



ACORN EDUCATION TRUST. COVID BUSINESS CONTINUTIY PLAN

School: The Avenue

School Specific Plan

The Avenue Primary School.



Signed by:

A handwritten signature in black ink, appearing to be "G. Jones", is written over a horizontal line.

Headteacher

Date: 2nd October 2020

Updated: 8th March 2021

Acorn Education Trust Director of School Services

Key Documentation:

1. School Action Card
2. Latest Flow Chart
3. Actions in the event of bubble closure; (i) in event of confirmed cases; (ii) in the event of staff illness.

Government 'Tiers' of escalation for school closure.

Tier 1

The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as 'tier 1'. There are no changes to childcare, and the only difference in education settings is that where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.

Tier 2

Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. Further education (FE) providers should adopt similar principles with discretion to decide on a model that limits numbers on site but works for each individual setting.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 3

Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools, FE colleges and other educational establishments would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 4

All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. AP, special schools and other specialist settings will allow for full-time on-site attendance of all pupils. Remote education to be provided for all other pupils.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained

Aim

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area.

This document outlines how the school will operate if a local lockdown is implemented. If a local lockdown is implemented in our area, the school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by Acorn Senior Executive and Avenue SLT as and when the situation develops.

Key principles:

1. The care of all students and staff is our key priority
2. Whatever the situation, the school will need time to plan and organise to maintain the care and safety of all, therefore a days full closure may be needed as significant staff illness or a potential Tier 2/3 situation arises.

Overarching Trust principles.

- a. Schools open and safe
- b. Staff and students/children are happy and feel safe
- c. Students/children are learning, teachers are teaching at school or at home

In the event of a bubble closing, provision See Appendix 1.

- (i) Teacher well.
- (ii) If no teacher for that bubble.

Teaching and support in the event of staff illness (please refer to Avenue plan as well)

- 1) Routine/non-covid staff absence to be covered in the usual way by use of HLTA/Supply Teacher
- 2) One teacher is off for more than 48 hours, supply to be used – LW. PPA to be covered by HLTAs or banked.
- 3) Second teacher off, HLTA/TA – KS in to full time HLTA role in third class.
- 4) Third teacher off, if in separate department – HLTA to be used or consider closing bubbles.

Once minimum staffing level is reached, Bubble closure will be considered as a way to release staff to teach in school. Bubbles will be closed on a weekly basis as below. We will rotate through the list to minimise the impact on any single class.	In the event of stretched leadership capacity, senior staff will be released from class in the following order:
1) Germany Class – paper home learning pack provided. Oldest RB class so more capable of working from home and were not impacted by recent attendance restrictions.	1) Up to 48 hours, no alterations required unless other senior staff off or it is a Friday – see step 2.
2) Year 5 (Finland & Sweden Classes) – paper home learning pack provided. Older children so more capable of learning remotely.	2) Deputy Head to be released from Fiji Class (Mon/Tues). TA support to be increased in Fiji Class
3) Year 3/4 (Italy & UK Classes) - paper home learning pack provided. Next eldest children so more capable of learning remotely.	3) Part-time Deputy Head to work full time and be released from UK Class (Thurs/Fri). SENCO Time to be banked
4) France Class - paper home learning pack provided. RB class so more capable of working from home and were not impacted by recent attendance restrictions.	4) SLT member to be released from Finland Class. Supply to be booked
5) Year 2 (China & Spain Classes) - paper home learning pack provided.	5) Support from Acorn Education Trust
6) Year 6 (Norway Class) - paper home learning pack provided.	
7) Year 1 (India Class) - paper home learning pack provided.	
8) Year R (USA Class) - paper home learning pack provided.	
9) Fiji Class - paper home learning pack provided.	
10) Nursery	

In the event of Bubble closure due to staff sickness, vulnerable children and critical worker children will be provided for which may involve closing additional Bubbles to provide adequate staffing.

