



<b>Location / Site</b>	Twineham Church of England School
<b>Activity / Procedure</b>	Full school opening during ongoing Covid-19 pandemic
<b>Initial assessment date</b>	21/08/2020
<b>Latest review</b>	<b>30/11/2021</b>

## SEPTEMBER 2021: BUTTERCUP COVID PROTOCOLS

*Specific control measures for Reception and Year 1 pupils continue to operate in view of the lack of social distance and frequency of sharing resources as part of effective provision in the youngest class.*

### Good Hygiene

- Good handwashing technique taught and revised.
- 'Catch it, kill it, bin it' for sniffs and sneezes taught and verbal reminders given.
- Visual prompts for handwashing at all sinks.  
For all children and adults...
- Handwashing at start and end of school day, supervised by an adult to ensure good technique.
- Handwashing before eating.
- Handwashing after using the toilet and after blowing noses/sneezes
- Hand sanitiser before and after playtimes.
- Adults will wear masks and gloves when supporting intimate care and gloves when administering first aid.

### Cleaning


- Toilets checked and sinks wiped down by Buttercup team daily at lunchtime (in addition to end of day cleaning)
- Weekly planning will detail cleaning/handwashing for any higher risk materials/activities (e.g. playdough)
- Children will continue to have their own whiteboards & whiteboard pens, stored in their trays.
- Writing pencils will be wiped down daily.



### Class Set Up/ Organisation

- Continuous Provision will be available to the children to freely access including sand, water and mud kitchen.
- Role play will continue to be outside to provide additional space in the classroom.
- All doors and windows will be open, for ventilation. If it is cold/wet doors may be closed and windows opened narrowly, but these will be opened fully during breaks to ensure the air is purged.
- There will be no 'free flow' snack to ensure proper handwashing.






# Covid-19 Outbreak Contingency Plan: December 2021 onwards

<p><b>When should my child self-isolate or miss school?</b></p> <div style="text-align: center; border: 1px solid white; width: 60px; height: 60px; margin: 0 auto; background-color: white; color: black;">  </div>	<div style="background-color: #008000; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 2em; margin: 0 5px;">✕</span> </div> <p style="color: #008000; font-weight: bold; margin: 5px 0;">NO</p>	<ul style="list-style-type: none"> <li style="color: #008000;">All children should attend school unless they are ill.</li> <li>From 16<sup>th</sup> August 2021, children under 18 (or double-vaccinated adults) do not need to self-isolate or miss school if a member of their household or a contact, has Covid-19.</li> <li style="color: #008000;">Instead, they will need to book a PCR test but can continue coming to school so long as they have no symptoms and the test result is negative.</li> </ul>
	<div style="border: 2px solid red; padding: 5px; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="color: red; font-size: 2em;">✓</span> </div> <p style="color: red; font-weight: bold; margin: 5px 0;">YES</p>	<ul style="list-style-type: none"> <li>If your child develops Covid-19 symptoms at home, they should <u>stay at home</u> and should book a PCR test), <u>NOT</u> a Lateral Flow Device test.</li> <li>If your child develops Covid-19 symptoms at school, they will be sent home and you should book them a PCR test.</li> <li style="color: red;">If your child tests positive for Covid-19, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should book a PCR test.</li> </ul>

Community Covid Risk	Description	Actions
<div style="text-align: center;">  <p style="color: #008000; font-weight: bold; margin-top: 10px;">Low Community Transmission. No School Cases.</p> </div>	<ul style="list-style-type: none"> <li>There have been no cases of Covid within school for 10 school days.</li> <li>Cases of Covid locally are low and/or stable.</li> <li>Hospitalisation/deaths due to Covid nationally are low.</li> </ul>	<ul style="list-style-type: none"> <li>Handwashing at start of day, lunch time and end of day</li> <li>Staggered timings for drop-off, pick-up and morning break on playground</li> <li>Key Stage assemblies rather than whole school, unless outside</li> <li>Key Stage eating areas remain separate but children share outside space to play at lunch time</li> <li>Ensuring good ventilation where practical</li> <li>Ensuring children / staff to stay at home if they have Covid symptoms (and to book a PCR test)</li> <li>Staff will continue to test themselves using Lateral Flow tests until the end of September.</li> </ul>
<div style="text-align: center;">  <p style="color: red; font-weight: bold; margin-top: 10px;">Rapidly Rising Community Transmission</p> </div>	<ul style="list-style-type: none"> <li>No current Covid cases have been recorded at school, but...</li> <li>Cases of Covid are rising rapidly in the community causing disruption to other local schools.</li> <li>West Sussex Public Health / Public Health England issue warnings of expected local/ national infection wave.</li> </ul>	<ul style="list-style-type: none"> <li>Ventilation of classrooms increased</li> <li>Staff room capacity reduced</li> <li>Headteacher communication with parents of clinically vulnerable children</li> <li>Clinically Vulnerable staff meet with Headteacher to review their individual risk assessment &amp; discuss additional protection (e.g. use of face coverings, reduction in movement between classes/ groups)</li> <li>Consider use of face-coverings for staff and parents.</li> </ul>



