

# Coronavirus health and safety checklist – With Next Steps

## Put arrangements in place to reduce spread of virus

If you haven't set up the following arrangements yet, try to do them as soon as you can.

MEASURE TO TAKE	✓
On arrival at the school, all staff and pupils will wash their hands for 20 seconds and sanitise their hands.	/
All staff will be given protective gloves to wear	/
Make sure you have the right number of staff in attendance every day to maintain an appropriate ratio with pupils and to cover any essential staff roles you've identified (get more help with that <a href="#">here</a> ) – try to keep class sizes as small as possible.	/
The school will use the school hall and two classrooms on the ground floor. These areas will be cleaned thoroughly by cleaning staff and caretakers everyday @ 6:30am	/
Stagger the beginning and end of the school day, so not all pupils enter and leave school at the same time using the same entrances and exits. A schedule for key stages exit details will be drafted to ensure that social distancing is followed.	/
Discourage parents picking up their children from gathering at the school gates. Parents to collect their children from the school pitch to ensure that social distancing is adhered to.	/
For parents with children receiving Pupil Premium – from 30 March 2020 – 3 April 2020 <ul style="list-style-type: none"> <li>• Stagger pick-up times so they're not all coming in at once</li> <li>• If there'll be a queue, set out 2-metre markers on the ground for them to stand on – use tape or cones</li> <li>• Make soap and water or alcohol-based hand sanitiser available to them as they pick up the meal.</li> </ul>	/
To avoid un-necessary contact, Tesco's e-vouchers have been sent to every Pupil Premium child. This also enables parents to order food online, eradicating further risks. Each parent receives £15 per week	/
* E-vouchers started on 6 <sup>th</sup> April 2020, they are issued fortnightly. This will continue until the DfE allow pupils back to school.	/
Identify a room that sick pupils can be kept in until parents come to collect them, ideally with: <ul style="list-style-type: none"> <li>• A door you can close</li> <li>• A window you can open for ventilation</li> </ul>	/

MEASURE TO TAKE	✓
<ul style="list-style-type: none"> <li>• The medical room has been moved into the parent's room, this has proper ventilation.</li> <li>• A separate bathroom they can use (disabled toilet is next door parents room)</li> </ul>	/
<p>Make sure staff in school know that they should:</p> <ul style="list-style-type: none"> <li>• Move pupils to this room if they're sick</li> <li>• Wash their hands for 20 seconds after making contact with the ill pupil</li> </ul>	/
<p>Make sure you know:</p> <ul style="list-style-type: none"> <li>• How to get in touch with the parents of children at school if they need to pick the child, the administration team have been checking all parents contact details</li> <li>• If you need to contact social workers if the pupil is a vulnerable child</li> </ul>	/

## During the school day

MEASURE TO TAKE	✓
<p>Keep pupils at their desks, away from each other, for as much of the school day as you can, ideally 2 metres (3 steps) apart – try to keep class sizes small so you can achieve this more easily. Each desk usually seats 2 pupils, only one pupil will sit at a desk and the desks will be moved to ensure social distancing. Alves to do whilst school is closed</p>	/
<p>Avoid any group activities that require pupils to be in close physical contact with each other, such as:</p> <ul style="list-style-type: none"> <li>• Assemblies – you could deliver these online, even for pupils in school – At present all teachers is being completed virtually</li> <li>• Certain sports and playground games – PE is also happening virtually with Rob and Raymond setting pupils tasks</li> </ul>	/
<p>When serving meals when pupils return:</p> <ul style="list-style-type: none"> <li>• Stagger lunch times so fewer children are eating in the same area at once</li> <li>• If there'll be a queue, set out 2-metre markers on the ground for them to stand on – use tape or cones</li> </ul>	/
<p>Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:</p> <ul style="list-style-type: none"> <li>• After coming into school</li> <li>• After sneezing or coughing</li> <li>• Before and after handling or eating food</li> <li>• After going to the toilet</li> <li>• Before and after staff hand out food packages, if that's how you're organising free school meals</li> </ul>	/
<p>If you can, place alcohol-based hand sanitisers at the entrance of each room you're using,</p>	Needs to

MEASURE TO TAKE	✓
including toilets, classrooms and halls. Hand sanitiser is throughout the school, it is not outside each classroom as Initial Services have not been able to do this	be completed
Encourage pupils and staff to avoid touching their face with unwashed hands. Virtual assemblies and posters explaining good healthy habits	/
Provide tissues in rooms that you're using, and make sure pupils and staff are trying to catch sneezes and coughs in these and binning them afterwards, or using their elbow if they don't have a tissue available.  Tissues have been placed in every classroom	/
When possible, open windows to increase air flow and ventilation. Windows to be kept open at all times. Will reassess during the winter months	/

## Daily cleaning

MEASURE TO TAKE	✓
Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including: <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Toys</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> </ul>	Deep sanitizing clean took place on the 7 April. All the tasks opposite are to be done daily
Remove rubbish daily and dispose of it safely – This is already a school hygiene procedure	/

## Cleaning if there's been a suspected case in school

MEASURE TO TAKE	✓
<p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> <li>• Objects which are visibly contaminated with body fluids</li> <li>• All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</li> </ul> <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids</p>	<p>/</p> <p>/</p>
<p>When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> <li>• Disposable cloths, or</li> <li>• Paper rolls and disposable mop heads</li> </ul>	<p>/</p> <p>/</p>
<p>When cleaning and disinfecting, use either:</p> <ul style="list-style-type: none"> <li>• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>• A household detergent, followed by a disinfectant with the same dilution as above</li> <li>• An alternative disinfectant, that's effective against enveloped viruses</li> </ul>	<p>/</p> <p>/</p> <p>/</p>
<p>Make sure all cleaning staff:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> </ul> <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p>	<p>/</p> <p>/</p>
<p>Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.</p>	
<p>Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.</p>	<p>/</p>
<p>If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p>	<p>Needs to be actioned</p>
<p>Dispose of any items that are heavily soiled or contaminated with body fluids.</p>	<p>/</p>
<p>Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.</p>	<p>/</p>
<p>Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage.</p>	<p>/</p>
<p>If the individual tests negative, put the bags in with the normal waste.</p>	<p>/</p>

MEASURE TO TAKE	✓
<p>If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.</p> <p>If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:</p> <ul style="list-style-type: none"> <li>• Local waste collection authority (if they currently collect your waste)</li> <li>• Or, by a specialist clinical waste contractor</li> </ul>	<p>This will be the cupboard opposite the school office</p>