

Covid-19
Hygiene and social distancing Policies
Self-isolating and Handwashing Procedures



High Elms Manor School
Reviewed 5/9/20

Hygiene Policy

Introduction

The Hygiene Policy of High Elms Manor School is to be adopted while the restrictions of the Coronavirus remain in place. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to protecting the health of everyone who comes onto the premises.

This policy has the full support of the O'Neill Partnership.

It is important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as the Coronavirus is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

In implementing this commitment to manage hygiene we will:

1. Provide hand sanitiser. Hand sanitiser is provided on entry to the building, in each classroom for staff and children, in the office and kitchen area.
2. Implement a handwashing procedure. Encourage employees and children to wash their hands on entrance to the school building and thoroughly after going to the toilet/washroom also before and after eating or handling food and after sneezing or coughing and blowing their noses.
3. Display posters with hygiene advice. Such as: Cough/sneeze into your sleeves, preferably into your elbows. If a tissue is used, discard it properly and clean/sanitize your hands immediately promote slogan 'catch it, bin it, kill it'. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Wash your hands before and after treating an open wound or touching an animal.
4. Staff to continue signing in and out using scanning machine. Machine to be regularly cleaned with disinfectant wipes.
5. Increase the cleaning frequency of washroom and kitchen areas, as well as frequently touched things such as, handrails, door handles, entry keypad and lift controls.
6. Provide additional cleaning products to allow increased cleaning of workstations, and items such as telephones, screens and keyboards. These should be cleaned each evening.

7. Ensure windows are opened to increase ventilation.

8. Children and staff to have indoor and outdoor shoes on site and to wear accordingly.

Staff have been provided with face masks, visors, gloves and aprons to be used when changing children or dealing with a child who is unwell or when giving one to one lessons. Our risk assessment shows that increased hygiene and social distancing are sufficient steps to manage the spread of Coronavirus. Any employee or visitor who wishes to use face masks, visors, gloves, aprons for better protection, may do so.

Responsibility for implementing this Hygiene Policy Statement rests with the O'Neill Partnership. The management team endorses this policy statement and is fully committed to its implementation.

This Hygiene Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.

Review Date: 4/1/2021

Social Distancing Policy

Introduction

The Social Distancing Policy of High Elms Manor School is to be adopted while the restrictions of the Coronavirus remain in place. It applies to anyone coming into the workplace in any capacity, including employees at all levels. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to protecting everyone who comes onto the premises.

This policy has the full support of the O'Neill Partnership.

In implementing this commitment to manage social distancing properly we will:

1. Carry out a COVID-19 risk assessment. Before restarting work on site we will ensure the safety of the workplace by carrying out a risk assessment and letting our employees know the results of the risk assessment.
2. Encourage employees to work at home wherever possible.
3. Encourage employees and parents to walk to the school where possible and provide additional parking areas for bikes/cars to allow more employees to cycle/drive themselves to work.
4. Employees should not use public transport.
5. Stagger arrival and leaving times and provide floor markings, so that Employees/parents/children maintain a 2-metre distance when entering the building if arriving around the same time as others. We will be providing hand sanitiser for use before and after using the entry security pad.
6. Use clear signage to ensure parents/visitors follow the same procedure as employees, after using door entry system.
7. Use signage to remind employees/parents/visitors/children of social distancing guidance.
8. Introduce a safe walking route consisting of a one-way system for parents/children and staff to follow at drop off and pick up times.

9. Restrict access between areas. Where a person needs to consult with someone in a different area, where possible, use emails, or phones to communicate.

10. Ensure the relevant software is available to conduct lessons/meetings remotely. Where person-to-person meetings are essential, social distancing will be maintained throughout. Hand sanitiser will be provided, but on no account must pens or other objects be shared.

12. Ensure workstations enable people to maintain at least 2-metres distance from each other - where possible, working back to back or side-to-side, rather than facing each other. Screens will be used where necessary, to divide classrooms into separate working areas.

13. Stagger break times employees/children to bring in their own drinks and packed lunches to avoid the use of the kitchen area. Where the kitchen area is to be used, it will be used by one person at a time.

14. Children and staff will use toilet facilities one at a time to ensure social distancing is maintained. Toilets will be cleaned regularly throughout the day.

Responsibility for implementing this Social Distancing Policy Statement rests with the O'Neill Partnership. The management team endorses this policy statement and is fully committed to its implementation.

This Social Distancing Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.

Review Date: 4/1/2021

Self-Isolating Procedure

If you've come into work and start to feel unwell with symptoms that could be Coronavirus – such as a high temperature, continual coughing or a sudden loss of taste or smell – the government guidance is as follows:

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

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, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site 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.

The headteacher will want to know who you've spoken to and which areas of the school you've been into. They will need all surfaces in all these areas and anything you may have touched to be cleaned and disinfected. This will include high contact areas, such as washrooms.

Don't forget that symptoms such as a high temperature or coughing could

be for something other than Coronavirus, but it's best to be on the safe side.

If a child feels unwell with symptoms that could be Coronavirus the government guidance is as follows:

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

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

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.

If a member of staff has helped someone with symptoms, 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 (COVID-19) 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](#).

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Handwashing Procedure

To wash your hands:

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds):

1. Wet your hands with water.
 2. Apply enough soap to cover your hands.
 3. Rub your hands together.
 4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.
 5. Rub your hands together and clean in between your fingers.
 6. Rub the back of your fingers against your palms.
 7. Rub your thumb using your other hand. Do the same with the other thumb.
 8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.
 9. Rinse your hands with water.
 10. Dry your hands completely with a disposable towel.
 11. Use the disposable towel to turn off the tap.
- If you do not have immediate access to soap and water, then use alcohol based hand sanitiser.**
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