



Infection Management Policy – v5

POLICY NUMBER
SILVP0100 210106

POLICY TYPE
SCHOOL

Silverdale Infection Management Policy January 2021

Contents

1.0 Aim of the Policy	3
2.0 Hazard Reduction Controls	3
2.1 Social Bubbles	3
2.2 Symptomatic and Asymptomatic Testing.....	4
2.3 Handwashing and Touch Point Cleaning.....	6
2.4 Social Distancing	7
2.5 Use of the Canteen	8
2.6 Infection Education and Team Teach.....	9
2.7 First Aid Administration	10
2.8 External Visitors and Contractors	10
2.9 Safeguarding Remote Learning.....	9
2.10 Outdoor Learning.....	9
2.11 Ventilation.....	9

1.0 Aim of the Policy

The aim of this policy is to outline the safety procedures currently adopted by Silverdale staff and pupils to manage the risk from the COVID-19 infection and subsequent waves. Whilst these measures have been implemented to deal with the current situation, some aspects of policy are equally applicable to other infections that have occurred in the past or may do so in the future (e.g. swine flu, bird flu, and diarrhoea and sickness bugs).

The following procedures are a means to reduce the risk of contracting the COVID-19 virus or transmitting it within Silverdale School and amongst the adults and young people who attend. It is a practical way of managing the infection to the best of our ability.

The January redraft is in response to the updated information about the new COVID-19 variant (Kent strain) and school re-opening during Lock Down 3.

2.0 Hazard Reduction Controls

Our rules on controlling the risks of infectious diseases must always be followed. However, there may be times when it is more important than ever that they are strictly followed, for example, during the outbreak of a disease such as the Coronavirus.

2.1 Social Bubbles

In order to reduce risk, Silverdale School will split into five 'social bubbles' as per the latest Government advice. The five bubbles will be Silverdale Primary, Silverdale ARP, Silverdale Oasis, Silverdale Upper School and the Learning Centre.

Due to the current COVID-19 Pandemic a thorough risk assessment of the building based upon Government Guidance has been undertaken. This has been carried out in collaboration with the Local Authority Health and Safety department and the Trade Unions.

Each bubble will run a full timetable but will remain in their own areas of the school, the only shared resources will be between Silverdale Upper and Silverdale Oasis where they will share the DT Room. The DT Room will be allocated to each department on separate days and cleaned in between use to reduce risk of transmission from those two bubbles.

Parents/carers will be asked to ensure that students are not sent into school if they are feeling unwell and any student who becomes ill during the day will be sent home as soon as possible and advised to book a PCR test at a COVID-19 testing centre. This will reduce the risk of students or staff potentially infecting others.

If any member of the bubble, staff or pupils, displays any COVID-19 symptoms (see below) they will be sent home as soon as possible and advised to book a PCR test at a COVID-19 testing centre.

- **a high temperature, this means you feel hot to touch on your chest or back (you do not need to measure your temperature),**
- **a new continuous cough, this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual),**
- **a loss or change to your sense of smell or taste, this means you have noticed you cannot smell or taste anything, or things smell and taste differently to normal.**

Self-isolation:

Information taken from www.nhs.uk 06.01.2021

Staff and students must self-isolate immediately if:

- you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started
- someone in your support bubble tested positive and you've been in close contact with them since they had the test or in the 48 hours before their test
- you've been told you've been in contact with someone who tested positive
- you arrive in the UK from a country with a high coronavirus risk

You must not leave your home if you are self-isolating.

- do not go to work, school or public places – work from home if you can
- do not go on public transport or use taxis
- do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- do not have visitors in your home, including friends and family – except for people providing essential care
- do not go out to exercise – exercise at home or in your garden, if you have one

The 10 days self-isolation start from when the symptoms started.

If an individual has not had symptoms, the 10 days start from when they had the test.

If they have symptoms after the test, self-isolate for a further 10 days from when the symptoms started.

Self- isolation can stop after 10 days if the person feels ok, does not have symptoms or they only have a cough or changes to their sense of taste or smell as this can last weeks after the infection has gone.