Support staff are also key in our decision making regarding Bubble closure. The minimum staffing required in each area of the school is as follows:

Area or School	Number of staff responsible for a class (teacher or HLTA)	Number of additional staff
Nursery (Canada Class)	1	Legal ratio (1:13 if qualified teacher present, 1:8 if no qualified teacher)

Reception (USA Class)	1	1 (BSA available across school)
KS1 (India, China & Spain Classes)	3	2 (BSA available across school)
Upper School (Italy, UK, Finland, Sweden & Norway Classes)	5	2 (BSA available across school)
Resource Base (Fiji, France & Germany Classes)	3	4 (BSA available across school)

NB: there are some individual children across the school who will need additional staffing.

Admin staff

1. If 1 or 2 admin staff off, then cover will be provided by redeploying staff
2. If all admin staff are off, Trust support would be needed. Basics could be covered.

Tier 4, return to original lockdown procedures

Key principles:

Critical workers, which includes school staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for pupils who will be attending on-site provision.

If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.

Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.

An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

If any staff member has concerns regarding working on the school site, they will discuss these concerns with their line manager.

Infection prevention and control (PLEASE REFER TO FLOWCHARTS AT START OF DOCUMENT IN CONJUNCTION WITH THIS)

The Avenue's risk assessments will continue to be adhered to and meet the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus must go to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the local HPT (**See information at the front of this document**). The individual's close contacts at school will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Transport

Pupils and staff that have to attend The Avenue will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

Remote education in the event of lockdown

See detailed plans in Appendix 1

Teaching and learning – refer to Appendix 1

The school will utilise the support available through the DfE's '[Get help with technology during coronavirus \(COVID-19\)](#)' scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Rob Knott – Head of Acorn IT will arrange distribution of all laptops.

(Please ensure that there is highly accurate information on what provision is needed)

Returning to school

The Headteacher with and through the Trust will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child will return to school. Trust wide templates have been prepared.

The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Child Protection and Safeguarding Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

Food provision. Please Appendix (2) - Catering continuity plan.

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

Weekly hamper and daily lunch boxes.

Communication

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all. Jo Ronxin (Head of Acorn Communication) will oversee all communication and prepare all templates.

All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager
- Pupils – their class teacher
- Parents – their child's class teacher

Monitoring and review

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders.

Appendix 1. Learning in the event of a bubble shut down.

Scenario 1: Bubble is closed due to positive case and teacher is well. Teacher and children are self-isolating.

Scenario 2: Bubble is closed due to positive case and teacher is unwell. Teacher and children are self-isolating.

Scenario 3: Bubble is closed due to insufficient staffing. All teachers will either be unwell or teaching full time in school.

Scenario 4: Individuals are self-isolating due to household members with symptoms or confirmed case. Teacher is teaching rest of bubble in school full time.

Scenario 1:

- Remote learning curriculum will be started on 1st full day of closure.
- Remote learning will use: Oak National Academy, BBC Bitesize, Classroom Secrets and resources prepared by the teacher.
- Teacher will send daily email detailing lessons for day, including links to online teaching.
- All resources will be posted on website.
- Daily work will be set for English, Maths and 2 non-core lessons.
- Each child will be required to attend 1 15-20 minute small group teaching session per day with the class teacher.
- The focus of the teaching session will be a different subject each day.
- The teaching session will be held via Microsoft Teams.
- Children will submit completed work daily via ClassDojo
- Teacher will provide feedback for all work submitted, only 1 piece of work will receive detailed feedback each day.

Scenario 2&3:

- Remote learning curriculum will be started on 1st full day of closure.
- Remote learning will use: Oak National Academy, BBC Bitesize and Classroom Secrets.
- Department Leader will send daily email detailing lessons for day, including links to online teaching.
- In the Department Leader's absence, another teacher from the department will send the daily email.
- All resources will be posted on website.
- Daily work will be set for English, Maths and 2 non-core lessons.
- Children will submit completed work daily via ClassDojo

- Department Leader will provide feedback for work submitted a minimum of once per week. This may be a summary of feedback for several pieces of work.
- Each child will be phoned a minimum of once per week, this will be by a member of support staff.

