlery and either wash or take home for cleaning after use. The dishwasher will not be available to use.

Offices including the exams office, the finance office, the IT office and individual offices will be open for use. Staff should only use one computer each day and clean the keyboard before and after use. If a telephone is used it should be cleaned after use and, ideally, only used by the member of staff using the desk. Staff should not use telephones in the main office, finance office, exam office except in an emergency. Offices will display a maximum capacity number and staff asked not to enter if this would exceed the capacity.

#### **d) First Aid**

If first aid is required then the first aider must use PPE consisting of a disposable apron, disposable gloves and a face mask and a plastic face guard. These must be disposed of after use. If Covid-19 virus is suspected the PPE must be double bagged and quarantined for 72 hours before disposal. Appropriate PPE equipment to use in conjunction with the first aid kits will be available in the Main School Office, Finance Office and I.N. Reception desk. Social distancing cannot be maintained when dealing with a first aid incident so appropriate PPE must be worn.

#### **e) Isolation Room**

There will be a designated isolation room for suspected Covid-19 students or staff on the main site, Room 2, and at the I.N., new Food Technology room and the medical room near the finance office. This room will be thoroughly cleaned after use and every night.

Any staff entering the room, including cleaners, must wear PPE consisting of a disposable apron, disposable gloves and a face mask and a plastic face guard. These must be disposed of after use. If Covid-19 virus is suspected the PPE must be double bagged and quarantined for 72 hours before disposal.

If Covid-19 virus is suspected, the movements of the pupil or member of staff must be tracked and all areas of contact deep cleaned.

**f) Social distancing**

Designated classrooms will be measured for capacity using DfE and KCC guidance and student groups allocated based on the capacity of the rooms. The rooms will display maximum capacity signs on the doors and walls to the classrooms/labs in use. Desks which are to be used will have a green laminated notice with infection control / social distancing guidance on them. Desks out of use will have a red laminated sheet on them. The capacity of the classrooms must not be exceeded.

Students are being called in for specific teaching in small groups. They will not be travelling round the school or following a timetable. If the same group of students has two sessions on the same day they will remain in the same room if at all possible (unless it is a practical lesson) to reduce the possibility of cross contamination.

There may also be some 1:1 teacher/student sessions maintaining social distancing during term 6.

**g) Visitors to the School**

Visitors will be prevented from entering the building by a table barrier (screen) and a waiting system will be instigated with 2 metre markings on the ground. A screen is being installed on the front desk and the area will display a maximum capacity. Signage at the entrance will support this and advise visitors of the requirements. There will be hand sanitiser at the entrance with visitors asked to use it on entering the building.

**h) Toilets**

Teaching areas will be allocated toilets and handwashing areas and the students can only use the ones they have been allocated. This will prevent different groups of students using the same toilets wherever possible. All toilets and basins will be cleaned thoroughly every evening. Staff toilets will be available with staff asked to use hand sanitizer before and after using the toilets.

**i) Teaching and Learning**

Students are being called in for specific activities in small groups. They will not be travelling round the school or undertaking a timetable. If the same group of students has two sessions on the same day they will remain in the same room if possible (unless it is a practical lesson) to reduce the possibility of cross contamination

Designated classrooms will be measured for capacity using KCC guidance and students groups allocated based on the capacity of the rooms. Desks which are to be used will have a green laminated card on them. Desks out of use will have a red laminated sheet on them. The capacity of the classrooms must not be exceeded.

Books should only be used if absolutely necessary where video clips and VLE resources are not available or not suitable. The books should be sprayed or wiped with antibacterial cleaner before and after use.

Practical sessions

Tools and equipment for practical lessons must not be shared by students and must be thoroughly cleaned before and after use. Any materials should be cleaned before use and only used by one student. If a teacher needs to assist or demonstrate they should do this from the teaching area with pupils observing and not help or touch a student's work. Separate risk assessments have been produced by Claire Johnston for teaching D & T/Food/Textiles and these will be shared with relevant staff.

**j) Canteen**

The canteen will operate cashlessly if possible with parents requested to pay online and use the App. The cashloader will be out of use and the finance office will not be taking any money unless it is unavoidable. Vending machines will be temporarily out of use.

The server has been marked up with 2 metre distancing and will be managed by a member of staff to ensure that there is no overcrowding and capacity is not exceeded. The canteen staff will place items on the tray from behind the serving counter. Disposable plates and cutlery will be used.

Tables in the canteen will be designated at 2 metre distances. The queuing system will be marked in 2 metre spacing. Students can only use the designated seating and must wait to be called to queue for the serving area. The serving area will be managed by a member of staff and students called in rotation. Students may eat their packed lunch in the canteen. Capacity of the eating area must not be exceeded. Once students have finished eating they will be dismissed to their next lesson or to go home. There will be no social areas either in the canteen or in classrooms and therefore social interaction will be reduced to areas where social distancing has been organised.

The kitchen and canteen has undertaken a deep clean since lockdown and has been regularly cleaned. All areas in use will be cleaned every afternoon with antibacterial cleaner.

**k) Staff**

SLT have identified staff who are shielding (either themselves or vulnerable members of their family), self-isolating or vulnerable. They are required to work from home if possible. All other staff are required to work in school when needed.

As the school re-opens for more students, initially staff teaching year 10 and year 12 students will offer some face to face sessions. Please refer to the MGSG re-opening school risk assessment for further guidance regarding individuals who may be vulnerable to infection.

If any member of staff has a medical reason why they cannot be called into work if they teach year 10 or year 12 in term 6 they should contact the Headteacher in the first instance and provide relevant medical certificates/documentation.

Full training and information about protocols for term 6 will be shared with all staff before additional students are invited to attend school.

**l) Site Management / Cleaning**

Premises checks and controls have been undertaken throughout lockdown as the premises team have continued working and the school has remained open. The Premises Manager will ensure that checks and cleaning are carried out thoroughly throughout term 6. If there are any concerns about gaps in the procedures these will be investigated and the procedures amended as necessary. The procedures and controls will be regularly reviewed and amended as necessary. The cleaning has been detailed in previous sections. The Premises Manager / Cleaning Manager will need to establish a rota for cleaning throughout the day and ensure that there is sufficient PPE and cleaning products for all requirements throughout Term 6.

**m) Doors and windows**

Doors and windows throughout the school should be opened in the morning and kept open to assist with air circulation and prevent cross contamination on door handles. Staff should avoid opening and shutting doors and are asked to hand sanitise if they need to touch a door handle or window latch. The premises team have used door wedges to keep all doors open and do not need to be touched. Please see the separate fire evacuation procedures during Covid-19 to ensure staff know what to do in the event that staff/students need to evacuate the building.