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| START OF DAY | DURING DAY | | END OF DAY |
| 1. Staggered arrival and departure times for pupils and staff to minimise gatherings in any location; 2. All staff/children to wash their hands before coming to school, before going home, during day and when they get home; 3. Pupils will use sanitiser at entrance points before going to class; 4. Should a child appear unwell or display any of the symptoms of Covid-19 they should not be sent to school; 5. Designated drop off /pick up points for each class; (Children to walk to classrooms with supervision at doors and corridors for younger children) 6. Use of different entrance / exit points; 7. One parent / adult to accompany child/ren to school where possible; 8. Consideration will be given to the arrangements for parents of children with complex needs or disabilities, who may normally drop their children off within the school building; 9. Gates locked to ensure deliveries do not clash with starting times. | CLEANING / PUPIL CONTACT ACTIVITIES   1. Cleaning schedule to cover daily clean. Reviewed regularly by Principal and Building Supervisor; 2. Daily cleaning of equipment / learning resources which pupils are in regular contact with; 3. Each child to be assigned their own desk and equipment which they use. Work-stations to be allocated consistently to the same staff and children rather than having spaces that are shared. Each workstation is wiped down before the next person uses it; 4. Routine cleaning of frequently touched objects and surfaces. Desk surfaces, chairs, doors, light switches, banisters, sinks and toilets will be cleaned more regularly; 5. Cleaning of the staff areas as part of the overall cleaning strategy. Staff should use their own cup/cutlery and ensure these are cleaned straight after use.   CIRCULATING IN AND AROUND THE SCHOOL BUILDING   1. Designated zones for outdoor learning – pupils to use outdoors where possible; 2. Each pupil has own cloakroom peg; 3. Split times for break and lunch for each year group; Rota for use of playground, breaks in year groups but in separate sides of playground, lunches in classroom and children will go out before or after lunch depending on timetable. 4. Pupils and staff use hand sanitiser on entry to the classroom; 5. Each class has designated route to toilets, playground and entrance /exit points; 6. Designated area for pupils who develop symptoms to wait while parents are contacted; 7. Use of PPE for Intimate Care and First Aid; 8. Pupils allocated same desk each day; 9. Minimise number of adults to class; 10. Windows and doors open for ventilation when able; 11. Lining up procedures when leaving and returning to class; toileting procedures;   OFFICE   1. Posters explaining office procedures; 2. Hand sanitiser for visitors; 3. Perspex screen in office; 4. Only office staff allowed in office; 5. Staff to wipe phones after use. | CLASSROOM LEARNING   1. Reorganisation of classrooms and other learning environments maintaining social distancing space where possible; 2. Utilisation of other spaces throughout the school for outside support staff; 3. Listing of essential learning items / equipment; 4. Removal unnecessary equipment and appropriate storage of this equipment; 5. Only items on class lists should be brought by pupils: see class pages for information; 6. Revision of homework policy to limit use of paper;   STAFF   1. 2m Social distancing at break and lunch times; 2. Social distancing of adults in the classroom; 3. Use of two staff room areas; 4. Staff to designated work area first thing when arriving; 5. Maximum 2 people in photocopy areas and wipes in photocopying room; 6. Staff have own cup and cutlery; 7. Staff to wear masks (unless exempt) where meetings last more than 15 minutes   SUSPECTED / CONFIRMED CASE OF COVID   1. Procedure in line with PHA guidance to be sent to all of school community to cover these scenarios;   FIRE SAFETY   1. Staff and pupils should always exit the building by the nearest available exit. The children will line up outside in their classes with 2ms between each class and maintaining their bubbles   PPE   1. Equipment in secure store under stairs; 2. Inventory kept by secretary; 3. Requests made via office for equipment to be replenished.   STAFF SHORTAGES  Protocol in place to cover staff shortages | 1. Staggered arrival and departure times for pupils and staff to minimise gatherings in any location. 2. Hand-over of children in the afternoon is structured to maintain social distancing of at least 2 metres. Children are received by parent/carer from a member of staff, maintaining social distancing protocols. |
| PROTOCOLS for:   1. Suspected case of COVID 2. Confirmed case of COVID 3. Parent drop off, pick up times / procedures 4. Procedures for visitors 5. First Aid 6. Unacceptable behaviour 7. Staff shortages 8. School communication with parents |