



HARRIS ACADEMY SAFE WORKING PROCEDURES COVID-19 – UPDATED NOVEMBER 2020

The following measures are aimed at reducing the spread of the Covid-19 virus in schools. This is in addition to the guidance already issued by the Government and NHS and including the guidance which has been well published for Hand Washing and has been updated as per Scottish Government reopening of Schools Guidelines.

There are two routes by which COVID-19 can be spread:

Directly; from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways. This risk increases the longer someone has close contact with an infected person who has symptoms.

Indirectly; by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose, or eyes. The virus can survive on environmental surfaces for up to 72 hours.

Pupils / Staff showing signs of symptoms

- Staff / pupils sent home and reminded to stay at home.
- Absences notified to centre
- Anyone developing symptoms during the day to be sent home
- 'Conference room identified as a Quarantine Area for those developing symptoms
- Staff dealing with a suspected case of COVID-19 should wear full PPE

Airborne spread of virus

- Regular reminder to staff / pupils – CATCH IT, BIN IT, KILL IT
- Maintain supplies of tissues and hand sanitiser in classrooms
- Disposable single use tissues should be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose.
- All waste items including PPE, disposable wipes must be placed in a plastic rubbish bag, double bagged and tied. This should be stored for 72 hours before being put in the general waste bins, as identified by school management detailed below.
- Hands are to be cleaned with soap and water, if possible, after coughing, sneezing, using tissues or after contact with respiratory secretions and potentially contaminated objects.
- All young people and staff to wear a face covering in all Social areas.
- All Senior phase and staff to wear a face covering in classrooms.

Poor personal Hygiene

- All personnel (inc pupils) to wash hands/sanitize on entering and leaving the building
- Wall mounted fixed hand sanitisers installed.
- Reminder to all staff and pupils to avoid touching their faces
- Supervision of pupils washing hands when possible
- Tayside Contracts maintain supplies of soap and hand towels.
- Staff have been instructed to wash/sanitize hands before putting on PPE.
- Hands should be washed with soap and water after all PPE has been removed. All waste items including PPE, disposable wipes must be placed in a plastic rubbish bag, double bagged and tied. This should be stored for 72 hours before being put in the general waste bins.
- Staff will inform/educate the children on the importance of good hygiene measures
- Use disposable paper towels to dry hands and place in waste.
- Staff have been instructed to clean/sanitize hands as regularly as possible and ensure it is done before eating, drinking/vaping/smoking and to avoid touching their face.

Social contact

- Classroom furniture side by side rather than face to face. Teacher desk to have 2m free space with visual line
- All classroom seating plans to be maintained and stored centrally
- Reminder to staff / school aged pupils to maintain social distancing of 2m
- Determine the number of staff permitted into the school building at one time
- Minimise number of persons entering building e.g. deliveries, contractors
- Refer to separate guidance for managing contractors coming onto site
- No assemblies or groups where practicable
- Staff movement must be kept to a minimum for delivery of the curriculum only.

Personal Care

- PPE has always been required for personal care where there may be exposure to a body substance or any task where there may be exposure to a body substance e.g. cleaning up vomit. The PPE required is disposable apron and disposable gloves. If the task involves a risk of splashing, then a facemask and/or eye protection will be required. This should be clear in the risk assessment covering the task or the care plan risk assessment for a particular individual e.g. where someone spits during personal care. PPE that has always been worn should remain to be worn.
- If a pupil or member of staff develops symptoms of COVID-19 while attending the school, any member of staff who may need to look after them within the 2 metre distance/or within a small room must wear disposable apron and gloves, fluid resistant face mask. Eye protection should also be worn if the pupil is coughing/sneezing. A room or area should be set aside for this situation and the parents or guardian must be contacted to have the child taken home as soon as possible. Tayside Contracts to be informed to undertake a clean 3 as soon as practically possible.
- If a member of staff has any concerns in this regard, they should discuss this with their line manager in the first instance.
- Staff pushing wheelchairs where 2m social distancing is not possible should wipe down the wheelchair contact surfaces before and after using the wheelchair, if the person in the wheelchair is a suspected case of Coronavirus then PPE must be worn (Disposable gloves, disposable apron and fluid resistant surgical mask.)

Congestion at entrances/ exits

- Please use common sense in the staff car park. Staff to use different entrances to avoid social contact and congestion with other members of staff wherever possible
- A revised induction sheet for staff should be issued in advance to indicate the new procedures to ensure social distancing is maintained, highlighting the area of the schools that can be accessed.
- Staff should limit the people they work with and ensure and maintaining 2m distancing.
- Use different entrances to avoid social contact and congestion with other members of staff wherever possible.
- Details of alternative entrances /exit to be advised to Tayside Contracts facilities staff so that targeted cleaning can take place and security considerations are undertaken
- Staff movement must be kept to a minimum for delivery of the curriculum only
- S1 pupils enter via the main entrance, S4 pupils enter via Plaza area, S5/6 enter via the Maths corridor.
- Staggered interval S1-S3 pupils 10.25-10.35
- Staggered interval S4-6 pupils 11.15-11.25
- S1-3 staggered lunchtime 12.15-1.05pm
- S4-6 staggered lunchtime 1.05-1.55pm
- All pupils exit via the nearest safe exit from school.
- Heating and Ventilation (Covid 19). A fine balance between room temperature and the necessity of fresh air will be a constant focus. Staff will continue to open doors and high level reminders to ensure adequate ventilation. The heating (in winter) will be turned up to combat the above. Staff and young people, where appropriate and safe, can wear jumpers/coats/extra layers to ensure they remain warm.

