

# Bridge House Independent School



## Infection Control During the Coronavirus (COVID-19) Pandemic

This has been created in line with guidance from the DfE and PHE.

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This policy was reviewed and adopted on 09/10/20 by Clare Hiom (head teacher)

## **Statement of intent**

### Statement of intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety for the school community. This policy includes provisions which the school will have due regard for during the coronavirus (COVID-19) pandemic. The information in this section is under constant review and is updated to reflect changes to government guidance as it is released. This policy will be implemented alongside the Coronavirus (COVID-19): Risk Assessment for Full Opening in September and other relevant policies.

## **1. Legal framework**

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Safe working in education, childcare, and children's social care settings, including the use of personal protective equipment (PPE)'
- PHE (2020) 'COVID-19: cleaning in non-healthcare settings outside the home'

## **2. Infection control measures**

2.1. The school will conduct a risk assessment to identify sites where infection control may be more challenging, with particular regard to the needs of clinically extremely vulnerable individuals.

2.2. The school will ensure strict infection control measures can be put in place to protect clinically extremely vulnerable individuals.

2.3. The school will adhere to the government's social distancing guidelines as much as is possible.

2.4. All staff and pupils will be:

- Told to frequently wash their hands with soap and hot water for at least 20 seconds, or use an alcohol-based sanitiser.
- Encouraged not to touch their faces.
- Told to use a tissue or their elbow to catch coughs and sneezes, and to use bins for tissue waste.

2.5. Pupils who have difficulty washing their hands will be supported by a member of staff, with social distancing in place where possible.

- 2.6. Disposable tissues and lidded bins will be available in every classroom. If the classroom does not have a sink with hot water and soap, the school will endeavour to make hand sanitiser available.
- 2.7. Handwashing and sanitiser stations will be available across the school.
- 2.8. Sharing food, drink, utensils, equipment and soft toys will be avoided as much as possible. Frequently touched surfaces will be cleaned and disinfected more often than usual.
- 2.9. Classroom-based resources, e.g. books and games, will be used and shared within bubbles and cleaned regularly; however, individual and very frequently used equipment, such as pencils or pens, will not be shared.
- 2.10. The frequency of cleaning will increase, particularly for outdoor playground equipment and surfaces in classrooms, within toilet blocks and in changing rooms, in accordance with PHE's 'COVID-19: cleaning of non-healthcare settings outside the home' guidance.
- 2.11. Equipment and furniture, including tables, chairs, door handles, light switches and bannisters, will be cleaned and disinfected regularly.

### **3. Preventing the further spread of infection**

- 3.1. Staff, pupils, parents, and visitors will be told not to enter the premises if they are displaying symptoms of coronavirus.
- 3.2. Anyone who is showing symptoms of coronavirus or has tested positive within the last 10 days will be told to self-isolate at home for 10 days from the day where their symptoms first began. If the individual has not had symptoms, but tests positive for coronavirus, they will be told to self-isolate for 10 days from the day they had the test. If they subsequently develop symptoms after having a test, they will be told to self-isolate for 10 days from the day their symptoms began. Anyone displaying symptoms will be encouraged to get tested if they have not done so already. Further actions to take following testing are outlined in [Section 4](#) of this policy.
- 3.3. Anyone who lives with someone with a confirmed case of coronavirus, or coronavirus symptoms, will be told to self-isolate for 14 days from the day the ill individual developed symptoms or had a test. If they subsequently develop symptoms, they will be told to follow the procedure in [3.2](#).
- 3.4. Anyone contacted by NHS Test and Trace will self-isolate for the specified amount of time – if an individual is identified as a close contact of an infected person, this is likely to be 14 days.
- 3.5. If anyone becomes unwell with the symptoms of coronavirus, they will be sent home and advised to follow PHE's 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

