

Oakfield Infection Management Policy May 2020

The aim of this policy is to outline the safety procedures currently adopted by Oakfield staff and pupils in order to manage the risk from the current Covid 19 infection. Whilst these measures have been implemented to deal with the current situation, some aspects of procedure are equally applicable to other infections that have occurred in the past or may do so in the future (e.g. swine flu, bird flu, and diarrhoea and sickness bugs).

The following procedures are a means to reduce the risk of contracting the Covid 19 virus or transmitting it within Oakfield School and amongst the adults and young people who attend. It is a practical way of managing the infection to the best of our ability.

In order to reduce risk, Oakfield School will limit the number of pupils (and together with this the number of staff) in the school building at any one time.

Due to the current Covid-19 Pandemic and the need to maintain social distancing in the school, a thorough risk assessment of the building based upon Government Guidance has been undertaken. This has been carried out in collaboration with the Site Facilities Management Company, Robertsons and the Trade Unions. It has been agreed by the Governing Body and the Head Teacher that 20% of the school cohort and 20% of the School staff can be on site at any one time. This will be reviewed in accordance with any further guidance or directive from the Government or the DFE. In light of this, the school has prioritised the cohort of pupils

that can attend the school. This has been agreed in partnership with parents and other agencies based upon individual risk assessments. Regular contact and communication in the form of doorstep visits and telephone calls is in place for all pupils and their families who are not currently attending. Regular reviews of the attending cohort is undertaken a places offered to families if circumstances change which are determine that a pupil is safer in school. Risk assessments are amended accordingly

Handwashing

On entering and exiting the school building all staff and pupils will be required to wash their hands thoroughly at the **Hand Wash Station**. The W/C at the front entrance has been organised to provide an area where hands can be washed for 20 seconds with soap and water and dried with paper towels which can be disposed of safely. This can be done without the need to touch any surfaces.

This is best practice and is the most effective way of removing infection on the hands. Anyone entering the building will therefore not bring any infection on their hands into school. As they leave, the same regime means that they are not taking away any infection picked up on their hands in school.

A member of staff will be stationed at the entrance to the school ensuring that hand washing is rigorously applied.

Two further dedicated **Hand Wash Stations** are available in the school and are sign-posted.

Social Distancing

Efforts will be made to maintain social distancing at all times when in the school building for staff and pupils. This means keeping two metres apart wherever possible.

Rooms have been designated for use or are out of bounds.

Any room being used has a sign indicating the maximum number of people who can safely be in there in order to maintain social distancing, which includes staff and pupils.

The normal classrooms can accommodate two adults and three pupils. Chairs have been removed to leave only five in the room. Where there is a bank of computers, machines have been removed so that those remaining can be used whilst maintaining social distancing.

Other specialist rooms have been adapted accordingly and signage shows how many people can safely be in there. This includes offices and the staff room.

Each room being used has a hygiene pack with items necessary to maintain good hygiene habits for staff and pupils, and the equipment to sanitise the room.

- Box of tissues
- Anti-bacterial spray
- Paper towels
- Hand-sanitiser

Staff have a responsibility for maintaining high standards of hygiene among the people in their classrooms and for

keeping the area sanitised. There is a checklist for staff to follow in each teaching room.

- On entering the room all pupils and staff to wash their hands at the sink (in rooms where they are available) for 20 seconds. Dry with the blue paper towels and put them in the bin. Use hand sanitiser as an alternative.
- Before beginning the session, computer keyboards and any other equipment which may be used to be sanitised. Use anti-bacterial spray and paper towels and put them in the bin.
- During the session, staff should be *actively* involved in:
 - Enforcing social distancing of staff and pupils within the classroom.
 - Sanitising surfaces and areas being touched regularly. Wiping down handles, surfaces and backs of chairs.
 - Sanitising keyboards and iPads.
 - Setting a good hand hygiene example.
- At the end of the session computer keyboards to be sanitised and any other equipment which has been used. Use anti-bacterial spray and paper towels and put them in the bin.
- Before pupils or staff leave the room, everyone to wash their hands at the sink (in rooms where they are available) for 20 seconds. Dry with the blue paper towels and put them in the bin. Use hand sanitiser as an alternative.

- External visitors. Visitors must make an appointment via the school office. They must wash their hands when they arrive and depart at the handwashing station in the Reception Area. Their visit must take place in the meeting room in Reception and social distancing must always be maintained

Use of the canteen

Handwashing before and after eating is important. All pupils and staff will use the Hand Wash Station in the KS4 hub before entering the canteen. To maintain social distancing, only two people will sit at a table during break or lunch. On leaving the canteen everyone will use hand sanitiser.

Use of the canteen at break and lunch times will be staggered when necessary.

Infection Education

Pupils will have activities around dealing with the Covid 19 virus, which will include information about:

- Hand washing (including practical sessions)
- Personal hygiene (nose blowing/face touching)
- Social distancing
- The importance of infection management.

To maintain social distancing and manage hygiene around the school the following need to happen:

- Staff and pupils need to adhere to this policy.

- Pupils need to be in a tutor room, in an activity or in lessons. Pupils need to be in an activity at break and lunchtimes. Staff need to ensure that this is followed.
- Recreation room – The pool balls and cues must be cleaned regularly before, after and when in use.
- A risk assessment and cleaning equipment are in place for the Gym. This facility can only be used in specific circumstances agreed by a member of the SSLT.
- Movement around the school needs to be supervised and staggered when necessary. A one-way system within the school corridors will be planned and implemented, as the numbers of students attending increases to 20. In addition, clear marking will be placed in the dining area to ensure that staff and pupils maintain social distancing while queuing.
- Demarcation in the form of tape is positioned in learning spaces to support social distancing during lessons.
- Classroom equipment is allocated to each teaching space and should not be removed.
- Behaviour from pupils that would require physical management from staff cannot be managed at this time and therefore will not be able to attend school. This will be made clear to parents/carers when pupils are invited to return. There is a physical intervention kit of PPE should it be required
- PPE is available for staff who are required to administer first aid and medication to pupils during the school day.
- Smoking is prohibited on the school site.

- Pupils are not allowed to leave the school site during break and lunch to go to the shops.
- Pupils must follow these rules if they are to be allowed in school.