

**Documentation Pack for Parents
Partial Re-opening of School during Covid-19**

Document	Description
1	Certificate of Covid-19 Compliance
2	Policy on Phased Return to School
3	Whole School Risk Assessment for Re-Opening
4	School Medical Policy re Covid-19

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Edge Grove School Date 28th May 2020

Who to contact: Martin Sims - Bursar Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Phased Return to School Policy

Introduction

Edged Grove (“The School”) is implementing a phased return to school from 1st June 2020 until such time as all staff and pupils are safely returned to school and operating in a fully open, safe and secure environment with no COVID-19 related restrictions.

This may take many months and so a phased return will require patience, resilience and considerable effort to ensure the school environment is safe, at all times, during transition.

The School recognises that during this transition:

- Our core obligation is to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees”.
- We hold the prime responsibility for ensuring the safety of, first and foremost our pupils but also and as importantly:
 - Staff and volunteers;
 - Parents and guardians;
 - Guests and visitors;
 - Contractors and delivery services.

Ultimately, all need to know that Edge Grove is a safe environment in which to operate and learn.

This Phased Return to School Policy is based on the following documents:

- Government Guidance for Schools
- General School Risk assessment.
- Specific Risk Assessments for Departments, Year Groups, Classes and Activities.
- Analysis and Planning Guidance.

Planning the phased return and transition to school

Good planning and management are fundamental to the success of the phased return. Effective planning and consultation with all stakeholders including unions, insurers, governors, teachers, support staff, parents, pupils and contractors is essential. The level of detail is enormous and will involve all staff in ensuring this policy is implemented and complies with the strict rules set out in the school’s risk assessments and plan.

COVID-19 points of contact:

The COVID-19 point of contact for the school is Jacquie Horrocks, Compliance Manager, and her main responsibilities are:

- Reading and assessing daily government, DofE, PHE and ISBA bulletins.
- How information is passed and key messages and issues highlighted.
- Liaising with SLT and the IMT as needed to ensure messaging is clear, regularly updated and authorised for communication.
- Maintaining a complete record of all COVID-19 documents, publications and communications.
- Co-ordinating with all staff including support staff and contractors the new and / or revised measures and their implementation.
- Daily lesson learned debriefs including changes to risk assessments, safety plan, SD and hygiene rules, extra training that may be required and if rules were adhered to and the control measures sufficient.

The IMT will meet as the COVID-19 Planning and Advisory Team (CPAT) will meet at least weekly to review matters or as changes are required. The IMT consists of:

- SLT
- School Nurse;
- Estates Manager;
- Network Manager;
- Data Manager;
- Head of Boarding/Director of Sports;
- Admissions Manager;
- Head's PA;
- Compliance Manager.

Phased return to school:

Currently government advice suggests, whilst recognising that the safety of children and staff is of the utmost priority, that from 1 June 2020, the return to school should include:

- Nursery, Reception, year 1 and year 6, alongside priority groups.
- Secondary schools and sixth form to offer some face-to-face support to supplement the remote education of year 10 and year 12 pupils [*students*] who are due to take key exams next year.
- Nurseries and other early years providers, including child-minders.
- Alternative provision settings should mirror the approach for mainstream schools and also offer some face-to-face support for year 10 and 11 pupils [*students*].
- Special schools, special post-16 institutions and hospital schools will work towards a phased return of more children and young people without a focus on specific year groups.

The Government is keen for all pupils to return to school as soon as the scientific advice allows and recognising that this will then allow more families to return to work. It is important to note that The School's insurers have stated that Government guidance should be followed unless The School's individual circumstances dictate otherwise. To this end, no pupil year groups should be permitted to return unless they are included within the current Government guidance.

The return to "fully open" is likely to transition, if the conditions are safe, through the following stages:

- Fully Closed No one on site except residents, security and maintenance staff.
- Open R Teaching is all achieved remotely.
- Open K Key staff and vulnerable children only in school. All teaching remote.
- Open T In transition: some year groups attending school. Limited teaching in school.
- Open Business as usual: with caveats – no visitors or trips. Including Boarders
- Fully Open Business as usual: no travel or trip restrictions.

