

 <p style="text-align: center;">Standard Operating Procedure</p>	Infections Control Policy
Owner	CEO
Effective Date	13 May 2020

Aim: the aim of this standard operating procedure is to ensure that there is clarity for staff on pay arrangements during the current coronavirus outbreak. This policy makes reference to a number of policies and guidance documents from Public Health England, and the DfE. The objective is to ensure that there is clarity about actions to be taken to manage the school setting during the current covid-19 pandemic

Pupil and staff welfare is of the highest priority. Staff are expected to act in their own interests but also to safeguard the interests of the community, the school and the Trust.

If staff declare themselves unfit for work and suspect that they may have coronavirus or have been exposed to coronavirus, they should inform the Headteacher/Head of School, without delay.

Rationale: There is an increase in cases of coronavirus worldwide and in the UK.

Government advice changes daily. There are restrictions on travel to specific countries and general advice on what individuals should do if they experience the specific symptoms of coronavirus.

At time of writing if a person has the symptoms of coronavirus they are advised to self-isolate for a period of 14 days.

Implementation:

1. In general, the principle is that to stay healthy, the school leadership should:

- i. Ask sick children and staff to stay home (and to seek medical attention when necessary).
 - ii. Keep a supply of alcohol-based hand sanitizer and sanitizing wipes.
 - iii. Teach good hand washing practices.
 - iv. Clean and disinfect classroom materials and surfaces
 - v. As a result of covid-19 we have introduced further measures to control the infection in the school (see Risk Assessment for Covid-19)
2. Public Health England publishes a wide range of documents relating to infection control (<https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-nurseries/>). These documents make explicit reference to:
 - i. [Cover letter to educational establishments](#)
 - ii. [Schools/nurseries preparedness checklist for seasonal influenza \(flu\) and Norovirus](#)
 - iii. [The Spotty Book: Guide to infections and outbreaks in schools and nurseries](#): This has been produced by the Public Health England SW Health Protection Team and should serve as a very useful practical guide to recognizing and managing common infectious disease in schools and other childcare settings, including basic infection prevention and control measures. It links to the national guidance for more detail where appropriate
 - iv. [Integrated Care Pathway \(Checklist\) for Outbreaks of Acute Respiratory Infection in schools/nurseries](#)
 - v. [Integrated Care Pathway \(Checklist\) for Outbreaks of Diarrhoea and Vomiting in schools/nurseries](#)
 - vi. [Health protection in schools and other childcare facilities](#): This is the national Public Health England Guidance on managing common infectious diseases in schools and other childcare settings.
 - vii. [Exclusion table](#): this replaces the old school exclusion poster and advises on the time period that a child needs to be excluded from school if they have an infectious condition.

- viii. [E-bug](#): gives lesson plans for primary and secondary schools on infection prevention & control and antibiotic resistance
 - ix. [Flu vaccination in schools guidance](#)
3. If a child presents at school unwell
- i. The child should be sent to Welfare for assessment. The child should be placed in an isolated place in Reception and allowed to use the visitor toilet only.
 - ii. Welfare should don the appropriate PPE in order to make an assessment
 - iii. Welfare should conduct an assessment but the default is that the parent is to be contacted and arrangements made for the child to go home. The Head of Primary or senior member of staff should speak with the parent to inform them that the child must be kept at home until well.
4. If a child is taken unwell during the school day
- i. The child should be sent to Welfare with a note from the teacher. The child should be placed in an isolated place in Reception and allowed to use the visitor toilet only.
 - ii. Welfare should don the appropriate PPE before making an assessment
 - iii. Any bodily fluids should not be touched without PPE. Tissues should go into a separate bin and only handled when PPE is worn.
 - iv. Parents should be contacted and arrangements made for the child to go home. The Head of Primary or senior member of staff should speak with the parent to inform them that the child must be kept at home until well.
 - v. The Head of Primary should inform staff that a child has been sent home unwell.
 - vi. Site services should arrange for the area where the child was working to be cleansed thoroughly. If the toilet was used, it should be cleansed before anyone else uses it.

Evaluation:

This SOP will be evaluated throughout the period of the outbreak and when the outbreak is judged to have concluded.



Planning for Coronavirus/ COVID-19

As of 11 March 2020

Situation in the UK

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.

What's the risk of coronavirus in the UK?

The UK Chief Medical Officers have raised the risk to the public from low to moderate. Health professionals are working to contact anyone who has been in close contact with people who have coronavirus.

What's the risk of coronavirus for travellers?

There are some countries and areas where there's a higher chance of coming into contact with someone with coronavirus.

See our [coronavirus advice for travellers](#).

Symptoms of coronavirus

The symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness.

The symptoms are similar to other illnesses that are much more common, such as cold and flu.

How coronavirus is spread

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person.

Similar viruses are spread in cough droplets.

It's very unlikely it can be spread through things like packages or food.

Do I need to avoid public places?

Most people can continue to go to work, school and other public places.

You only need to stay away from public places (self-isolate) if advised to by the 111 online coronavirus service or a medical professional.

How to avoid catching or spreading coronavirus

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell

Don't

- do not touch your eyes, nose or mouth if your hands are not clean

Check if you need medical help

NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do.

Use this service if:

- you think you might have coronavirus
- in the last 14 days you've been to a country or area with a high risk of coronavirus – see our [coronavirus advice for travellers](#)
- you've been in close contact with someone with coronavirus

[Use the 111 coronavirus service](#)

Information:

Do not go to a GP surgery, pharmacy or hospital. Call [111](#) if you need to speak to someone.