Number of Cases	Description	Actions
 <p><b>A single child tests positive</b></p>	<ul style="list-style-type: none"> <li>• A single child tests positive for Covid in a class.</li> <li>• There are fewer than 5 cases in the class or from close mixing.</li> <li>• There is less than 10% of cases in the class or from close mixing.</li> <li>• No other classes/groups are affected.</li> </ul>	<ul style="list-style-type: none"> <li>• The child self-isolates for 10 days. Remote learning will be provided if they are well enough to complete it.</li> <li>• The parents of the child are contacted directly by NHS Test and Trace to establish likely contacts.</li> <li>• Likely contacts will be contacted by NHS Test &amp; Trace and advised to book at PCR test. The school will support with close contact identification as needed.</li> <li>• <b>Families will be informed that there is a case in the school community.</b></li> <li>• <b>Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid symptoms.</b></li> </ul>
 <p><b>5 children or staff who have mixed closely test positive within 10 days of each other. OR 10% of children or staff who have mixed closely test positive within 10 days of each other.</b></p>	<ul style="list-style-type: none"> <li>• There have been 5 cases of Covid or 10% of a class/group in the school within 10 days which could mean that Covid is spreading. E.G.                         <ul style="list-style-type: none"> <li>- a class</li> <li>- a friendship group</li> <li>- mixing at break</li> <li>- a sports team</li> <li>- a group in an after-school activity</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>As above for each positive case.</b></li> <li>• The school will discuss the outbreak with W. Sussex Public Health and agree strengthening protective measures <u>for 10 school days</u>, including:                         <ul style="list-style-type: none"> <li>○ Ventilation of classrooms increased.</li> <li>○ Enhanced cleaning</li> <li>○ Reintroducing adult face masks for visitors and meetings</li> <li>○ Adapting, limiting or postponing indoor sporting events, trips, open days and performances.</li> <li>○ Reverting to recorded assemblies in classrooms</li> <li>○ Reducing the amount of classes staff work across</li> <li>○ Continuing twice-weekly staff Lateral Flow Device testing.</li> </ul> </li> </ul>
 <p><b>Covid cases continue to increase rapidly within a 10 day period.</b></p>	<ul style="list-style-type: none"> <li>• Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid-19 is spreading widely throughout the school.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Incident Management Team meeting held between the school and W. Sussex Public Health to agree further measures, <u>for a further 10 school days</u>, including:</b> <ul style="list-style-type: none"> <li>○ Reintroducing class bubbles</li> <li>○ Limiting all non-essential visitors to school</li> <li>○ Postponing all non-essential events</li> <li>○ <b>Re-introducing remote learning for individual classes for 10 school days considered.</b></li> </ul> </li> </ul>



This guidance will be regularly reviewed. Please contact [head@twineham.w-sussex.sch.uk](mailto:head@twineham.w-sussex.sch.uk) with any questions.

*In line with this Outbreak Contingency Plan, control measures will be increased in the event of positive cases in school. The control measures below will be relaxed or tightened depending on the level of risk identified in the outbreak plan. These measures are typically based on levels 3 and beyond, which involve one child or more testing positive for Covid-19.*

<b>Identify hazard</b>			
1. <b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Remove excess furniture to increase space</li> <li>2. Desks in rows from Years 2-6</li> <li>3. Minimal desk time for children in R/Y1</li> <li>4. Children keep to their desks when in the room (Y2 upwards)</li> <li>5. Feedback – using large whiteboard and interactive whiteboard more than close interaction</li> <li>6. Teaching and support staff to maintain social distancing when possible, with no prolonged (15 minutes+) of close contact (LESS THAN 1M)</li> <li>7. Children to use same desk each day</li> <li>8. Teachers are assigned to these children and stay with these children throughout the day (and on subsequent days)</li> <li>9. Children stay in the classroom/field for majority of the day and not mix with other key stage</li> <li>10. Bags, coats and lunchboxes stored in outdoor storage or cloakrooms</li> <li>11. Resources and activities planned to reduce shared contact and individual learning</li> <li>12. Staff allowed to stay at adult height – no requirement for getting to child level for interactions</li> <li>13. Interactions carried out where possible from a distance</li> </ol>			

<b>Identify hazard</b>	
2. <b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus	
<b>Existing level of risk</b>	



HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Only one child allowed to go to the toilet at any one time – this will be enforced whenever possible.</li> <li>2. Extra signs in toilet for washing hands</li> <li>3. Wedges for the toilet external toilet doors (not fire doors)</li> <li>4. Extra soap and hand towels ordered to ensure we do not run out (stored in cupboard in Willow)</li> <li>5. Cleaning of the toilets throughout the day by staff.</li> <li>6. Deeper clean in the evening.</li> </ol>			