As at 01 June 2020, School status will be "Open T"

Risk assessments

The school is required to carry out either a single combined risk assessment or a series of risk assessments directly addressing hazards associated with COVID-19 and operating safely. Edge Grove has undertaken a single combined risk assessment with a separate document for the Pre School based off site in School House. As The School has more than 50 employees, the COVID-19 risk assessments will be made available to all staff.

Assessing COVID-19 is particularly complex as the outcome of the varied elements of the risk assessment for one group within school e.g. departments, year groups, classes and activities may impact on other groups e.g. teaching staff, support staff, visitors and contractors [if these groups are allowed access to school] and pupils of other age groups. Therefore it is key that each element of the risk assessment complements all the others to ensure risks are identified and properly mitigated across the school.

The risk assessment will require daily revision and should include but not be limited to:

- Social Distancing (SD) and other hygiene rules communicated, understood and applied.
- Staff and pupils reminded and checked to ensure they are complying with hygiene and SD rules.
- Whether there are sufficient supplies of hygiene materials and are they well placed around the school.
- Has the cleaning regime been regularly re-assessed and, if necessary, revised.
- Identifying precautions for keeping shared equipment (e.g. keyboards, pens, musical instruments) clean.
- Are high-risk areas being regularly monitored (including boarding areas) for hygiene?
- Are SD rules different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- Removing where possible soft toys, furnishings and items that are hard to clean.
- Is the re-allocation of indoor and outdoor space working?
- Are all the hazards in the risk assessments properly mitigated and regularly re-assessed?

Note that the school is responsible, via the COVID-19 coordinator / officer, for:

- Updating Safeguarding, Behaviour Management, Code of Conduct and medical policies and procedures so staff and pupils feel safe.
- Government advice is regularly accessed, assessed, recorded, communicated and applied.
- Unions are regularly consulted on plans for re-opening and changes to operation.
- Changes are regularly reviewed by governors and communicated to staff, pupils and parents.
- Insurers are consulted before the school re-opens and / or plans are amended.
- Revising the policy for those wearing (or not) PPE.
- Updating emergency procedures, fire drills and assembly points.
- Re-assess that access to school is controlled effectively and details of visitors etc (if allowed) are recorded.
- Plans for school events including plays, concerts, parent and teacher meetings etc.
- Preparing contingency plans in place for the transition to full opening (or re-closing).

Space management

Departments, year and activities groups must consider the following as part of the planning and risk assessments:

- Contact and mixing are minimised.
- Maximum use of outdoor spaces.
- Altering classroom layout with desks spaced 2m apart.
- Changing timetables so assemblies, breaks, lunch, playtime, drop-off and pick-up times are staggered.
- Small consistent groups (bubbles) of pupils (no more than 15 at the time of writing).
- Pupils to remain in “bubbles” at all times during the day with a minder or own set of teachers / assistants.
- “Bubbles” stay away from other people and groups.
- Where possible in and out routes are identified in buildings.
- Spaces such as halls are used at half capacity.
- Groups are staggered through the indoor and outdoor spaces.

Some risk assessments refer to specialist medical issues noting the importance of GDPR rules:

- Who has pre-existing medical conditions and are they fully declared?
- Have all vulnerable pupils, parents and staff been identified and recorded?
- For those tested positive for COVID-19 is it recorded (for elimination purposes)?
- Who has come into contact with anyone tested positive to COVID-19?
- Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?

Update to Behaviour Management Policy

The following additional elements are included in an updated Behaviour Management Policy and are now a requirement for all pupils:

- SD rules (which may be different for various activities) such as play, games, drama, music.
- SD rules (which may again be different) for classroom, playgrounds, boarding house etc.
- Hygiene rules (if not already enforced and supervised):
 - “Catch it, bin it, kill it”.
 - Wash hands for 20 seconds”
 - Before arriving at school and immediately after arriving at home.
 - At every break.
 - After all visits to the toilet and before / after meals.
- Rules for breaks, lunch and hydration.
- Content of packed lunch including allergen rules.
- External socialising rules for shopping; parties; games and play.
- Tracing. All pupils, parents and staff log their travel details (via app or written diary) other than home and school.
- Minimise all contact and mixing outside your class “bubble” during breaks.