- 3.6. If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on their age and needs, and receive adult supervision if required. Where possible, a window will be opened for ventilation.
- 3.7. Where isolation is not possible, the pupil will be moved to an area which is at least two metres from anyone else.
- 3.8. If the pupil needs to use the toilet whilst waiting to go home, this bathroom will be cleaned and disinfected using standard cleaning products before anyone else uses it.
- 3.9. If a member of staff has helped someone who is unwell with coronavirus symptoms, they will not be sent home unless they develop symptoms themselves, the symptomatic person subsequently tests positive, or they have been required to do so by NHS Test and Trace.
- 3.10. Staff will wear PPE, including gloves, a face mask, and an apron, if direct personal care or close contact with an unwell pupil is necessary, and if a two-metre distance apart cannot be maintained. If deemed necessary, eye protection can also be worn.
- 3.11. After removing their PPE, staff will wash their hands thoroughly for at least 20 seconds following any contact with someone who is unwell.
- 3.12. When cleaning an area where a person with possible or confirmed coronavirus has been, staff will use disposable gloves and an apron. Staff will wash their hands with soap and water for at least 20 seconds after all PPE has been removed.
- 3.13. If there is visible contamination to an area, e.g. with bodily fluids, cleaning staff will use additional PPE to protect their eyes, mouth and nose.
- 3.14. Areas where a symptomatic individual has passed through and spent minimal time, e.g. corridors, but which are not visibly contaminated with bodily fluids, will be cleaned thoroughly with normal cleaning products.
- 3.15. All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including objects which are visibly contaminated and those which are potentially contaminated, e.g. door handles.
- 3.16. Disposable cloths or paper rolls and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using one of the following options:
  - A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (1000 ppm av.cl)
  - A household detergent followed by disinfection (1000 ppm av.cl), following the manufacturer's instructions for dilution, application and contact times
  - An alternative disinfectant which is checked to ensure it is effective against enveloped viruses

3.17. Staff who clean will be asked to:

- Avoid creating splashes and spray when cleaning.
- Dispose of any cloths and mop heads used by putting them into waste bags.
- Steam clean items that cannot be cleaned using detergents, e.g. upholstered furniture.
- Dispose of items that are heavily contaminated with body fluids and cannot be cleaned by washing.
- Ensure that bins are emptied throughout the day.

3.18. Waste from possible cases and the cleaning of potentially infected areas will be put into a plastic rubbish bag which will be tied when full. The plastic bag will then be placed into a second tied bin bag, put in a suitable and secure place, and stored for 72 hours or more to reduce the risk to waste disposal workers.

#### **4. Testing**

4.1. To meet our duty to engage with the NHS Test and Trace process, the school will ensure that staff members and parents understand that they must be ready and willing to:

- Book a test if they, or their child, are displaying symptoms of coronavirus.
- If they, or their child, were to test positive or contacted by NHS Test and Trace, provide details of anyone they have been in close contact with.
- Self-isolate if they have been in close contact with someone who develops symptoms of, or tests positive for, coronavirus.

4.2. Parents and staff will be asked to inform the school immediately of any test results. If their test is negative, the staff member or pupil can return to school after self-isolation. If their test is positive, the staff member or pupil will stay in self-isolation and be allowed to return to school only once they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste.

4.3. If a staff member or pupil is confirmed to have coronavirus, we will contact the dedicated PHE/NHS advice service through the DfE helpline as soon as possible. We will work with the team of advisors to understand the action we need to take – this may involve receiving help and advice from PHE's local health protection team (HPT), if escalated. Parents will be informed of any plans in writing.

4.4. If multiple coronavirus cases are confirmed within the school, PHE will conduct an investigation and advise the appropriate action, which may include a wider group being asked to self-isolate, e.g. a whole year group.

4.5. To prepare for the possibility of multiple cases, we will keep a record of all pupils and staff members in each bubble, and any close contact that takes place between pupils and staff within and between bubbles.

## **5. Local lockdowns**

- 5.1. If the school's local area is placed under local lockdown, the school will adhere to the government's local lockdown guidance, in line with the school's **Coronavirus (COVID-19): Contingency Plan**.

## **6. Communication with parents**

- 6.1. The school will inform parents about the measures being taken and request they provide support with implementation, e.g. by encouraging measures to continue at home.

## **7. Pupils with SEND**

- 7.1. The school will work with the LA and parents to decide how best to continue supporting pupils with EHC plans whilst ensuring they stay healthy and safe.
- 7.2. Some pupils with SEND or complex needs may be unable to follow infection control guidelines. In these circumstances, staff will increase their level of self-protection by minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

## **8. Monitoring and review**

- 8.1. The headteacher is responsible for continually monitoring PHE and DfE updates and updating this policy in line with any changes to government guidance.

Any changes to this policy will be communicated to all staff, parents and relevant stakeholders.