

Beech Lodge

Coronavirus (COVID-19)

Prevention and Control Policy

Aim

This policy has been written to cover the operational procedures necessary for Beech Lodge School to protect its pupil, visitors and staff from the risks presented by Coronavirus (COVID-19) infection.

It includes:

- Information provision
- Travel requirements
- Infection control and prevention procedures

What is Coronavirus?

The World Health Organisation (WHO) defines coronaviruses as a family of viruses that cause infectious illness ranging from very mild to very severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Acute Respiratory Syndrome (SARS-CoV). COVID-19 is a new strain which originated in China at the end of 2019. It has since spread to other countries initiating a global public health emergency.

WHO is working hard with countries worldwide to control the outbreak and has labelled it a pandemic. This means that the disease has become established in countries around the world, including the UK, and is spreading from person-to-person.

How is Coronavirus Spread?

People can catch COVID-19 from others who have the virus.

It is understood that the virus is highly infectious and moves from person to person in droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. In addition, the virus can survive for up to 72 hours out of the body on surfaces.

People can catch COVID-19 if they breathe in the droplets or touch infected surfaces and then touch their eyes, nose or mouth.

There is currently no evidence that people who are without symptoms are infectious to others.

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What Are the Symptoms

The most common symptoms are fever, tiredness, dry cough, changes to or loss of taste. Some people may have aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. Symptoms begin gradually and are usually mild.

Most people (about 80%) recover from the disease without needing special treatment. A small percentage can become seriously ill and develop difficulty breathing. This is particularly dangerous for people with weakened immune systems, older people, and for those with long-term conditions such as diabetes, cancer and chronic lung disease.

Information

Beech Lodge School will keep up to date with the latest public health and government information about the risk of coronavirus in the UK. The senior leadership team and headteacher will maintain close links with local health protection teams and be responsible for circulating essential information to staff and parents.

The school will do its best to ensure that the parents are kept informed about its measures to keep pupils and staff safe.

Suspected Cases of Infection

Whether the school is open fully or partially closed and running in a reduced capacity, staff and pupils should be instructed to stay at home if they are unwell. This is essential to avoid spreading infection to others. Parents will be clearly informed that this is the school policy.

Parents/Pupils/Staff are to advise the school office if you have returned from overseas within the last two weeks, or you or individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. If Parents/Pupils/Staff display any of the following symptoms, please do not come to school. We would advise you are tested and the result communicated to school as soon as possible.

- Flu like Symptoms
- Cough (dry or chesty)
- Fever (greater than 37.8°C)
- Sore Throat
- Breathlessness
- Headaches or Body Aches
- Dizziness
- Change or Loss of Smell
- Change or Loss of Taste
- Diarrhoea
- Vomiting

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Any suspected cases of COVID-19 infection which occur in the school should be managed according to Department for Education guidance.
www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak-guidance-for-full-opening-schools

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19 infection\)](#). This sets out that they should self-isolate for at least 10 days and should arrange to have a [test](#) to see if they have coronavirus (COVID-19).

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.

If a child in school has presented with symptoms, and is awaiting collection, they will be moved to The Parent Room where they will be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 meters away from other people. If they need to go to the bathroom whilst waiting to be collected, the bathroom is in the Parent Room and has been designated solely for this purpose. The Parent Room and bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found [in safe working in education guidance](#).

They should be advised not to visit the GP, pharmacy, urgent care centre or hospital.

If clinical advice is required, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they do not have internet access). In an emergency, 999 should be called if they are seriously ill or injured or their life is at risk.

Infection Control and Prevention Procedures

Beech Lodge School believes that general adherence to high standards of infection prevention and control is the best way to prevent the person-to-person spread of pathogens such as coronavirus and maximise the safety of staff, pupils and visitors using the school. To achieve this, the school has procedures in place which will be implemented in full, whether the school is fully open or operating in a partially open capacity. Staff should be especially compliant with those policies related to effective hand hygiene, sanitisation and environmental cleaning.

Public health messages state that people should:

- cover their mouth and nose with a tissue or their sleeve (not their hands) when they cough or sneeze
- put used tissues in the bin immediately
- wash their hands with soap and water regularly for 20 seconds and use hand sanitiser gel (at least 60% alcohol) if soap and water are not available
- try to avoid close contact with people who are unwell
- avoid touching their eyes, nose, and mouth with unwashed hands
- clean and disinfect frequently touched objects

Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser. School staff will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

All Beech Lodge School buildings have hand sanitisers in all classrooms and communal areas with hand-wash stations with hand soap at the following areas:

Deancroft

- Diner
- Construction Room
- Disabled toilet
- Rainforest Café
- Science Room
- Toilets

Claremont

- Disabled toilet
- 2 x kitchen classrooms
- Toilets

Teaching staff should take all reasonable measures to ensure that pupils comply with handwashing and sanitising routines. Young children will be supervised to ensure that they are handwashing appropriately.

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Environmental cleaning will be increased while the pandemic continues, and risk of transmission persists. An enhanced cleaning process has been put in place with the school caretakers ensuring that all frequently touched hard surfaces are cleaned thoroughly throughout the day.

The pupils will be asked under supervision by the teacher to wipe down their desk when they enter the classroom at the start of the lesson and the end of every lesson. All cleaning equipment will be provided in the classroom, disposable wipes will be used.

All external doors have been fitted with devices to allow the door to stay open to allow circulation throughout the corridors. This will be reviewed after half-term (Oct). All internal corridor doors have been fitted with a system that allows the doors to stay open until a fire alarm goes off when they will close automatically.

At lunchtime, to control pupil movement and enhance hygiene routines, classes will be allocated an area to sit. A minimum number of 3 pupils per table will be allowed.

Social Distancing

The School will operate as 1 bubble (58 pupils).

Children will be encouraged to keep social distance. Endeavouring to keep these groups at least partially separate, minimising contacts between children and staff, will still offer public health benefits as it reduces the network of possible direct transmission.

We recognise staff will need to move between classes and year groups, particularly at the older end of the school, however, staff should try and keep their distance from pupils and other staff as much as they can (ideally 2m). We recognise that this won't be possible with younger children however our class sizes of 8 (max) and changed classroom layouts, to include seating of pupils side by side and facing forward, mitigates for this. Classrooms have been cleared of unnecessary furniture to make more space.

Lunchtimes in Claremont have been staggered, allowing only one class at a time in the kitchen classrooms. As above, pupils and staff will be given an area to be seated within which they are to use each day. The area will be wiped down by pupils and staff after use ready for the next class.

School Pick up and Drop off

The school drop off and pick up arrangements have been staggered to allow free flow on the school site and minimise the number of parents on site at any one time. Parents are to follow the one-way system. If parents require a meeting with a member of staff they are to arrange an appointment in advance.

September 2020

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