Planning for incidents/ emergencies

The School recognises that plans need to be revised to respond effectively to health and safety incidents and other emergencies that might occur during the COVID-19 era. Where relevant, the Health & Safety Officer and COVID-19 Coordinator / Officer should ensure that variations to existing emergency procedures are agreed for:

- Fire.
- Accidents and injuries.
- Infection during school hours, their isolation and return to home procedures.
- Other emergency evacuation.
- Security.
- Severe weather that limits pupil’s learning, exercising or playing outside.

Inclusion for people with a disability

The School will ensure that reasonable adjustments are made where possible to ensure that people with a disability (mobility, visual and hearing impairment, medical conditions and hidden disabilities) are protected in terms of temperature testing, hygiene solutions and emergencies.

During school

Once the documentation and plan have been agreed (including governors and insurers) emphasis will focus on the implementation, effective management and monitoring of staff, pupils and the environment. This will include:

- Ensuring communication channels and messaging are working and regularly reviewed and updated.
- Systems to communicate with parents and staff that have not returned to school for fear of infection.
- Robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors
- Registration throughout the day including temperature / health checks.
- Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) supervised for SD rules.
- Maintaining information on bubbles / social class / activity groupings and where pupils / staff have travelled from (other than home and school), via app or written diary?

- Ensuring different age groups and class “bubbles” are supervised throughout and timetabling, length of the school day and exposure to other age groups is monitored and safe.
- Enforcing rules / procedures for hygiene standards for staff and pupils. Regular breaks for washing hands etc.
- School transport arrangements including SD, hygiene, PPE and cleaning.
- Drop-off and pick-up procedures – vehicle flow, in and out routes, parking, parents remaining in vehicles and SD outside gates and entrances.

All staff and pupils and, where necessary and approved in advance, parents, visitors and contractors will be given a COVID-19 written brief before arriving at school and a verbal induction as they enter school for the first time on:

- Safeguarding, code of conduct, Health and Safety policy and their COVID-19 updates.
- SD and hygiene rules.
- Key contacts and locations (including isolation and temperature testing areas).
- Communications protocols and reporting procedures.
- Pinch points, site hazards and agreed control measures.
- Site specific instructions: speed limits, drop-off and pick-up, parking areas etc.
- Emergency arrangements (including contingency plans).
- Any specific clothing, nametags, PPE for certain groups such as visitors and contractors.

Martin Sims
Bursar & Health & Safety Officer
 May 2020

Policy was approved by the Board of Governors at their meeting on 19 May 2020.

Description of Activities: Phased Re-Opening of School Staff, pupils and parents on site during the COVID-19 Pandemic			
Location: Generically, whole School buildings and outside areas	Assessed by: Jacquie Horrocks / Martin Sims	Date completed: 28 th May 2020	Date of Review: Daily throughout Critical Incident
Residual Risk	ACTIONS TO TAKE		
Low Risk	No further action required and activity may take place		
Moderate Risk	Further Review: Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?		
High Risk	SLT to take further action to reduce risk and implement appropriate incident plan and control measures or activity does not take place.		

List Potential HAZARDS:	List PEOPLE AT RISK.	List EXISTING CONTROL Measures:	Further Actions Needed?
<p>1. ALL HAZARDS</p> <ul style="list-style-type: none"> • Potential spread of Covid-19 • Relaxation/omission of existing school policies 	Staff, pupils, parents	<ul style="list-style-type: none"> • Robust system of risk assessment in place for all school activities. Additional risks associated with Covid-19 are incorporated into existing systems and protocols. • Risk assessments for Covid-19 monitored and reviewed daily. Changes communicated to all parties, including Governors, as appropriate. • Governors have signed off on Re-opening policy • School: All Government guidance issued to schools followed and implemented as issued and amended – no year groups to return unless recommended by HMG. • All Staff: Induction packs detailing updated behaviour protocols and expectations being issued. This risk assessment and separate area RAs along with medical documentation are issued to staff under induction process. • Staff engaged in childcare on site formally inducted as to logistics and instructions given to parents. • Parents: All Government guidance given to parents and public generically to be followed and implemented. Parents advised of communication requirements regarding possible contact with Covid-19. • Government advice monitored by Bursar/Compliance manager for updates to ensure latest advice is available and implemented. • Policy on Phased Re-Opening of the School agreed with Governors, published to all staff and parents prior to re-opening. • Specific guidelines and protocols to be written and issued to staff, pupils and parents based on the control measures listed below. • Safeguarding Policy updated and approved by Governors to reflect changed safeguarding environment for children on and off site and remote learning – CAPP. DSL and deputies all on site daily and available to staff and children. • Access to site strictly controlled. No visitors. No parents allowed inside buildings without formal appointment at the main house only. • No third party professionals on site – e.g. Visiting Music Teachers, Occupational Therapist – unless separately and specifically risk assessed and signed off by the Bursar/Safety Officer. 	Y

