

# Longford School

## Covid19 - Information for staff and key worker / vulnerable children parents in response to schools opening for key workers For the protection of all.

### Staff actions for protection

- A member of staff will be at the school by 8.40am
- School staff to open the front door to stop parents and children from touching main door handle.
- All staff and children to wash hands on entry and on leaving the school building.
- Staff to stay 2m apart.
- **The school cannot guarantee to keep the children 2m apart from each other**
- Staff will wipe down IT equipment once this child no longer uses it.
- Pupils to have own named water bottle.
- Pupils to be given limited play items for play outside – these can then be collected back in and put in a large bin for washing / disinfecting.
- Pupils cannot go on the play trails because of hand contact with metal surfaces and difficulty with cleaning these surfaces whilst children are playing eg fingers up noses then fingers on metal.
- Children will continue to be supervised washing their hands several times a day – before and after every break / snack and mealtime.
- Staff who are available and not self-isolating will be on a rota. No one will be working their full hours in school in order to minimise contact.
- Staff can wear PPE gloves if they wish, there will be a box of them on the front desk.
- Teachers should be able to remotely upload weekly planning and resources to the server (in designated file) from home in order to save additional work for admin / head and so that those staff in school can access and deliver.
- Pupils can use school library books in school, but after use they need to go into a decontamination box. At the end of the week this box of books will not be used for 7 days, then will be wiped down with disinfectant wipes.
- Kingfishers will be the designated classroom, the main toilets will be the pupil use toilets. Shut down and lock all but essential areas to minimise areas which need cleaning.
- Inform our cleaners if any other room has been used.
- Increase cleaning of surfaces, handles, light switches, taps, toilets, floors and use HOT SOAPY water on hard surfaces before using disinfectant.
- If we have a suspected case follow the guidelines for cleaning in <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Staff communications to whole staff via email. Daily rota-ring of staff will be via this group based on information received from vulnerable / key worker parents, but please do not reply if you are self-isolating.
- Staff to email SMT where any inappropriate communication / expectation received from parents / governors / other staff.
- SMT will forward to staff and governors all 'general communication' to parents.
- Of course, if a child has a first aid incident then we have to be within 2m to deal with it. We will record these.

## **Information for parents who are key workers**

- Each week please email the school office: [head@longford.wilts.sch.uk](mailto:head@longford.wilts.sch.uk) informing us of your child's planned attendance / non-attendance for each day. Any changes should be emailed to the same address the evening before.. This is so that we can protect our staff by assigning a rota only based on need.
- For obvious reasons, children can NOT bring in their own books or toys, pens/pencils / pack folders.
- Medicine: we retain their epipens/inhalers as normal.
- Learning: As stated in Dfe guidance the school is providing child care and not normal school provision.
- Opening times: 8.40-3.15pm
- **The school cannot guarantee to keep the children 2m apart from each other**
- Keep social distancing when coming to school – keeping 2m apart from staff / other parents / children. Please bring your child to the front door and we will sign them in. Please can parents NOT enter reception unless it is essential.
- Lunches: Please remember to send your child in with a water bottle, a mid morning healthy snack
- Social distancing: We will try our hardest to put social distancing in place. For example tables will be set apart and floor cushions. However, if there is a 1<sup>st</sup> Aid issue we cannot maintain this social distance. Furthermore, if your child has special needs that requires close personal supervision we cannot maintain this social distance. Staff will be wearing PPE gloves.
- Hand washing: Children and adults will be required to wash their hands as soon as they enter the building / when they leave / playtimes / lunchtimes / toileting.
- Many schools are not allowing the children to use playground toys. We are but these are to only be used by that one child and then the item will be disinfected at the end of the day.

## **Further protection**

- Some members of staff have underlying conditions so that they can be at school but not with children that pose a high risk to them. This is absolutely acceptable and does not breach any guidelines / discrimination. As a school we fully support them.
- There are updated / additional risk assessments in place for all eventualities.

## **Protection of staff is crucial – advice when you finish your work shift.**

- Hand washing is your best defence. Cell membranes of this virus are weak so all it takes is soap and water to kill it. Take rings and bracelets off and keep nails short to get hands really clean.
- Children are likely to be asymptomatic. But children can spread the virus by touching their mouths and noses then touching surfaces. This is why we must keep getting them to wash hands.
- If you are doing a shift at school, wash your hands before you leave.
- All staff who drive to work should keep their keyworker letter in their cars to prove that they are key workers.
- Staff need to wipe down their electronic devices with anti-bacterial wipes regularly.
- The 'NHS doctor youtube link' stated that staff do not need to take the following precautions unless working alongside a special needs child. However, many schools

are now advising staff to follow these precautions regardless and some staff have already decided to do this themselves as a result of their / their families underlying conditions:

- When you get home take your clothes off straight away if possible and place them in the washing machine. Do not touch any outside part of the washing machine. Door should already be open if you plan ahead. Do not put the washing machine on until you have washed your hands again!
- Even better - go straight to have a shower. Wash your body and hair thoroughly.