Scenario 4:

- Home Learning will be provided from the first full day of absence once the admin team have spoken to parents to establish the child is well. Children who are unwell will not be provided with Home Learning.
- Home Learning will consist of work linked to the work planned for the class to do in school. It is likely to be largely worksheet based with printouts of powerpoints.
- Teachers will prepare a home learning pack alongside their usual weekly planning.
- The admin team will liaise with individual parents about the best way to get the home learning to the child. This could be:
 - Scanned and emailed
 - Pack picked up by a friend/neighbour
 - Where there are no other options, a member of support staff will post the pack through the child's door
- Daily work will be set for English, Maths and some non-core lessons.
- The teacher will also email to explain what work the child needs to collect, this is likely to be after the end of the school day on the first day of absence.
- Not all lessons being taught in school will be able to be transferred to home learning (eg PE, art etc)
- The class teacher will either phone or meet on Microsoft Teams with the child a minimum of once per week, the frequency will be dependent on how many individuals from the class are home learning
- If the child returns to school within 1 week, they will bring their home learning in on their return, the teacher will then give feedback to the child – this may be verbal.
- If the child is unable to attend school for more than 1 week, the admin team will arrange for the previous week's home learning to be collected and the new week's home learning to be received.

Appendix 2. Key Admin Information

- Please complete as much information as you can.
- This document will ensure that school administration can continue in the event of the key admin person being unable to work.
- Retain a copy of this in school
- Send a copy to the Operations Manager for your school via secure means (Sharepoint southern hub) as soon as possible
- Keep it up to date

Site information

	Details		Where can this information be found in the school	Who else in school know this
Cleaners	Company/contact name:	[REDACTED]		[REDACTED]
	Contact details:			
Caterers	Company/contact name:	[REDACTED]		[REDACTED]
	Contact details:	[REDACTED] [REDACTED]		
	How do you order (include deadline?):	[REDACTED]		
Fire alarm	Panel Code or key (where is it):	[REDACTED]		[REDACTED]
	Location of instructions:	[REDACTED]		

	Company/contact details:	[REDACTED]	[REDACTED]	
	Where is your fire folder:	[REDACTED]		[REDACTED]
Opening and Closing Arrangements	School procedures:	[REDACTED]		
	Contacts:	[REDACTED]		
Burglar alarm	Do you have one?:	[REDACTED]		
	Code:	[REDACTED]		
	Who knows how to reset it:	[REDACTED]		
	Company and contact details:	[REDACTED]	[REDACTED]	
Door entry codes	Code/key fob?	[REDACTED]		[REDACTED]
	What is the code:	[REDACTED]		
	Company name/contact details	[REDACTED]		

Keyholders	List names and contact details	[REDACTED]		
Compliance records	Where are all health and safety documents, accident book, maintenance certificates kept?	[REDACTED]	[REDACTED]	[REDACTED]

Location of records

	Details	Where can this information be found in the school	Who else in school know this
Single Central Record	Where is it kept	[REDACTED]	[REDACTED]
	Who has access to it	[REDACTED]	
	What is the password	[REDACTED]	
Staff files	Where are the hard copy files and where is the key	[REDACTED]	[REDACTED]
	Where are the electronic files (give file location eg: winpool\HR\staff	[REDACTED]	[REDACTED]
	Where are the update logs kept	[REDACTED]	[REDACTED]
	Who has access to staff records in SIMS?	[REDACTED]	

Recruitment	Where are ongoing recruitment documents kept eg applications, references etc	[REDACTED]		[REDACTED]
Pupil records	Where are the hard copy files (if any) and where is the key?	[REDACTED]		[REDACTED]
	Where are exclusion records kept	[REDACTED]		
	Where are attendance records kept	[REDACTED]		[REDACTED]
Registration	Is attendance all done on SIMS?	[REDACTED]		
	If any hard copy registers, where are they?	[REDACTED]		[REDACTED]
	Where are dinner registers kept	[REDACTED]		
SIMS	Who has system admin rights for SIMS?	[REDACTED]		

Systems

	Details	Where can this information be found in the school	Who else in school know this
IT	Who looks after IT systems if not Acorn:	Acorn	

	Name & contact details	[REDACTED]		[REDACTED]
		State the names of people with access	Where is the admin password kept (and who could find it in an emergency) <i>Please don't put the passwords on here</i>	
Other systems:	Perspective lite	[REDACTED]	[REDACTED]	
	DfE sign in	[REDACTED]		[REDACTED]
	Wisepay (or alternative payment system – please state)	[REDACTED]		
	Which system do you use to communicate with parents by text or email? eg intouch, e-schools etc	[REDACTED]		
	Website provider	[REDACTED]		
	PS financials	[REDACTED]	[REDACTED]	
If there are any other key documents or systems not listed above, please provide information below.				