List Potential HAZARDS:	List PEOPLE AT RISK.	List EXISTING CONTROL Measures:	Further Actions Needed?
		<ul style="list-style-type: none"> • Driveway gates locked outside main drop off and collection times. Front gates are exit only. • Updated cleaning regimes in place and agreed with day time cleaning and evening cleaning contractors. Daily checking of performance in place. • All School buildings have been maintained and checked as being fit for re-opening. Checks made and recorded include Fire Safety, Security, Maintenance, Water safety (Legionella). • Maintenance checks not carried as normal out at Easter 2020 are being re-scheduled as soon as permitted – PAT testing and Fire Extinguisher testing scheduled prior to 01/06/20. Theatre seating not in use. • No School events to take place – Expedition Week and all school trips are cancelled. No visiting speakers or workshops. • Existing arrangements for fire safety adapted to allow for revised school operation. • School’s insurers consulted prior to potential re-opening – no concerns raised. • Arrangements for communication with staff and parents who are not attending school in place and tested during period since lockdown in March. • Contingency plans in place for full re-opening for day pupils in all year groups. • Boarding House is closed. No boarders until Sept 2020. • Swimming Pool is closed and not operational. • Opportunities for non-classroom based activities are assessed and considered by staff responsible and signed off as appropriate. • Welfare of all children and staff and parents is regularly surveyed and action points raised and signed off as needed. • Catering department closed and no catering on offer. Staff and children to bring packed lunches – guidance issued re allergens and no cool storage. • No after school activities – only children of key workers may remain on site after end of normal school day at 3:30 / 4pm. • Suite of Medical related documentation - policy, staff protocol and area risk assessment • Risk assessment hierarchy followed. Separate areas/activities individually assessed as appropriate: <ul style="list-style-type: none"> ○ Health Centre & Medical / Games / School House / Pre Prep Building / Apthorp Building / Jubilee Building / Maintenance & Estates 	
<p>2. SOCIAL DISTANCING (SD)</p> <ul style="list-style-type: none"> • Potential inability of staff, parents, pupils to maintain SD 	<p>Staff, pupils, parents</p>	<ul style="list-style-type: none"> • Parents (Y1-Y8) drop off and pick up without leaving cars • Parents (YR) park and escort child to exterior classroom door. Pick up in reverse. One way system around building with 2m markings placed on ground and signage in place. • Parents (PS) park and escort child to side gate and exit via grassed area. Pick up in reverse. One way system around building with 2m markings placed on ground • Pupils reminded about SD at all times. Posters in classrooms and other areas. • Class sizes reduced to ensure staff and pupils can observe 2m SD as far as is practicable • Class ‘bubbles’ created to ensure pupils and staff are not mixing beyond their class • Break and lunch times staggered and only within the class bubble 	<p>Y</p>