Staff and pupils need to keep self-isolating if they have any of the following symptoms after 10 days:

- A high temperature or feeling hot and shivery.
- A runny nose or sneezing.
- Feeling or being sick.
- Diarrhoea.

Self-isolation can stop when all of these symptoms have gone.

Staff or pupils will be asked to self-isolate for 10 days if they live with someone who:

- Has symptoms of coronavirus and tested positive, had an unclear test or did not have a test.
- Tested positive but has not had symptoms.

The 10 days start from when the person at home started having symptoms or from the day they were tested positive if they do not have any symptoms.

If anyone declines to test but have symptoms of the virus they must self-isolate for up to 10 days.

The Management Team will take advice from the Local Authority and Public Health England about when whole bubbles may need to self-isolate or departments close to manage infection.

The school may be closed for a deep clean for 24 hours in response to advice from the Local Authority or Public Health England.

2.2 Symptomatic and Asymptomatic Testing

If staff or students have COVID-19 symptoms they need to self-isolate and book a PCR test.

Lateral Flow tests are only to be used for asymptomatic testing of staff and student groups. Staff and students should not have a Lateral Flow Test in school if they have symptoms.

If staff or students have a positive result from a Lateral Flow Test, they will be sent home and asked to book a PCR test. School will then carry out contact tracing, people who were near the person with the positive test for 1 minute at 1 metre, 15 minutes at 2 metres and skin to skin contact or being closely together within a vehicle.

If staff or students are identified in school as a close contact of a colleague or a student who has a positive Lateral Flow Test in school they are eligible for 7 days of Lateral Flow Tests and whilst they are negative you can stay in school. You will need to self-isolate over the weekend during the 7 day period of Lateral Flow Tests.

If staff or students are identified in school as a close contact of a colleague or a student who has a positive PCR test they will need to self-isolate for 10 days. School will contact Emergency COVID Planning to determine timescales and return dates to school.

School will contact Emergency COVID planning each time there is either, a positive Lateral Flow or positive PCR test for advice and guidance.

2.3 Handwashing and Touch Point Cleaning

Silverdale@Howdon

On entering and exiting the school building all staff and pupils will be required to wash their hands thoroughly at the **Hand Wash Station**. The Accessibility toilet at the main entrance has been organised to provide an area where hands can be washed for 20 seconds with soap and water and dried with paper towels which can be disposed of safely. This can be done without the need to touch any surfaces and is available primarily to adults. Upper School students enter school from the external gate by the gym and can use the student toilet facilities to wash hands and sanitise.

Oasis students enter school by the double gate next to the Music Room and use the Oasis student toilet facilities to wash hands and sanitise.

This is best practice and is the most effective way of removing infection on the hands. Anyone entering the building will therefore not bring any infection on their hands into school. As they leave, the same regime means that they are not taking away any infection picked up on their hands in school.

Members of staff will be stationed at the entrance to these areas ensuring that hand washing is rigorously applied.

SilverdalePrimary@Langdale

Students will enter by the side entrance and pupils will be required to wash their hands thoroughly at the **Hand Wash Station**. The Staff toilet and student toilets at the side entrance have been organised to provide an area where hands can be washed for 20 seconds with soap and water and dried with paper towels which can be disposed of safely. In addition the main entrance to Primary can be used by the classes situated in the lower corridor and hand washing facilities are in the Breakfast Room. This can be done without the need to touch any surfaces. Members of staff will be stationed at the entrance to the school ensuring that hand washing is rigorously applied.

Primary staff will enter the Primary site via the Langdale car park and use the main door into the building. Staff will then use hand sanitiser, sign in on the iPad register and use the hand washing station provided in the breakfast room.

SilverdaleARP@Killingworth

Hedgehope

Students will enter by the main entrance and pupils will be required to wash their hands thoroughly at the **Hand Wash Station**. The boy's toilet next to the entrance has been organised to provide an area where hands can be washed for 20 seconds with soap and water and dried with paper towels which can be disposed of safely. This can be done without the need to touch any surfaces.

