

AQUINAS COVID-19 Protocol

From the date of approval of this protocol and until confirmation by Public Health England and/or the Government that the period of the COVID-19 pandemic has ended, the following protocol for minimising transmission and dealing with COVID-19 cases in school, shall apply:

Preventing the spread of COVID-19

1. Staff or pupils displaying symptoms (new continuous cough, high temperature, loss of taste or smell) or who have tested positive must not come to school. Those who develop symptoms in school must be sent home immediately. They should be self-isolating for at least 10 days and members of their household must self-isolate for 14 days. The 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' must be followed - <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.
2. Staff or pupils must self-isolate for 14 days where a member of their household is displaying symptoms or has had a positive test. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
3. Staff, pupils and members of their households are asked to take a COVID-19 test when they display symptoms. If the test is negative, staff and pupils can return to school unless they continue to be unwell with a high temperature. If the test is positive steps 1 and 2 above must be followed. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. This only applies to those who begin their isolation on or after 30 July. Please advise the school of the outcome of the test.
4. Staff, pupils and parents must remain vigilant for symptoms but it is not necessary to take a daily temperature.
5. Staff, pupils, parents, visitors and contractors on the school site must follow the measures implemented and risk assessed by the school. They will be notified of these in advance of attendance on the school site in September 2020.
6. Staff, pupils, parents, visitors and contractors on the school site must regularly and thoroughly wash hands for 20 seconds with soap and dry completely OR use alcohol hand sanitiser ensuring all parts of the hand are covered. This should be done on arrival, before and after break and lunch, when changing rooms, prior to leaving school and after sneezing and coughing.
7. Young people and pupils with complex needs will be supervised when hand cleaning and skin friendly wipes can be used as an alternative.
8. Staff, pupils, parents, visitors and contractors on the school site should avoid touching their faces.
9. Face coverings are not needed in primary school as pupils and staff are mixing in consistent groups. However, secondary schools not in an area of local lockdown can decide to implement face coverings in communal areas for staff and pupils. In local lockdown areas, face covering must be worn in communal areas. Face coverings are not recommended in classrooms.
10. Face coverings are required at all times on public transport (except for children under 11), when attending hospital and in shops and supermarkets.
11. Good respiratory hygiene must be undertaken by staff and pupils at all times. A tissue should be used when coughing, sneezing or blowing the nose. The tissue should then be placed in the bin, which should be emptied regularly. If tissues are not available or are not nearby the crook of elbow should be used. Young pupils and those with special needs should be supported.

12. Frequently touched surfaces and shared areas such as toilets must be regularly cleaned using standard products such as detergents and bleach in accordance with cleaning schedules.
13. The school will be deep cleaned at the end of each school day.
14. Rooms are ventilated – windows and doors kept open where it is safe to do so and ventilation units are used where it is also safe to do so.
15. Use of face coverings
 - A. Staff, pupils, visitors and contractors who use face coverings when travelling to the school site must implement the following process:
 - i. Not touch the face covering during use or when removing it.
 - ii. Must remove it when on school site in a designated area.
 - iii. Wash hands immediately on arrival on the school site and after removing the face covering.
 - iv. Disposable face covering must be placed in a covered bin.
 - v. Re-usable face coverings must be placed in a plastic bag and taken home for washing.
 - vi. Use a new disposable or re-useable face covering for their return journey.
 - B. Face coverings are not universally recommended in schools. However:
 - i. Secondary schools NOT in local lockdown will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained.
 - ii. Secondary Schools IN local lockdown should require face coverings to be worn by adults and pupils in areas outside classrooms where social distancing is difficult to maintain. In such cases, communication with staff and parents must be quick and clear.
 - iii. Primary schools - where social distancing is not possible in areas outside of classrooms, headteachers will have the discretion to decide whether to ask or permit the use of face coverings for staff or visitors. Primary school pupils will not need to wear a face covering.
 - iv. Face coverings will not be necessary in the classroom even where social distancing is not possible.
 - v. Exemptions - Individuals who are exempt from wearing face coverings:
 - Those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability.
 - Those who speak to or aid someone who relies on lip reading, clear sound or facial expression to communicate
 - vi. Staff and pupils are expected to provide their own face coverings but schools should have a stock for emergencies. No-one should be excluded from education on the grounds that they are not wearing a face covering.
 - vii. Schools should have a process for removing face coverings which needs to be communicated to staff and pupils. The process should include:
 - Cleaning of hands before and after touching the face covering.
 - Safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
 - Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

Also see COVID-19 protocol

- C. When returning home, staff and pupils need only follow normal personal hygiene requirements and the usual washing of clothing worn on the day at school.