List Potential HAZARDS:	List PEOPLE AT RISK.	List EXISTING CONTROL Measures:	Further Actions Needed?
		<ul style="list-style-type: none"> • Allocated playgrounds for different year groups • Exterior Play Equipment out of bounds – adventure playground, trim trail and Pre Prep playground • Limited numbers of staff in staffrooms. • Staff must not congregate in groups and places that cannot SD • Staff must follow the protocols issued • Staff must ensure that the protocols for pupils are followed as far as is practicable (age related understanding) • As far as is practicable on an age related basis, only one pupil in a toilet block at a time. Adjacent wash basins sealed off and every other toilet cubicle closed off. • No visitors, including parents, allowed in school buildings • Parcel deliveries and collections made to/from the main house foyer only • Restricted access to the Admin Front Office by staff and pupils • FRA to be revised to take into account SD 	
<p>3. HYGIENE</p> <ul style="list-style-type: none"> • Spread of COVID-19 on the school site 	<p>Staff, pupils, parents</p>	<ul style="list-style-type: none"> • No member of staff or pupil to attend the school site unless 100% well including their family members – policy well communicated to all parties – see associated medical policy, staff medical protocol and Health Centre RA. • Guidance of “Catch it, Bin it, Kill it” publicised and all staff and pupils required to apply this • Staff and pupils must follow the regular handwashing protocol • Pupils encouraged to follow the guidance – not standing close to someone else, not touching someone else, not touching their faces, using tissues and throwing away immediately as well as washing hands • Alcohol hand sanitizer provided throughout the school at entry points to buildings and in classrooms • Kitchen areas not to be used for handwashing • Pupils to wear washable summer uniform or PE Kit and tracksuits only – changed daily. No changing facilities at School, some pupils must wear clothing appropriate for their full day’s timetable. • Staff to wear business attire clothing that can be regularly washed • Internal doors kept open to reduce the touch points • Windows kept open to provide an air flow. Where possible “bubbles” to be taught outside. • Pupils provide their own pencil case and electronic device with microphone (not shared with anyone) every day • No sharing of equipment allowed outside each bubble • Soft furnishings and toys removed from classrooms and corridors • Limited resources in classrooms to ensure high level quality of day and evening cleaning. • Upgraded cleaning regime in place to allow for Covid-19 requirements – each room/area signed off daily by JPM as cleaned to the agreed specification • Resources in PS and Reception classes cleaned with Milton where possible each night • JPM cleaning staff complete questionnaire regarding personal health & wellbeing before returning. Full induction by JPM on returning to site • Day cleaning from 8am – 4pm by cleaning staff with agreed list (Main Site) • Day cleaning from 8am – 4pm by staff in PS with a change-over clean by day cleaner 	<p>Y</p>

List Potential HAZARDS:	List PEOPLE AT RISK.	List EXISTING CONTROL Measures:	Further Actions Needed?
		<ul style="list-style-type: none"> Classroom staff provided with cleaning wipes in order to maintain a high level of cleanliness alongside the day cleaning regime Classrooms have a stock of boxed tissues Classrooms, offices and staffrooms have lidded bins for disposal of tissues, wipes and food. Bins emptied daily. Pupils bring packed lunch and snacks (following allergen policies) which are stored at their desk – each pupil has a tray under their desk/table Staff bring packed lunch Staff tea/coffee stations cleaned throughout the day by day cleaners Staff to bring own plate, utensils and mug for daily use and to wash up their own or take home Staff allocated a computer for use and no shared devices Cleaning wipes provided at school shared devices, ie multi-functional printers, touch screens and phones No shared school teaching resources, ie musical instruments Water fountains de-commissioned and sealed to prevent use. Pupils to refill water bottles under supervision. 	

FURTHER ACTIONS REQUIRED:

HAZARD DESCRIPTION	PROPOSED CONTROL MEASURE	WHEN?	BY WHOM?	DATE DONE
Failure by children, staff or parents to follow SD or other Government Guidance	Constant reminders to all parties. Updated guidance highlighted.	Daily/As needed	HM/Bursar/Compliance Manager/SLT	On-going

Overall Residual Risk assessed as:	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">High</div> <div style="text-align: center; background-color: #FFD700; padding: 2px;">Moderate</div> <div style="text-align: center;">Low</div> </div>	<p>Low: Activity may proceed as assessed provided no further actions are required</p> <p>Moderate: Activity may proceed with sign off following review by H&S Officer and TiC/Assessor</p> <p>High: Activity may not proceed without SLT intervention</p>
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Signed by Assessor:	<i>(Required for all assessments)</i>		Date: 28/05/2020	Name: Jacque Horrocks
Signed by H&S Officer:	<i>(Required for Moderate Residual Risk)</i>		Date: 28/05/2020	Name: Martin Sims
Signed by Head:	<i>(Required for High Residual Risk)</i>		Date: 28/05/2020	Name: Ben Evans

COVID-19 Medical Policy

COVID-19 may cause mild to moderate illness, in addition to pneumonia or severe acute respiratory infection, so pupils/staff and visitors could potentially present to the school/Health Centre. We would ensure pupils and staff are fully supported responded to in a sensitive manner.