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Appendix 3. Catering Business Plan

Catering Business Continuity Plan

Communication to Primary Schools for any scenario– Joel Deverill / James Evans/ Claire Humphries/ Karen Bannister to call primary schools and explain situation regarding school meals.

Minimum number of staff required to produce food for Kingdown and Primaries is 7.

Scenarios

If Joel is absent, Claire to manage

If Joel and Claire absent – Jen to manage.

If Joel, Claire, Jen absent – Claire Williams to manage. Julie and Kelly to cook for Kingdown. Primaries to go to packed lunches

More than 5 kitchen staff are ill.

Action: Close New Close and all remaining staff based at Kingdown. Cold food only to be prepared and served to both Kingdown and Primaries

All kitchen staff are ill

Action: Kitchen open at Kingdown cold food for FSM pupils only. To be prepared by any available site staff/ TA's/ business staff. FSM food only to be transported to schools for distribution. Non FSM pupils to bring packed lunch provided from home.

No staff available for food preparation

Action: Parents to provide packed lunch for pupils. FSM parents to be reimbursed monies owed.

In the event of year group closure at Kingdown.

Food for pupils on site at Kingdown and primaries to continue

Food for Year group not in school. FSM pupils only.

Food parcel to be prepared for 1 week's meals. To be a combination of loaf of bread, butter, filling (cheese, ham), drink, yoghurt, fruit, cake.

To be distributed to central point in local community and families to collect. At this point may require additional member of staff to deliver food.

Stock of food.

Bulk buy bread, Create a stock of cakes and freeze, check with supplier for best before dates on sandwich fillings. Fruit and yoghurts can be obtained daily.

Outline

Schools, under current DFE guidance, have children and staff working in class and year group 'bubbles'. This, along with strictly enforced hygiene rules such as regular hand washing, catch it and bin it processes, regular cleaning and disinfection of surfaces and social distancing where possible are the main forms of preventative practice. Limiting where possible mixing between bubbles is also a key part of work in schools.

Definitions

SUSPECTED Case: continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)
CONFIRMED Case: laboratory test positive case of COVID-19 with or without symptoms
Direct Contact: Face to face contact with a case for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer.
Infectious Period: The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic
Outbreak: Two or more confirmed cases among individuals who are direct close contacts, proximity contacts or in the same cohort or 'bubble'.

Key Considerations if OOH

Is it a new suspected outbreak (first suspected case, or new case following more than 28 days since last outbreak)?

- If so, suspect area needs to notify **PHE SW Health Protection Team** (0300 303 8162)

Is it an urgent issue with testing?

- Urgent operational issues of testing process need to be discussed with national **Coronavirus Testing Call Centre** (call 119, open 0700 – 2300hrs every day)

Actions

SUSPECTED Case	CONFIRMED Case	2 ≥ CONFIRMED Cases
Only contact SW HPT by email if person symptomatic, refuses test, cluster of possible cases, possible case has link to definite case.	Contact SW HPT to notify of confirmed case who will support risk assessment and follow up	Contact SW HPT to notify of confirmed case who will support risk assessment and follow up
Isolate individual for 10 days (day of onset plus 10 days). Remainder of household need to isolate for 14 days.	Isolate individual for 10 days. (day of onset plus 10 days) Remainder of household need to isolate for 14 days.	Isolate cases for 10 days. (day of onset plus 10 days) Remainder of household needs to isolate for 14 days.
Cases must stay at home and get tested.	Advise those in direct contact (class/group) to isolate for 14 days. Households of wider group don't need to isolate unless symptoms. HPT will help identify contacts who need to isolate. Symptomatic contacts get tested.	Advise those in direct contact (class/group) to isolate for 14 days. Households of wider group don't need to isolate unless symptoms. HPT will help identify contacts who need to isolate. Symptomatic contacts get tested. Engage test and trace.
Clean/disinfect rooms suspected case was using – ensure appropriate PPE are used. Await test results.	Clean/disinfect rooms suspected case was using – ensure appropriate PPE are used. Continue until isolation periods end.	Clean/disinfect where possible with appropriate PPE. Refer to cleaning guidance on gov.uk SW HPT will provide tools to support outbreak communications and infection control advice