Main Building at Killingworth

Students will enter by the main entrance and pupils will be required to wash their hands thoroughly at the **Hand Wash Station**. The Accessibility toilet at the main entrance has been organised to provide an area where hands can be washed for 20 seconds with soap and water and dried with paper towels which can be disposed of safely. This can be done without the need to touch any surfaces.

A member of staff will be stationed at the entrance to the school ensuring that hand washing is rigorously applied.

SilverdaleLearningCentre@Coast

Students will enter by the main entrance and pupils will be required to wash their hands thoroughly at the **Hand Wash Station**. The boy's toilet at the main entrance has been organised to provide an area where hands can be washed for 20 seconds with soap and water and dried with paper towels which can be disposed of safely. This can be done without the need to touch any surfaces.

A member of staff will be stationed at the entrance to the school ensuring that hand washing is rigorously applied.

2.4 Social Distancing

The school recognises that social distancing within bubbles with children with SEMH is extremely difficult, therefore the aim is to minimise contact outside of bubbles. Students will only in very rare occasions be allowed outside of their bubble and will be managed by staff. During Lock Down 3, staff will not be deployed outside of their bubble, this means there may be class or bubble closures, this is to mitigate risk highlighted by the new COVID-19 variant (Kent strain).

Taxis will be arranged where possible that only students from the same bubble travel on them. If students require the use of a minibus they will be advised to wear a mask and wash their hands immediately after travel, the school will attempt to minimise the amount of cross minibus use whenever possible but again this is difficult with a fixed number of buses.

During Lock Down 3 there will be no visitors on site unless it is related to a safeguarding matter or essential maintenance. Post Lock Down 3 School Leaders recommend that staff, students and visitors to Silverdale sites maintain 2 metres from each other where possible, particularly those who are classed as Clinically Vulnerable, Clinically Extremely Vulnerable and Black, Asian and Ethnic Minority.

Each room being used has a hygiene pack with items necessary to maintain good hygiene habits for staff and pupils, and the equipment to sanitise the room. The pack will provide:

- Anti-bacterial wipes
- Paper towels
- Hand-sanitiser

Each area or room with a sink will have soap available.

Staff have a responsibility for maintaining high standards of hygiene among the people in their classrooms and for keeping the area sanitised. There is a checklist for staff to follow in each teaching room.

- On entering the room all pupils and staff to wash their hands at the sink (in rooms where they are available) for 20 seconds. Dry with the paper towels and put them in the bin. Use hand sanitiser.
- Before beginning the session, computer keyboards and any other equipment which may be used to be sanitised. Use anti-bacterial wipes and paper towels and put them in the bin.
- During the session, staff should be **actively** involved in:
 - Sanitising surfaces and areas being touched regularly.
 - Wiping down handles, surfaces and backs of chairs.
 - Sanitising keyboards and iPads.
 - Setting a good hand hygiene example.
- At the end of the session computer keyboards to be sanitised and any other equipment which has been used. Use anti-bacterial wipes and paper towels and put them in the bin.
- Before pupils or staff leave the room, everyone to wash their hands at the sink (in rooms where they are available) for 20 seconds. Dry with the paper towels and put them in the bin. Use hand sanitiser as an alternative if needed.
- No visitors allowed on site during Lock Down 3. Policy outside of Lock Downs during tier restrictions: External visitors. Visitors must make an appointment via the school office. They must wash their hands when they arrive and depart at the handwashing station in the Reception Area. Their visit must take place in the meeting room behind Reception and social distancing must always be maintained. Visitors such as school nurses delivering curriculum content will be allowed on site but they can only work with one bubble on any day.

2.5 Use of the Dining Room

Packed lunches will be provided for students during Lock Down 3 and they will be socially distanced around the school to eat their lunches. The Dining Room is now designated as Silverdale Testing Area and is not to be entered by general staff or students unless they are accessing Lateral Flow Tests or a member of the testing team.