Getting help in Scotland, Wales or Northern Ireland

- Scotland: call your GP surgery or call [111](#) if your surgery is not open
- Wales: call [111](#)

- Northern Ireland: call [111](#)

How to self-isolate if you're asked to

If there's a chance you could have coronavirus, you may be asked to stay away from other people (self-isolate).

This means you should:

- stay at home
- not go to work, school or public places
- not use public transport or taxis
- ask friends, family members or delivery services to do errands for you
- try to avoid visitors to your home – it's OK for friends, family or delivery drivers to drop off food

You may need to do this for up to 14 days to help reduce the possible spread of infection.

Read more [coronavirus self-isolation advice](#).

Treatment for coronavirus

There is currently no specific treatment for coronavirus.

Antibiotics do not help, as they do not work against viruses.

Treatment aims to relieve the symptoms while your body fights the illness.

You'll need to stay in isolation away from other people until you've recovered.

Government response and action plan

- [GOV.UK: coronavirus action plan](#)
- [GOV.UK: information on coronavirus and the situation in the UK](#)

This plan is based on three scenarios

1. The level of risk as assessed by DfE on 26 February 2020 remains broadly the same
2. There is a significant increase in cases of coronavirus in London or the United Kingdom such that large numbers of people are self-isolating or ill (whether at home or hospital)
3. There is a significant increase in cases of coronavirus such that the advice from DfE is that schools should close or that there are a significant number of cases locally such that it is judged to be appropriate to close the schools in the Trust.

Scenario 1

The level of risk as assessed	Risk factors	Mitigation and actions
by DfE on 26 February 2020 remains broadly the same	Staff who have the virus unknowingly because they have not been diagnosed or do not show symptoms, and spread the virus	<p>Advice given to staff on the symptoms of coronavirus</p> <p>Posters displayed in staff areas and toilets emphasising the importance of personal hygiene</p> <p>Premises staff to check regularly the availability of soap in toilets</p> <p>Premises staff to check regularly the availability of tissues in staff areas.</p>
	Children who have the virus unknowingly because they have not been diagnosed or do not show symptoms, and spread the virus	<p>Advice given to parents and children on the symptoms of coronavirus</p> <p>Posters displayed in pupil areas and toilets emphasising the importance of personal hygiene</p> <p>Premises staff to check regularly the availability of soap in toilets</p> <p>Each classroom to have disposable tissues available Premises staff to check regularly the availability of tissues in staff areas.</p>

	Parents are overly cautious about the risk to their child decide to isolate their child unnecessarily	Letter written by EHT/HoS/HT to parents outlining the measures to prevent the spread of any virus. Letter and advise posted on Trust website
	Parents of children who are scheduled to go on the planned trip to Italy are disinclined to allow their children to travel leading to possible financial loss on the part of parents	Letter from HoS setting out the situation and that any cancellation , other than in the circumstances of FCO advice represents a disinclination to travel and so is not an insured event

Scenario 2

There is a significant increase in cases of coronavirus in London or the United Kingdom such that large numbers of people are self-isolating or ill (whether at home or hospital). This assumes that up to 50% are absent during the period April, May and June.

There is a significant increase in cases of coronavirus in London or the United Kingdom	Risk factors	Mitigation and actions
	The number of adults who are unable to work because of self-isolation or illness	Each faculty or department should plan for half of the staff to be absent during April, May and June. This plan needs to be in place by end of March. Head of faculty or department to construct a timetable to support year 11,

such that large numbers of people are self-isolating or ill (whether at home or hospital)	means the school is unable to operate as normal	12 and 13 children being taught in school. This plan needs to be in place by end of March.
		Hall to be set up so that any gaps in the timetable can be filled with hall supervision
		Tissues to be available in all teaching areas with separate bin. Water fountains shut down Cleaning staff to clean all areas with hot soapy water each day
		Staff to form groups of 4 so that there are arrangements to set work for pupils who will work from home (notionally years 7, 8,9 and 10)
		System for staff absence notification to be planned.
		Wider workforce to form groups of 4 so that there is the capacity to in-fill for absent staff
		Parents to be informed that the school is only open to notified groups on notified days (Years 11, 12 and 13 every day; year 7 attend on Monday, year 8 on Tuesday, year 9 on Wednesday and year 10 on Thursday) Primary is open to all children every day
		Website to be updated daily with status

Scenario 3

There is a significant increase in cases of coronavirus such that the advice from DfE is that schools should close or that there are a significant number of cases locally such that it is judged to be appropriate to close the schools in the Trust.

There is a significant increase in cases of coronavirus such that the advice from DfE is that schools should close or that there are a significant number of cases locally such that it is judged to be appropriate to close the schools in the Trust.	Risk factors	Mitigation and actions
	The school will be closed to pupils and staff will be instructed to work from home. Teaching staff should set work daily for their classes and post on SMHW	Each faculty or department should plan a school closure for up to two weeks in April, May and June. This plan needs to be in place by end of March.
		Head of faculty or department to construct a plan so that the curriculum can be delivered by setting work remotely. This plan needs to be in place by end of March.
		During such a period the school site would be subjected to a deep clean
		Advice being sought on exam arrangements from JCQ
		System for staff absence notification to be planned.
		Wider workforce team leaders to plan work for each team so that there is a reasonable expectation of work being done whilst the school is closed to pupils.
		Parents to be informed that the school is closed

		Website to be updated daily with status
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