Pupils or Staff displaying COVID-19 Symptoms whilst at school

1. Staff or pupils showing symptoms will be sent home to isolate for 10 days and their household must self-isolate for 14 days from the date the symptomatic person first showed symptoms. Where staff or pupils are displaying symptoms, they will be asked to take a test, follow the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and notify the school of the results. The school will call 999 if they are taken seriously ill rather than sending them to an emergency care centre or GP.
2. In the case of a pupil, parents and carers will be contacted immediately to collect the child and referred to the relevant guidance regarding staying at home.
3. If staff or pupils are waiting collection, they should be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision for young children. Where it is not possible to isolate them, then others must be 2m away from the person with symptoms. Windows should be kept open for ventilation. They should use a separate bathroom, if this is needed. The areas occupied and touched by the symptomatic person should be thoroughly cleaned using standard cleaning products before anyone else uses it. 999 should be called if symptoms are life threatening.
4. PPE must be worn by staff caring for a child who is awaiting collection AND 2m distance from the child cannot be maintained:
 - A face mask should be worn where 2M distance cannot be maintained.
 - Where contact is necessary, gloves and an apron should be worn.
 - Where there is a risk of fluids entering the eye, eye protection should also be worn.
5. Where a member of staff has assisted someone with symptoms, they do not need to self-isolate unless they develop symptoms, the individual they have assisted tests positive or the member of staff has been asked to self-isolate by NHS Test & Trace. They should wash their hands thoroughly for 20 seconds and clean the area used with normal household disinfectant.
6. If the case is confirmed by a positive test the rest of the group to which the pupil or member of staff belonged to should be sent home to isolate for 14 days.
7. Household members of the wider group do not need to self-isolate unless the isolating individual develops symptoms.
8. If other cases are detected more widely in the school then Public Health England's local health protection team will conduct a rapid investigation and will advise schools on the steps to take.

NHS Test and Trace

1. Staff, parents/carers and pupils are strongly recommended to book a test if they are displaying symptoms - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>.
2. From 26 August, schools will receive an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere and the individual is experiencing symptoms. The best and fastest way for students or staff to access a test is to visit a testing site. Testing kits should be given to parent/carer for pupils. - <https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers-26-August-2020>

3. Supplies will be replenished up to 2.5% of pupil numbers at the school. They can be requested by following the instructions found at <https://request-testing.test-for-coronavirus.service.gov.uk/>. The online portal is now live. Reordering of kits will only be possible 21 days after you receive a delivery confirmation email telling you that your previous supply of test kits has been sent.
4. If staff, parents/carers and pupils test positive, as a matter of public duty, they should co-operate with the tracing process and provide details of contacts to NHS Test & Trace. If they have been in close contact with someone who develops symptoms or has tested positive, they must be prepared to self-isolate.
5. The school must act swiftly when they are notified that someone who attended the school has tested positive for COVID-19. Schools should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. The adviser will escalate the school's call to the local health protection team if further action is required. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. The local health protection team will carry out a risk assessment to confirm who has been a close contact with the person during the period that the person was infectious and ensure that the close contacts are asked to self-isolate.
6. Where the outcome of the test is negative and the individual is no longer unwell and displaying symptoms, they can stop self-isolating and members of their household no longer need to self-isolate.
7. A positive test requires the individual to self-isolate for at least 10 days from the onset of the symptoms; only returning when the residual symptoms are a cough or a loss of taste or smell. Other members of the household should continue to isolate for the full 14 days, subject to them developing symptoms. If they develop symptoms but have a negative test, they should still isolate for the remainder of the 14 days.
8. Outcomes of the test must be notified to the school.

Cleaning and Waste

1. Waste associated with a person with suspected Coronavirus symptoms should be double bagged, stored securely for 72 hours and then thrown away in the regular rubbish. If the individual tests negative the waste can be disposed of in the usual way within 72 hours.
2. Risk of infection from contaminated surfaces reduces over time, the risk is likely to reduce greatly after 72 hours.
3. All surfaces touched by a symptomatic person must be cleaned and disinfected thoroughly. Corridors that they have passed through can be cleaned as normal unless visibly contaminated by bodily fluids.
4. Use disposable cloths, paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings by either:
 - Using a combined detergent disinfection solution at a dilution of 1,000 parts per million available chlorine; or
 - A household detergent followed by a disinfectant (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.; or
 - If alternative disinfectants are used, check that they are effective on enveloped viruses.
 - Used cloths etc. must be disposed of as detailed above.
5. Soft furnishings should be steam cleaned. Where this is not possible and it is contaminated then it needs to be disposed of.

Personal Protective Equipment (PPE)

1. Face masks are not recommended for everyday use by anyone in a primary school setting.
2. Secondary schools have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances namely layout of the school or using masks would provide additional confidence to parents to support a full return of children to school or college. They will not be necessary in the classroom.
3. Face coverings must be used correctly:

A face covering should:

- cover nose and mouth.
- fit comfortably but securely against the side of the face.
- be secured to the head with ties or ear loops.
- unless disposable, it should be able to be washed with other items of laundry.

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on.
- avoid wearing on your neck or forehead.
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus.
- change the face covering if it becomes damp or if you've touched it.
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street).

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing.
- only handle the straps, ties or clips.
- do not give it to someone else to use.
- if single-use, dispose of it carefully in a residual waste bin and do not recycle.
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric.
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.
- The face covering must be safely stored in a sealable plastic bags between use.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

4. In local lockdown areas face coverings should be worn by adults and pupils in secondary schools when moving around, such as in corridors and communal areas where social distancing is difficult to maintain.
5. Schools should aim to have a supply of masks for staff and pupils where they are advised that face coverings must be worn. The requirement to wear face coverings do not apply to those individuals who are exempt.
6. PPE will not be needed any more than was previously the case when dealing with medical conditions or intimate needs.
7. If providing care to someone with COVID-19 symptoms, PPE will only be necessary if 2m distance cannot be maintained.