2.6 Infection Education and Team-Teach

Pupils will have activities around dealing with the COVID-19 virus, which will include information about:

- ✓ Hand washing (including practical sessions)
- ✓ Personal hygiene (nose blowing/face touching)
- ✓ The importance of infection management

To manage hygiene around the school the following need to happen:

- ✓ Staff and pupils need to adhere to this policy.
- ✓ Pupils need to be in a tutor room, in an activity or in lessons.
- ✓ Pupils need to be in an activity at break and lunchtimes. Staff need to ensure that this is followed.
- ✓ Recreation room – the pool tables can only be used by one bubble per day and any hand held equipment such as PlayStation controllers should be cleaned after each individual use.
- ✓ The gym will be ventilated and all equipment cleaned between uses. Staff and pupils will enter by the gym door and leave by the side door. Hand washing and use of sanitiser must take place as it would do in any area of school.
- ✓ It is recommended physical activity happen outdoors where possible.
- ✓ Students should not be moving outside of their bubble unless in an emergency and this movement must be supervised by staff.
- ✓ Classroom equipment is allocated to each teaching space and should not be removed.
- ✓ PPE is available for staff who are required to administer first aid and medication to pupils during the school day.
- ✓ Pupils must follow these rules if they are to be allowed to stay in school.

Team Teach Practice

Governors are keen to stress that staff must only use the 5% restraint Team Teach in cases of health and safety but understand that these occasions will happen in a SEMH school. If there is a situation where a student is potentially hurting themselves, another person or causing criminal damage then Governors instruct staff to follow the school's Relationship and Restraints Policies.

Staff have been asked to bring spare clothing to school and following a Team Teach incident will be advised to change their clothing and wash their hands.

In extreme incidents a shower facility will be open for staff to use. Corridor staff who are often involved in team-teach have access to additional PPE.

If a student requires physical restraint to reduce risk of harm to themselves, others or prevent damage, the Senior Leadership team will address the situation dynamically and make decisions on an individual basis. Risk assessments may require the student to be educated remotely for a day or an extended period depending upon the incident and the student's personal risk assessments.

Clinically Vulnerable, Clinically Extremely Vulnerable and Black, Asian and Ethnic Minority Staff:

Moving forward in the light of guidance related to staff identified by the Government term BAME, Black, Asian, Minority Ethnic, this group will be considered and acknowledged alongside staff identified as CV, Clinically Vulnerable and CEV, Clinically Extremely Vulnerable. Latest Government guidance will be adhered to and risk assessments carried out to minimise the risk as much as possible. This may require staff being supported to work from home with ongoing contact from school.

2.7 First Aid Administration

In the eventuality first aid is required suitable personal protective equipment (PPE) is required at all times including as a minimum eye protection, gloves, and mask. This equipment has been provided at all first aid stations and would be used at all times.

Where possible the person having first aid administered on them should also wear suitable PPE including face mask.

2.8 External Visitors and Contractors

This protocol can only be followed outside of Lock Downs. External visitors and contractors must make an appointment via the school office. They must wash their hands when they arrive and depart at the handwashing station in the Reception Area. Social distancing must always be maintained. Contractors are only to be scheduled out of school pupil hours only or if delivering essential maintenance.

2.9 Safeguarding Remote Learning

Any concerns arising from remote learning will be followed up through the usual safeguarding protocols. Staff will be using the following media to deliver remote learning; emails, Google Classroom, Purple Mash and phone calls. School are endeavouring to ensure all students learning at home have the equipment to access remote learning. Pastoral and wellbeing checks will be delivered primarily by Link workers and by teaching and learning staff. Remote teaching and learning will be delivered by teaching and support staff.

2.10 Outdoor Learning

Following Local Authority advice, at the time of redrafting this policy, Outdoor Learning will take place where possible on site and within North Tyneside borders to mitigate risks from transmission rates in bordering authorities.

2.11 Ventilation

All areas of school will be well ventilated which will require windows to be opened throughout the day. The dress code for staff has been amended temporarily so that staff can wear warm clothing whilst areas in school are cooler during the Winter period. Students are also welcome to wear additional layers as needed. Additional layers that can be worn indoors include hats, scarves, gloves and coats.

An upper pane window (where possible) will be open in each room and area (where applicable) to support air flow and all windows will be opened periodically throughout the day to 'purge' classrooms and areas in use.