



# SCHOOL OPERATING PROCEDURES – COVID-19 INFECTION CONTROL PROCEDURES

Title	SCHOOL INFECTION CONTROL 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 infection control during the 2020 Covid-19 pandemic and serve as a basis for school operation during any subsequent health crisis.

## General Safety measures

The following measures must be adhered to at all times:

- ensure that all adults and children:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)
  - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
  - are encouraged not to touch their mouth, eyes and nose
  - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- ensure that help is available for children and young people who have trouble cleaning their hands independently
- ensure that bins for tissues are emptied throughout the day
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting
- every pupil 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 is no obligation to wear coverings whilst on our site outdoors, but pupils are asked 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>

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible
- one-way circulation will be used where practicable and appropriate to keep groups apart as they move through the setting where spaces are accessed by corridors
- Breaks and start/finish times will be staggered as appropriate to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time



- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.

Use outside space:

- for exercise and breaks
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
- outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. The KIGA may use its dedicated outdoor play equipment

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at reduced capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different bubbles do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#)
- stagger the use of staff rooms and offices to limit occupancy

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
- practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts.

### **Dealing with minor injuries**

If a Primary or Kindergarten child has a minor injury whilst on site, they should not be sent to the Douglas House sick room if they can be treated in the classroom or play space where the injury happened. This is to ensure that mixing between staff and students is kept to a minimum in accordance with the principles laid out above. All Primary and Kindergarten rooms are being provided with portable first aid kits for this purpose, and the teacher should take the first aid kit with them if the class leaves their teaching room for outdoor play. Secondary School children may be sent to Douglas House, however teachers should contact Reception via Teams to make reception aware of the situation before sending the child over to Douglas House.

**What happens if someone becomes unwell at the school and cannot be treated in the classroom?**



If anyone becomes unwell in a classroom setting the teacher-in-charge should make an assessment of whether or not they can be treated in situ, and whether or not they are showing symptoms of Covid-19.

The student's temperature should be taken using the provided thermometer, and the child asked if they have a new continuous cough or have lost their sense of smell and/or taste. If there is a high temperature or the answer to any of the other questions is 'Yes', the student should be treated as a potential Covid-19 case. This assessment should take place in the classroom for Primary and Kindergarten children, but may take place at Douglas House in the case of a Secondary School student becoming unwell.

**If the student is not showing Covid-19 symptoms but is feeling unwell or needs treating in Douglas House:**

Contact Reception in Douglas House via Teams and the student will be collected by a member of the Admin staff, where they can be treated by the school receptionist, and the parents called to collect their child if necessary. In the event of a more serious injury requiring an ambulance, the standard procedures should be followed and an ambulance called by the teacher-in-charge if possible.

**If the student is showing Covid-19 symptoms:**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

Contact Douglas House Reception via Teams, informing reception that the child is a suspected Covid-19 case. A member of the Admin Team will then dress with the appropriate PPE, collect the child from the classroom and escort them directly to the designated Covid-19 isolation room for isolation, until they can be collected by a parent.

The designated Covid-19 isolation room is the Drum Room.

The member of staff dealing with the student should wear the supplied PPE before taking the child to the isolation room, and should remain with the child, but outside the Drum Room with the door open, in order to maintain the correct social distancing. If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom in Douglas House East Wing. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Once the child has left the school site, the member of staff should dispose of the PPE in the marked waste bin in the Drum Room, wash their hands thoroughly for 20 seconds, and inform Facilities that the Drum Room should be cleaned and disinfected before reuse.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal



household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

### **What happens if there is a confirmed case of coronavirus at the School?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days and book a test through the NHS as soon as possible. They should inform the school that they are taking this action, and update the school with the result of the test as soon as possible. Their fellow household members and other close contacts should also self-isolate for 10 days. All staff and students who are attending an education or childcare setting will have access to an NHS test if they display symptoms of coronavirus.

Where the child, young person or staff member tests negative, they can return to their setting if they are no longer displaying fever or high temperature symptoms and the fellow household members can end their self-isolation. It is important to note that even if the test is negative, they could still have another virus, such as flu – in which case it is better to avoid contact with other people until they are better.

Where the child, young person or staff member tests positive, they must follow the guidance in the following document:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

The rest of their class or year group (including staff) within their childcare or education setting will be advised by the school or Public Health England as to whether they are required to book a test or begin a period of isolation.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children or staff may be asked to self-isolate at home as a precautionary measure – perhaps the whole class or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.