Test and Protect

- As from 28 May the Scottish Government has introduced “Test and Protect”.
- School staff entering buildings are to only have limited contact with other work colleagues maintaining social distancing distances of 2m.
- If any member of staff or a child/young person/family member is tested as being Covid-19 positive, they should self-isolate according to NHS advice
- If any member of staff/child/young person/family member are identified as a close contact and **contacted by NHS** they will need to self-isolate for 10 days and follow NHS advice.
- Staff will be **contacted directly from NHS** if this is required
- It should be noted that some people may require to self-isolate more than once.
- Please note isolation period is now 10 days for Positive covid 19.

Contact with surfaces and equipment

How long can the COVID -19 virus survive on environmental surfaces?

Health Protection Scotland Information and Guidance for Non- Healthcare Settings advises that this depends on a number of factors, for example the surface the virus is on; whether that surface is exposed to sunlight; environmental conditions such as temperature and humidity; and exposure of the surface to decontamination products e.g. detergents and disinfectants.

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.

Similar viruses are transferred to and by people's hands and therefore frequent hand hygiene and regular decontamination of frequently touched environmental and equipment surfaces will help to reduce the risk of infection transmission.

We would advise:

- All schools are to be sanitised by the cleaning contractor prior to re-opening.
- All contact surfaces and 'touch points' to be regularly cleaned, handles, tables, chairs etc
- Surfaces are to be cleaned –Tayside Contracts responsible for all touch points in communal areas including entrances /exits and toilet changing areas at least twice per day
- Classroom desks/chairs are part of clean as you go process.
- Any documentation where possible should be read, marked whilst wearing protective disposable gloves.
- Homework to be marked at school.
- Manager/supervisor to identify location of welfare facilities that can be used - some facilities will be out of bounds to reduce the risk of infection. Employees will be notified of the areas/facilities not to use if required.
- After employees have cleaned equipment, they will follow good hand hygiene practices.

Care Equipment

- Where single use is not possible, use dedicated care equipment provided for the child (wheel chairs/ walking aids/ hoists)
- If it is not possible to dedicate pieces of equipment to the individual, such as moving /handling aides, the equipment must be decontaminated immediately after use and before use on any other individual.

Dealing with sickness

- Current procedures will be followed i.e. wearing gloves/ aprons, sanitising hands. Dispose of PPE/cleaning material/cloths as previous i.e. bagged
- Ensure hand hygiene is carried out.

Waste

- Conference room has been identified a suitable storage site to store waste for the requisite 72 hours.

Lack of consumables for hand washing

- Centre management to monitor use of consumables and re -order as required
- Tayside Contracts to ensure that supplies are maintained and replenished throughout the day (soap / hand towels)
- Fixed sanitising wall dispensers are to be kept topped up during the day (where fitted) by Tayside Contracts and where there are temporary measures in place these should be maintained with adequate supplies during the school day

Contaminated surfaces

- Staff and pupils to cleaning and sanitise work surfaces before and after use

- Tayside Contracts to have a cleaning strategy in place for cleaning and sanitising known Covid19 contaminated surfaces which is detailed in the Clean 3 protocol

Persons with ongoing medical conditions

- Staff and pupils with underlying medical conditions, should contact Jan Mackie for a bespoke Risk Assessment
- Reminder to be sent out to employees of the need to inform their line manager of any change in circumstances that will mean they are no longer able to work with in the community.

Food/snack prep and consumption

- Personal and food hygiene procedures to be strictly adhered to
- Staff handling food stuffs / snack prep to wash hand before during (as appropriate) and after.
- All surface to be cleaned before consuming food takes place eg tables
- All staff to wash hands before and after meals.
- Staff will use their own crockery/cutlery and wash it after every use.
- All crockery/ cutlery stored away when not in use.
- Dishwashers used wherever available
- Drying of cutlery/ crockery - it's good practice not to use shared tea towels and use paper towels
- Staff will maintain the recommended social distance during breaks (2m)
- Staff room now open. Staff to adhere to maximum capacity as stated on door.

Drinking fountains

- Water to be put into water bottles only, no direct mouth contact with drinking fountain.
- Water available from Dining centre for pupils and staff. Tayside Contract Staff will provide water jugs at all intervals and lunchtimes.

Risk Assessments

- Each school is to maintain a Covid-19 Risk Assessment register on site.
- Each school is to nominate a member of staff to update Risk Assessment at local level

