

# SCHOOL OPERATING PROCEDURES – COVID-19 MITIGATION

Title	SCHOOL OPERATING PROCEDURES – COVID-19 MITIGATION
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## **Introduction**

The German School is committed to safeguarding and promoting the health and welfare of its community members; pupils, staff, volunteers, parents, third party contractors and visitors. The aim of this policy is to provide a framework for operating the school during the 2020 Covid-19 pandemic and serve as a basis for school operation during any subsequent health crisis.

The Covid-19 coronavirus pandemic of 2020 continues to require significant changes to the normal operations of all businesses in the UK and around the world.

Following the part-closure of the school during the latter part of the second semester 2019/20, the school, in line with government guidance, plans for all children to return to on-site teaching from 03<sup>rd</sup> September 2020. School attendance is mandatory and usual rules on attendance will apply. We offer access to remote education where a pupil is unable to attend because they are complying with clinical/PH advise. Full opening of schools within the framework of the pandemic presents significant challenges to staff, students, parents and contractors.

Measures to provide a safe working and learning environment are laid out below. The measures discussed should be considered the 'Standard Operating Procedures' to mitigate risk from Covid-19. They are under constant review and will be amended depending on the development of the pandemic and infection rates, locally as well as in the wider context.

## **Safe working and learning environment**

Health and safety of our pupils and of our staff are paramount. We have conducted and reviewed thorough risk assessments in all areas of the school in order to minimize risks staff and our pupils face, recognizing that they can not be eliminated completely. We have worked through a system of controls in order to establish essential measures to prevent spreading the virus and to response properly to any infection.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Planning for the return of all students to our school site, we have been observing closely how different countries and regions in Europe have proceeded with this and what lessons can be gleaned from them. With the UK Governmental Guidance as our chief reference point, we have looked at potential further measures to ensure as safe a start as possible for everyone.



As our students, their families and our teachers and staff are coming back from their summer holidays, they will frequently have spent their time at different locations and in extended company. As a result, we see an increased need for caution during the initial weeks of the school year.

This policy works alongside Coronavirus (COVID-19) guidance for educational settings as published by UK Government and/or DfE.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### Basic Principles

- Students and parents as well as staff must read and observe this document and any relevant Annex, as listed in this document.
- Everybody has a responsibility to stay alert and healthy and to protect the workplace and others
- We will be guided by advice from PHE and the DfE.
- It is important parents and staff keep themselves up to date with the latest government guidance and adhere to those at all times, for the safety of the wider school community
- Travel restrictions and self-isolation rules when entering the UK must be strictly followed by anyone intending to come to the school. Coronavirus regulations mean that you must self-isolate for 14 days if you arrive in the UK from a country outside the common travel area. The list of countries is contained at the link below, updates occur regularly and the list of exempt countries may change at any time. <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>.
- Parents and third party providers are not allowed on site unless specifically authorised.
- A maximum of one parent is allowed to accompany younger pupils to school to enable social distancing whilst on the school site
- The use of public transport to travel to and from school, particular in peak times, should be kept to an absolute minimum. We encourage staff, pupils and parents to walk or cycle to school if at all possible. There are only very few parking spaces at the school for staff, and drop off space is very limited and restricted to Primary and Secondary pupil parents only.
- We offer school dedicated transport on a limited number of routes and will ask providers to follow relevant guidance
- Instructions of staff and signage must be followed at all times, and this will be enforced
- Windows and doors should remain open as far as practically possible to increase air circulation. Outside space should be used as much as possible
- More detailed risk assessments have been conducted and procedures developed. Those are constantly reviewed and we have worked through a system of controls and operational procedures



## Prevention

- Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days
- Similarly this also applies for reasons of other required self-isolation (i.e. quarantine after returning to the UK from certain countries or if you live with others, who have symptoms or who have tested positive, all other household members must stay at home and not leave the house for 14 days)
- 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 during the school day they must be sent home
- Pupils, staff and other adults must clean hands thoroughly more often than usual. This can be done with soap and running water or hand sanitiser, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
- Frequent hand cleaning will be observed at all times good respiratory hygiene practices ('Catch it, Bin it, Kill it') are expected and regular cleaning will take place in all settings
- Individual and very frequently used equipment should not be shared. Classroom based resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment, cafeteria and outdoor playground equipment will be cleaned frequently and meticulously and always between bubbles.
- We require every pupil from year 3 onwards (year 1+2 pupils will receive an age-appropriate introduction on the first two days of school before they will also have to use face coverings in the designated areas) and all staff members and other adults to wear nose and mouth coverings in all corridors, communal areas and other public or shared indoor spaces of the school away from their own desk. There will be no obligation to wear coverings on our site outdoors, but we ask pupils to wear masks when they arrive in the morning and whilst boarding and being on our dedicated school buses, should they use them. Everyone required to wear a covering must bring it to school and knows how to wear it and pack it when not using it. Guidance on correct wearing of facemasks is at the link: <https://www.youtube.com/watch?v=NMSqc9SpbJc>
- Public Health guidelines state that Staff to Staff contamination is the most likely transmission vector for the virus. Contacts and mixing between people should be minimized wherever possible. The overarching principle to apply is reducing the number of contacts between children and staff. Ideally, adults should maintain 2 meters distance from each other, and from children.
- For younger children the emphasis of social distancing will be on separating groups, and for older children it will be on distancing.  
We will attempt to keep groups apart and movement around the school to a minimum and we operate staggered start and end times, together with specific rules on breaks as far as practicable including alternative lunch arrangements (Kiga/VS and Primary delivered to class room, Secondary staggered in separate year groups in the Cafeteria).



### Response to any infection

- staff members and parents/carers must be ready and willing to:
  - book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
  - provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
  - self-isolate if they or their child have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- parents and staff must inform the school immediately of the results of a test by notifying the school's Health & safety Officer and via the usual "Krankmeldung" at reception (for pupils) and via the usual HR reporting systems (for staff):
  - if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
  - if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection
- For further details and procedures in case of any infection, please refer to the DSL Infection Control Procedures Policy Vs. 1.3

### Responsibilities

This guidance has been prepared by members of teaching and administrative staff of the German School. The Head of School, together with the Commercial Director and the Health and Safety Officer are accountable for the design and control of the measures. The governors of the school have reviewed the operating procedures and are ultimately responsible for this policy.

Any questions, concerns or suggestions should be addressed to our Health & Safety Officer [Paul.OBrien@DSLLondon.org.uk](mailto:Paul.OBrien@DSLLondon.org.uk)

### Reference to other important documents

Other more detailed policies have been developed or enhanced and are to be observed in addition to this temporary policy.

- Safeguarding Policy
- Kinderhaus Risk Assessment
- Primary School Risk Assessment
- Secondary School Risk Assessment



- Infection Control Procedures
- Amendment to Fire regulation
- Amendment to Disciplinary Policy
- Amended Site Plans