

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 Covid-19 pandemic and serve as a basis for school operation during any subsequent health crisis.

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

The school will reopen fully from 2nd September 2021. 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 advice.

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. The school reserves the right to amend the processes and regulations contained within this or associated documents in response to developments and guidance changes.

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 cannot be eliminated completely. We have worked through a system of controls in order to establish essential measures to prevent spreading the virus and to respond 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, and School- and Home-based lateral flow testing

In planning for the return of all students to our school site, we observed closely how different countries and regions in Europe have proceeded with this and what lessons can be gleaned from them. With the UK Government Guidance as our chief reference point, we have looked at potential further measures to ensure as safe a start as possible for everyone. Many families will be returning from other countries and must ensure they follow the national guidance on quarantine.

<https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>

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

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

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. <https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>
- Parents and third party providers are not allowed on site unless specifically authorized, and must complete a Covid Declaration Form (held by reception).
- The use of public transport to travel to and from school, particular in peak times, should be kept to a 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 where necessary to increase air circulation. Outside space should be used as much as possible.
- More detailed risk assessments have been conducted and procedures developed. These are regularly reviewed and we have worked through a system of controls and operational procedures.

Prevention

- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- 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 (e.g. quarantine after returning to the UK from certain countries). Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
 - they are fully vaccinated
 - they are below the age of 18 years and 6 months
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons
- Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do (<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>).
- If anyone in the school develops symptoms of coronavirus they must be sent home to isolate and should arrange for a PCR test
- Hygiene – 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.

- Face Coverings – We ask that every pupil from year 1 onwards 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 (including classrooms) away from their own desk. Face Coverings should also be worn when entering and leaving the school site.
- Face Coverings should be worn whilst on our dedicated school buses.
- Everyone required to wear a covering must bring it to school and knows how to wear it and pack it when not using it. We expect pupils and staff to wear suitable masks covering mouth and nose appropriately. It must fit comfortably but securely against the side of the face and be made of a material that you find to be comfortable and breathable, such as cotton and ideally includes at least 2 layers of fabric (the WHO recommends 3, depending on the fabric used). Unless disposable, it should be washed regularly. Guidance on correct wearing of facemasks is at the link: <https://www.youtube.com/watch?v=NMSqc9Spbjc>
- Good respiratory hygiene practices ('Catch it, Bin it, Kill it') are expected by all on site.
- Regular cleaning will take place in all settings.

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 PCR 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
 - 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' (link in previous section)
- For further details and procedures in case of any infection, please refer to the DSL Infection Control Procedures v1.9

Covid-19 Asymptomatic testing

- Staff testing – staff testing will be carried out at home via 'Home Test Kits' which have been issued by the Facilities Department. Testing should be carried out twice per week. It is important that staff upload the result to NHS Test and Trace via the instructions provided
- Student testing – following on from the initial 2 tests for Secondary School children as part of the return to school, secondary school students will be issued with 'Home Test Kits' on a regular basis. It is important that students upload the result to NHS Test and Trace via the instructions provided
- Home testing will be reviewed by the Government at the end of September. Any changes made will be communicated to parents.

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@DSLONDON.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

Annex:

- A. Standard Operating Procedures for On-site learning – Covid-19