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The purpose of this policy is to:

- identify potential cases as soon as possible
- prevent potential transmission of infection to other pupils/staff
- avoid direct physical contact by maintaining social distancing
- give guidance to pupils/staff

Actions to take

Immediately contact the School Nurse. Ext 234/Mobile 07841 136780

Unwell pupils/staff members displaying symptoms of COVID-19 should be placed in a well ventilated room away from other pupils and staff i.e. Rest Room in the Health Centre. Isolation signage must be used.

Avoid physical examination of a suspected case. The pupil/staff member should remain in the room with the door closed. Belongings and waste should remain in the room.

Parents will be contacted by telephone to collect the pupil. Instructions to park in the Sports Hall car park. Parent to contact nurse on arrival and child will be taken out to the car. Advice will be given regarding testing.

The pupil/staff member should only use the Health Centre toilet facilities. Instruct them to wash their hands thoroughly after toileting.

Inform the Head Master or on duty SLT member.

If a parent/staff member reports illness via email or telephone and COVID-19 is suspected they must stay at home and arrange for testing.
PPE (Personal Protective Equipment) to be used by the Nursing Staff as required.

Transfers

If the pupil/staff member is critically ill and requires an urgent ambulance transfer to a hospital, inform the ambulance call handler of the concerns about COVID-19 infection.

Following the pupil/staff transfer, the room should be closed and should not be used until an appropriate deep clean has been undertaken.

Environmental cleaning following a possible case

Once a possible case has been transferred from the Health Centre/Sick Bay, the room where the pupil/staff member was placed should not be used, the room door should remain shut, with windows opened, until it has been cleaned with appropriate anti virucidal. Once this process has been completed, the room can be put back in use immediately.

Preparation

The responsible person undertaking the cleaning with virucidal agents should be familiar with these processes and procedures:

- collect all cleaning equipment and clinical waste bags before entering the room
- any cloths and mop heads used must be disposed of as single use items
- before entering the room, perform hand hygiene then put on a disposable plastic apron and gloves

On entering the room

- keep the door closed with windows open to improve airflow and ventilation whilst using detergent and disinfection products
- bag all items that have been used for the care of the pupil/staff member as clinical waste, for example, contents of the waste bin and any consumables that cannot be cleaned with detergent and disinfectant
- remove any bedding infectious linen and wash on a high temperature

- close any sharps containers wiping the surfaces with anti virucidal agent.

Cleaning and disinfection of reusable equipment

- clean and disinfect any reusable non-invasive care equipment, such as blood pressure monitors, digital thermometers, glucometers, that are in the room prior to their removal
- clean all reusable equipment systematically from the top or furthest away point

Carpeted flooring and soft furnishings

If carpeted floors/item cannot withstand chlorine-releasing agents, consult the manufacturer's instructions for a suitable alternative to use, following or combined with detergent cleaning.

On leaving the room

- discard detergent/disinfectant solutions safely at disposal point
- all waste from suspected contaminated areas should be removed from the room
- clean, dry and store re-usable parts of cleaning equipment, such as mop handles
- remove and discard PPE as clinical waste
- perform hand hygiene

Cleaning of communal areas

If a suspected case spent time in a communal area, for example, a classroom/staffroom then these areas should be cleaned with anti virucidal (as above) as soon as practicably possible, unless there has been a blood/body fluid spill which should be dealt with immediately. Once cleaning and disinfection have been completed, the area can be put back in use.

Date: June 2020

G O'Sullivan – School Nurse
M Dootson – School Nurse
Review date: as required