Contact Details (more specific details can be added per subject)

- PHE SW HPT Email: swhpt@phe.gov.uk
- PHE SW HPT Number: 0300 303 8162
- NHS Testing service: NHS 111 Online portal or call 119. Or visit <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- PHE SW Centre OOH: 0344257 8195
- Regional leads:
 - Steve Wigley (North) steve.wigley@wiltshire.gov.uk 01225 756171 EXT 16171
 - Lesley Lowe (East) lesley.lowe@wiltshire.gov.uk 01225 718281 EXT 18281
 - Simon Watkins (West) simon.watkins@wiltshire.gov.uk 01225 713219 EXT 13219
 - Helen Southwell (South) helen.southwell@wiltshire.gov.uk 01225 793349

- Louise Lewis - Head of Service louise.lewis@wiltshire.gov.uk 01225 757982 EXT 17982
- Helean Hughes – Director Education and Skills helean.hughes@wiltshire.gov.uk 01225 718695 EXT 18695

For Outbreak Control Team please include:

- Individual school contact details – phone number. In the first instance contact the headteacher and or Chair of Governors
- Contact details for schools through internet search
- Contact details of Chair of Governors: AJ Cripps Amanda.cripps@wiltshire.gov.uk or Sandra Singer Sandra.singer@wiltshire.gov.uk

If positive, follow CONFIRMED Case process.

If negative, individual can return once well & contacts/household can stop isolating.

Case & contacts/household can stop isolating once isolation period is complete.

Call HPT if situation worsens, there are hospitalisations or complex cases, media interest or if you have any other concerns.

See September Flowchart version 1.3 for full details

For detailed information see:

- Risk mitigation advice for schools updated 16th July; School staff risk assessment; risk assessment for schools; September opening guidance for schools as well as many other links and guidance can be found at: <http://rightchoice.wiltshire.gov.uk/Page/16834>
- Guidance for schools for opening including safer working practice and protective measures: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=7e9a249c-fba1-47a8-874e-3eda4292ceec&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#history
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Key Info required in readiness for Outbreak Control Team