<b><u>Identify hazard</u></b>			
3. <b>Lack of social distancing entering/leaving school</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. <i>Staggered start and finish for each group of children</i> (key stage bubble)</li> <li>2. Parents to leave children at the top of the gates where staff will be standing at drop off (Oakwood)</li> <li>3. Staff waiting at the gate to direct the children into class.</li> <li>4. Pick up from large playground with 2m distancing between all adults and children.</li> <li>5. Instructions shared re social distancing between families in the morning/end of day with parents and children.</li> </ol>			

<b><u>Identify hazard</u></b>			
4. <b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Staggered playtimes and clearly separated play-zones for each bubble</li> <li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned</li> </ol>			



3. Games discussed which encourage social distancing
4. Children must follow 'no touching' rule with frequent reminders

<b>Identify hazard</b>			
5. <b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Children eat lunch with their key stage group bubble</li> <li>2. Buttercups and Poppy only in hall (33 children)</li> <li>3. Poppy in class</li> <li>4. KS2 only outside (or in classrooms if weather is bad)</li> <li>5. Staggered timings to ensure groups do not have any contact at entry and exit points</li> <li>6. Tables and chairs wiped down after each sitting.</li> <li>7. Children wash their hands before and after eating.</li> </ol>			

<b>Identify hazard</b>			
6. <b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Furniture moved to create additional space in corridors</li> <li>2. Only brief transitory contact in corridors presents low risk – keep movement fluid using staggered timings</li> <li>3. Staff will continue to give way to each other in corridors – hall can be used as a through-route</li> <li>4. Staff to wear facemasks when social distance can not be ensured due to limited space</li> </ol>			

<b>Identify hazard</b>			
7. <b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			



HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Children to have packs of stationary labelled with their name on with any resources needed in their individual tray in workspace</li> <li>2. Resources cleaned every night</li> <li>3. Tables, door handles and other surfaces cleaned with anti-bacterial spray every night</li> <li>4. Lessons planned so resources are individual and not shared – or on white board</li> <li>5. Resources on tables ready for lesson and not distributed within the lesson</li> <li>6. Resources/books left on the tables for adults to collect after children have left the classroom.</li> <li>7. Children wash hands / use hand gel before lessons and after each lesson</li> <li>8. Soft toys and furnishes including bean bags removed from the classroom</li> <li>9. Books that go home are quarantined for 72 hours on return</li> <li>10. Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day</li> <li>11. Trim trail is only to be used by one bubble</li> </ol>			
<b>Remaining level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b>Identify hazard</b>			
<b>9. Emotional distress of staff – including anxiety</b>			
<b>Existing level of risk</b>			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Regular consultation with staff about practice, ensuring frequent dynamic risk assessment</li> <li>3. Sharing of support helplines</li> <li>4. Headteacher on site every day and available on email/phone/WhatsApp group for staff to share any questions or concerns with</li> <li>5. Risk assessments reviewed every Friday</li> <li>6. Planned time for planning and preparation within the week</li> <li>7. PPE masks / face coverings for essential first aid</li> <li>8. PPE masks / face coverings always authorised for staff use ad-hoc</li> </ol>			



<b>Identify hazard</b>			
9. <b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. Hand gel dispenser inside all classrooms</li> <li>2. Hand gel order in large quantities</li> <li>3. Extra soap dispensers and re-fills in each classroom</li> <li>4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>5. Washing hands posters in all washing areas</li> <li>6. Reminders how to wash hands properly – videos and posters – large display outside toilets made for children, made by children</li> <li>7. Children to have their own water bottle which is not shared – if they don't have one, they use an individual cup which is cleaned before and after use.</li> </ol>			

<b>Identify hazard</b>			
10. <b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>			
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day, including steam cleaning of rugs and some equipment</li> <li>2. Appropriate protection (gloves, tabards and face masks where needed) will be worn by cleaning staff</li> <li>3. Disinfect items used by more than one child every day</li> <li>4. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>5. Thorough cleaning of all classrooms before re-opening</li> <li>6. Staff to wipe down surfaces commonly touched throughout the day.</li> </ol>			

<b>Identify hazard</b>			
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11. **Risk of illness of vulnerable staff and family members** through direct and indirect transmission of the virus

**Existing level of risk**

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

**Control measures**

1. Issuing of all relevant risk assessments to staff concerning returning to work
2. Face masks and face shields provided free of charge to staff and always allowed to be worn
3. Lateral Flow Testing twice weekly will reduce risk from asymptomatic cases
4. Clinically Extremely Vulnerable staff regularly consulted and all concerns are followed up, including adjustments to role to mitigate risk