



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 2020/21 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
 - 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 (including classrooms) 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
- 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

Covid-19 Asymptomatic testing in Schools

Secondary School students are being offered two asymptomatic rapid lateral flow tests on return to school in August 2021. The first test should be carried out before the child returns to the classroom, with the subsequent test taking place within 3 to 5 days of the previous test.

Testing is voluntary, and may only be carried out with a valid consent form, but the school strongly encourages everybody to take part not only to protect themselves but also the wider community.

- Staff testing – staff testing will be carried out at home via ‘Home Test Kits’ which have been issued by the Facilities Department. Each kit contains 7 tests, and 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, and also upload their result to the school via the online form in the link below:
 - <https://forms.gle/xWWjQwAiQeqc2qbA>
- following on from the initial two 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, and also upload their result to the school via the online form in the link below:
 - <https://forms.gle/fLcJ7yRui8Up2H7e9>
- Home Test Kits for households and bubbles of students and staff are also available. Details are at the link below:
- <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>

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. It is important to remember to complete the accident form as soon as possible after the incident.

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). 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 PCR test through the NHS as soon as possible. The 10 day period starts from the day when symptoms first manifested. If they do not have symptoms and returned a positive test result, the 10 day isolation period starts from the day



the test was taken. 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. 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/>).

They should not come into school if they have had symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19. 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. 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 or is carrying out a period of self-isolation, 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. 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.