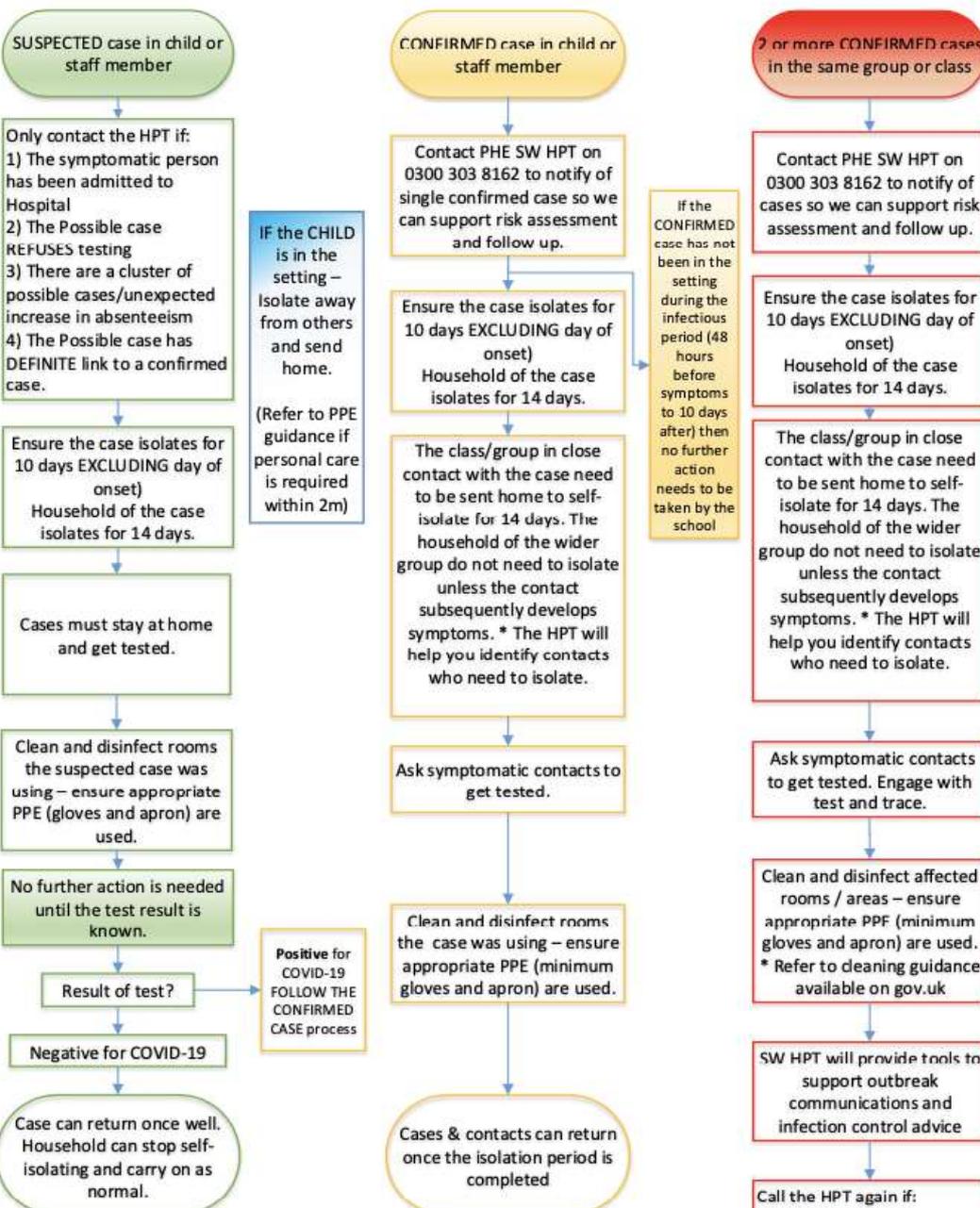
Data	Source	Details
Line list of confirmed and suspected cases	Health Protection Team working with employer + SGSS	Essential- age, sex, ethnicity, address, nationality, migrant worker status, preferred language, role in workplace, onset date or a proxy e.g. date illness reported. Desirable: co-workers in household, unwell household members or known cases in household, work elsewhere, shared transport.
Workforce	Employer and LA	Location- rural/urban? Number of workers, aggregate demographics, range of roles, other employment, contractual arrangements and agencies; sickness absence aggregate data, multiple sites?
Workplace: working conditions	Employer and LA	Nature of work; shift patterns; accommodation provision; transport provision; available occupational health services; social distancing policy; PPE and other IPC measures; shared equipment; shared facilities

Workplace: environmental/structural	Employer and LA	Layout of working, rest and eating areas (floorplan); refrigeration; ventilation; noise (shouting); cleaning policy, staff working in multiple sites	
Workplace: social	Employer, employee + LA	Perceived barriers to protecting workers and compliance with measures; languages spoken	
Location	LA	Indicators of social deprivation Community COVID-19 incidence	

PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19

Version 4.0 Date 05.08.2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19, as well as other infectious diseases, spreading in schools.
 If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.
 GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance
 TESTING: Visit nhs.uk/ask-for-a-coronavirus-test or call 119.



COVID-19 Case Definition: (as of 18/05/20)

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

INFECTIOUS PERIOD:
 48 hours before the onset of symptoms to 10 days after onset.
 IF case has no symptoms but a positive test, it is 48 hours prior to test

Clearing:
 For detailed guidance refer to the guidance on gov.uk:

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high i.e. Cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal)

Surfaces that could be contaminated need cleaning and disinfection.

All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton. [Check chemicals in use are effective against enveloped viruses]

Avoid splashes and spray when cleaning where possible.

Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

